



## **C O U N C I L   S U M M O N S**

***To all Members of Council***

***You are hereby summoned to attend a***

***MEETING OF THE COUNCIL***

***to be held at 2.30 pm on***

***WEDNESDAY 19 July 2017***

***in the***

***COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE***

***Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.***

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

### **PART A**

1. *Mayor's Announcements.*
2. *To receive any declarations of interest from Members.*
3. *To receive and, if thought fit, confirm the Minutes of the previous meeting of Council:*

*Civic Year 2016/17    15 March 2017 (Special) and 15 March 2017*

*Civic Year 2017/18    26 May 2017 and 31 May 2017*

## **PART B**

4. *Report of the Head of Corporate Strategy and Democratic Services re Committee Representation and Member Outside Body Representation (Pages 107 - 118)*
5. *Report of the Head of Legal Services re Standards Committee (Pages 119 - 122)*

## **PART C**

6. *To receive the following-and any questions raised by Members, or any matters to be raised by Cabinet Members:-*

Record of Executive Decisions of the Cabinet and Cabinet Boards.

## **PART D**

7. *To receive any questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules.*
8. *Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.*

*Sam P...*

**Chief Executive**

**Civic Centre  
Port Talbot**

**Thursday, 13 July 2017**

## COUNCIL

(Civic Centre, Port Talbot)

**Members Present:**

**15 March, 2017**

**The Mayor:** Councillor Mrs.S.M.Penry

**The Deputy Mayor:** Councillor Mrs.J.Dudley

**Councillors:** Ms.C.Clement-Williams, A.P.H.Davies, D.W.Davies, Mrs.R.Davies, Mrs C.Edwards, I.B.James, Mrs.L.H.James, M.L.James, R.James, A.Jenkins, E.E.Jones, Mrs.D.Jones, R.G.Jones, D.Keogh, E.V.Latham, Mrs.K.Lloyd, A.R.Lockyer, J.Miller, Mrs.S.Miller, C.Morgan, J.D.Morgan, Ms.C.Morgans, Mrs.S.Paddison, Mrs.K.Pearson, M.Protheroe, L.M.Purcell, S.Rahaman, P.A.Rees, P.D.Richards, J.Rogers, A.L.Thomas, J.Warman, D.Whitelock and A.N.Woolcock

**Officers in Attendance:** S.Phillips, H.Jenkins, A.Evans, G.Nutt, N. Jarman, D.Michael, C.Millis, S.John and Mrs.A.Manchipp

**Representatives of the Translation Service:** Present

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### 1. **HONORARY FREEDOM OF THE COUNTY BOROUGH**

The Deputy Leader thanked the Leader of the opposition for her support in putting forward today's motion.

**RESOLVED:** that, as a token of the honour and esteem in which he is held and in recognition of the fact that he is person of distinction in his commitment and political service to the people and communities of the County Borough of Neath Port Talbot, Councillor Alun H. Thomas, be admitted as an Honorary Freeman of the County Borough of Neath Port Talbot in

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accordance with Section 249(5) of the Local Government Act 1972.

## **CHAIRPERSON**

**COUNCIL**

**(Civic Centre, Port Talbot)**

**Members Present:**

**15 March, 2017**

**The Mayor:**                      **Councillor S.M.Penry**

**The Deputy Mayor:**        **Councillor J.Dudley**

**Councillors:**                      C.Clement-Williams, A.P.H.Davies,  
D.W.Davies, R.Davies, C.Edwards, I.B.James,  
Mrs.L.H.James, M.L.James, R.James,  
A.Jenkins, E.E.Jones, M.Jones, D.Jones,  
R.G.Jones, D.Keogh, E.V.Latham, Mrs.K.Lloyd,  
A.R.Lockyer, J.Miller, S.Miller, C.Morgan,  
J.D.Morgan, Ms.C.Morgans, S.Paddison,  
Mrs.K.Pearson, M.Protheroe, L.M.Purcell,  
S.Rahaman, P.A.Rees, P.D.Richards, J.Rogers,  
A.J.Taylor, A.H.Thomas, A.L.Thomas,  
J.Warman, D.Whitelock and A.N.Woolcock

**Officers in Attendance:**                      S.Phillips, H.Jenkins, A.Evans, G.Nutt,  
N. Jarman, C.Millis, S.John, D.Michael,  
Ms.C.Furlow, R.George, Mrs. N. Sparkes,  
F Clay-Poole and Mrs.A.Manlipp

**Representatives of the Translation Service:**        Present

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1.    **DECLARATIONS OF INTEREST**

The Chief Executive declared his interest in the Report on the Welsh Government Consultation on the White Paper as it relates to the fees for the Local Government Elections Returning Officer.

2.    **MINUTES OF THE PREVIOUS COUNCIL MEETINGS**

**RESOLVED:**        that the Minutes of the following meetings of Council be confirmed, subject to the following proposed

addition to the Minutes of 1 February 2017, Minute No 4, as it relates to the Budget:

" the Leader of the Opposition ,Cllr Purcell, tabled an amendment recommending that £1m be transferred from general reserves in order to protect the schools base budget, Pontardawe Arts Centre, Cefn Coed Museum and front line services. This was seconded by Cllr Llewelyn. The proposed amendment was defeated".

This addition was put to the vote and was defeated.

Council	25 January, 2017
Council	1 February, 2017
Council	1 March, 2017

### 3. **DECISION MAKING DURING THE PRE ELECTION PERIOD**

The Head of Legal Services gave a brief overview of the above report and advised Council of a typographical error on line 6 of the recommendation where it refers to 2012, which should read 2017.

- RESOLVED:**
1. that any matters which normally require determination by Cabinet or Cabinet Boards, or any other Committee or Sub Committee of the Council, and which in the view of the Chief Executive, or a Corporate Director or a Head of Service necessitates a decision to be taken during the period 3 May to 30 May, 2017, then such Officer (s) in respect of matters within their Service functions, shall have delegated power to take a decision and to authorise any action on the matters in question, subject the use of the Pro forma attached and subject also to the following :-
    - a. any decisions taken must comply with normal reporting format, including compliance statement and reason for decision, except that implementation shall be with immediate effect without any call-in requirement;

- b. all decisions shall be reported back to Members;
- c. this delegation will not include any determination of planning applications which are normally determined by the Planning Committee, unless deemed urgent by the Head of Planning in the context of statutory timescales; nor will it include decisions on any planning matters deemed to be “controversial” in the view of the Head of Planning. Any planning applications dealt with under this delegation will be determined by the Head of Planning.
- d. in exercising the above delegated powers, Officers will be required to consult with three Members as follows:
  - (i) From 4 May to 17 May – the current Mayor or Deputy Mayor and two other Members from different Political Groups (including one from any Majority Group);
  - (ii) From 17 May to 31 May - the newly elected Leader or Deputy Leader (or in their absence the newly elected Mayor or Deputy Mayor) and two other Members from different Political Groups (including one from any Majority Group).

Subject in both cases to these groups being constituted.

- 2. that the Mayor or Deputy Mayor be authorised to be present at the opening of tenders during the period set out in (i) above and the Leader or Deputy Leader (or in their absence the Mayor or

Deputy Mayor) during the period set out in (ii) above.

4. **MEMBERS' REMUNERATION AND EXPENSES SCHEME 2017/18**

- RESOLVED:**
1. That decisions of the IRPW as to basic salary, senior salary and fees for Co-opted Members to be implemented for the financial year 2017/18, be noted;
  2. That the fees for Co-opted Members be payable for all meetings of Committees on which those Members serve together with any seminars, training events or briefings within the terms of the IRPW report;
  3. That the senior salaries be paid to those office holders identified in the Schedule of Councillors and Co-opted Members Remuneration for 2017/18 as contained in Appendix 1 to the circulated report;
  4. That Council confirms that the Level 1 payment band be applied to Executive Members and Committee Chairs;
  5. That the Level 2 payment band continue to be applied for Civic Duties;
  6. That individual Members advise the Director of Finance and Corporate Services, in writing, of any variation to the Senior Salary amount they wish to be paid in 2017/18;
  7. That Option 1 be utilised in relation to the publication of the reimbursement of the costs of care.

5. **MEMBERS ICT SCHEME 2017/18**

**RESOLVED:** That the amendments to the Members ICT Scheme and Internet Usage Policy, as contained in the Appendix to the circulated report, be approved.

6. **WELSH GOVERNMENT CONSULTATION WHITE PAPER**

Member expressed concern that the proposals contained in the above consultation document did not clarify the proposals for Community Councils and would result in some of the services



currently being undertaken by Unitary Authorities being lost to the local communities. This would cause the Authority particular problems as there were no Community Councils in the Port Talbot area. Members therefore asked if this could be highlighted within the proposed response. It was noted that a Special meeting of the WLGA would be held shortly to submit a joint response.

**RESOLVED:** That the Chief Executive be authorised, in consultation with the Leader of Council, to respond to the consultation on the Welsh Government's White Paper, in line with the comments on the various issues outlined in the circulated report, adding, subtracting or amending matters as Members see fit.

7. **WELLBEING ASSESSMENT (WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

Council received the report of the Public Services Board on the Wellbeing Assessment which had been prepared under Section 36 of the Wellbeing of Future Generations (Wales) Act 2015.

The difficulties associated with undertaking such an assessment in the absence of a definition of "wellbeing" was acknowledged.

**RESOLVED:** 1. That the draft Well-being Assessment prepared by the Public Services Board, as contained in the circulated report, be noted;

2. That the Chief Executive be authorised to feed back any comments that Members wish to make to the Public Services Board.

8. **WESTERN BAY POPULATION ASSESSMENT**

Council received the report of the Director of Social Services, Health and Housing on the Western Bay Population Assessment which had been carried out jointly with the Local Health Board under the Social Services and Wellbeing (Wales) Act 2014.

Members noted that the report had been commended to Council by the Social Care, Health and Housing Cabinet Board, subject to amendments to the Equality Impact Assessment.

- RESOLVED:**
1. That the Western Bay Population Assessment, as contained in the circulated report, be approved;
  2. That the Director of Social Services, Health and Housing be authorised to publish a link to the Population Assessment on the Council's website;
  3. That the City and County of Swansea be authorised to submit the Population Assessment to Welsh Ministers on behalf of the three local authorities and the Health Board in the Western Bay region.

9. **WELSH IN EDUCATION STRATEGIC PLAN 2017/20 (WESP)**

Council received the report of the Head of Participation in relation to the Welsh in Education Strategic Plan 2017/20 (WESP).

Some Members felt that there was a lack of enthusiasm and vision in the Plan and that the Authority would not meet the deadline set by Welsh Government, of 1m Welsh speakers by 2050. Members accepted that this was the first time that new Welsh Schools were being provided in the County Borough, however there were no new provisions for primary, nursery or pre-school pupils. The Director of Education, Leisure and Lifelong Learning accepted that it would be difficult to achieve the target, but that it was hoped that with the provision of the second campus this may enthruse pupils to seek education through the medium of Welsh. Members felt that there was a need to increase the number of Welsh speaking teachers across Wales and that the document should be reviewed on an annual basis.

The relevant Cabinet Member advised Council that he had met recently with Menter Iaith, following the consultation period, and would meet again in October to discuss further. He stressed that the Welsh Government target of 1m Welsh speakers referred not just to the classroom but across all sectors of the community.

**RESOLVED:** That, having given due regard to the Equality Impact Assessment and the responses to the consultation and the impact assessments in relation to equality, risk, Welsh Language, legal and workforce, the Welsh in Education Strategic Plan for 2017-2020 (WESP) be approved, prior to submission to the Welsh Government, with an implementation date of the 1 April 2017.

#### 10. **DRAFT CORPORATE OBJECTIVES 2017/18**

Council received the report of the Head of Corporate Strategy and Democratic Services on the Draft Addendum to the Corporate Improvement Plan 2016-19 containing Improvement and Well-being objectives for the period 1 April 2017-30 September 2017.

Following the presentation of the report, the Leader of Council summed up the work of the Authority over the last 5 years and thanked Members and Officers for their support in delivering many of the Council's objectives. These included improvements in children's services, school performance, the Strategic School Improvement Programme, work in supporting people affected by welfare benefit changes, modernisation of adult social services, regeneration and improvements in waste recycling, etc. The Leader also extended his thanks to partner agencies in the voluntary sector, community groups and Trade Unions.

- RESOLVED:**
1. That the Draft Addendum to the existing Corporate Improvement Plan 2016-19 be adopted;
  2. That the Head of Corporate Strategy and Democratic Services be given delegated authority, in consultation with the Leader, Deputy Leader and Chief Executive to make any further changes necessary prior to final publication and which do not materially change the content of the Addendum.

11. **EXECUTIVE DECISIONS OF CABINET AND CABINET BOARDS  
2016/17 (FOR INFORMATION)**

**RESOLVED:** that the undermentioned minutes be noted:-

Cabinet	18 January, 2017
Cabinet	24 January, 2017
Cabinet	31 January, 2017
Cabinet	22 February, 2017
Policy and Resources	11 January, 2017
Policy and Resources	15 February, 2017
Children, Young People And Education	5 January, 2017
Children, Young People And Education (Special)	26 January, 2017
Children, Young People And Education	26 January, 2017
Social Care, Health and Housing	9 February, 2017
Economic and Community Regeneration	20 January, 2017

12. **URGENT ITEM**

With the permission of the Mayor the following item was raised as an urgent item.

Reason:

Due to the time element.

13. **CHILD CREMATION FEES**

The Chief Executive advised Members of Council that a report would shortly be taken to the Margam Joint Crematorium Committee regarding the introduction of free cremations for minors up to the age of 12 years.

14. **FINAL MEETING OF COUNCIL**

As this was the last meeting of Council before the elections, the Mayor extended her thanks to all Members and Officers for their support during her year of Office.

In addition Members not standing for election in May also spoke and thanked Members, Officers and their respective families for their support during their time in Office.

Members also paid tribute to the Leader of Council, who would also be standing down in May, for his valuable contributions in making the Authority the success it is today.

**CHAIRPERSON**

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## ANNUAL MEETING OF COUNCIL

(Civic Centre, Port Talbot)

**Members Present:**

**26 May, 2017**

**The Mayor:** Councillor S.M.Penry

**The Deputy Mayor:** Councillor J.Dudley

**Councillors:** A.R.Aubrey, S.Bamsey, D.Cawsey, H.C.Clarke, C.Clement-Williams, S.Dafydd, A.P.H.Davies, D.W.Davies, N.J.E.Davies, O.S.Davies, R.Davies, C.Edwards, M.Ellis, J.Evans, S.E.Freeguard, C.E.Galsworthy, W.F.Griffiths, S.Harris, M.Harvey, N.T.Hunt, S.K.Hunt, C.James, H.N.James, C.J.Jones, D.Jones, H.Jones, L.Jones, R.G.Jones, D.Keogh, S.A.Knoyle, E.V.Latham, A.Llewelyn, A.R.Lockyer, A.McGrath, J.Miller, S.Miller, R.Mizen, J.D.Morgan, S.Paddison, D.M.Peters, R.Phillips, L.M.Purcell, S.Rahaman, P.A.Rees, S.Renkes, S.H.Reynolds, A.J.Richards, A.J.Taylor, R.L.Taylor, A.L.Thomas, R.Thomas, J.Warman, D.Whitelock, C.Williams, R.W.Wood and A.N.Woolcock

**Officers in Attendance:** S.Phillips, H.Jenkins, A.Evans, A.Manlipp and J.Woodman-Ralph

**Representatives of the Translation Service:** Present

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### 1. **ELECTION OF MAYOR FOR 2017/18**

On the motion of Councillor Councillor L.M.Purcell seconded by Councillor Mrs.R.Davies, it was:-

**RESOLVED:** That Councillor Janice Dudley be elected Mayor for the Civic Year 2017/18 pursuant to Section 23(1) of the Local Government Act 1972.

Councillor Janice Dudley then subscribed to the Oath of Allegiance administered by the Chief Executive and made the formal Declaration of Acceptance of Office.

The Chief Executive was pleased to announce that the Mayor's Consort would be David Evans and the Mayor's Chaplain would be Canon Illtyd Protheroe from Carmarthen.

2. **APPOINTMENT OF DEPUTY MAYOR FOR 2017/18**

On the motion of Councillor S.Paddison seconded by Councillor S.Freeguard, it was:-

**RESOLVED:** that Councillor Dennis Keogh be appointed the Deputy Mayor for the Civic Year 2017/2018 pursuant to Section 24(1) of the Local Government Act 1972.

Councillor Dennis Keogh then made the formal Declaration of Acceptance of Office.

The Chief Executive was pleased to announce that the Deputy Mayoress for the Civic Year would be Christine Keogh.

3. **INVESTITURE OF MAYOR'S CONSORT AND DEPUTY MAYOR'S CONSORT**

The Outgoing Mayor's Consort Glen Clarke, invested the Mayor's Consort with his Insignia of Office.

The Mayor's Consort invested the Deputy Mayoress with her Insignia of Office.

4. **MAYORAL ADDRESS**

The Mayor, Councillor Janice Dudley, then made her Mayoral Address and also took the opportunity to thank Members for their support in electing her as Mayor and to acknowledge the services of the retiring Mayor and Mayor's Consort.



5. **VOTE OF THANKS TO THE OUTGOING MAYOR**

On behalf of the Council, Councillor S.Miller was pleased to extend a vote of thanks to the Outgoing Mayor, Councillor Shelia Penry, for the manner in which she and her Consort had carried out their Mayoral duties. Councillor D.Jones was pleased to endorse the vote of thanks on behalf of the Council.

The Mayor then presented the Outgoing Mayor, Councillor Sheila Penry, with her Past Mayor's Medallion and a Photographic Album, and the Mayor's Consort presented the Outgoing Mayor's Consort with his Medallion.

6. **RESPONSE BY THE OUTGOING MAYOR**

Councillor Sheila Penry, in response to the vote of thanks, offered the Mayor and Mayor's Consort her congratulations and took the opportunity to thank those who had given her support and encouragement throughout her Mayoral Year, including Members and Officers of the County Borough Council and her Chaplain.

7. **APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL FOR 2017/18**

On the motion of Councillor A.L.Thomas seconded by Councillor D.Cawsey, it was:-

**RESOLVED:** that, pursuant to Part 4, Section 1(1.1) of the Constitution, Councillor R.G.Jones be appointed Leader of the Council and Councillor A.J.Taylor be appointed Deputy Leader of the Council for the Civic Year 2017/18.

8. **ADMINISTRATION ISSUES FOR 2017/18**

The Mayor reported that, as it was not practicable for the various administration issues to be dealt with at the Annual Meeting, it was intended to convene a Special Meeting of Council on Wednesday, 31 May, 2017.

**RESOLVED:** that the Administration Issues be considered at the Special Meeting of Council to be held on 31 May, 2017.

The Mayor then declared the Meeting closed.

**CHAIRPERSON**

## COUNCIL

(Civic Centre, Port Talbot)

**Members Present:**

**31 May, 2017**

**The Mayor:** Councillor J.Dudley

**The Deputy Mayor:** Councillor D.Keogh

**Councillors:** A.R.Aubrey, S.Bamsey, D.Cawsey, H.C.Clarke, C.Clement-Williams, S.Dafydd, A.P.H.Davies, D.W.Davies, N.J.E.Davies, O.S.Davies, R.Davies, C.Edwards, M.Ellis, J.Evans, S.E.Freeguard, C.E.Galsworthy, W.F.Griffiths, S.Harris, M.Harvey, N.T.Hunt, S.K.Hunt, C.James, H.N.James, C.J.Jones, D.Jones, H.Jones, L.Jones, R.G.Jones, S.Jones, S.A.Knoyle, E.V.Latham, A.Llewelyn, A.R.Lockyer, A.McGrath, J.Miller, R.Mizen, J.D.Morgan, S.Paddison, S.M.Penry, D.M.Peters, R.Phillips, L.M.Purcell, S.Pursey, S.Rahaman, P.A.Rees, S.H.Reynolds, A.J.Richards, P.D.Richards, A.J.Taylor, R.L.Taylor, A.L.Thomas, R.Thomas, J.Warman, D.Whitelock, C.Williams, A.Wingrave, R.W.Wood and A.N.Woolcock

**Officers in Attendance:** A.Evans, N. Jarman, H.Jenkins, Mrs.K.Jones, A.Manchipp, D.Michael, G.Nutt, S.Phillips and Mrs.J.Woodman-Ralph

**Representatives of the Translation Service:** Present

1. **MEMBERS' DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the Meeting:-

Cllr.D.Cawsey	In relation to the report of the Chief Executive as it relates to the AM/MP Protocol as he currently works for Christina Rees MP.
Cllr.L.Jones	In relation to the report of the Chief Executive as it relates to the AM/MP Protocol as she currently works for Christina Rees MP.
Cllr.R.Phillips	In relation to the report of the Chief Executive as it relates to the AM/MP Protocol as she currently works for Jonothan Edwards MP and Adam Price AM.
Cllr.S.Pursey	In relation to the report of the Chief Executive as it relates to the AM/MP Protocol as he currently works for the local MP.
Cllr.A.J.Taylor	In relation to the report of the Chief Executive as it relates to the AM/MP Protocol as he currently works for Derek Vaughan MEP .

2. **ADMINISTRATION ISSUES FOR THE CIVIC YEAR 2017/18**

Prior to consideration of the business before Council today, the Leader of Council gave his inaugural speech, highlighting his priorities for the next 5 years of the administration.

The Leader of the two opposition parties then responded.

Council considered the various administrative issues deferred from the Annual Meeting of 26 May, 2017, as set out in the above report, and the Addendum Report circulated at the meeting.

**RESOLVED:** (a) that the amended Policy and Budget Framework, as set out in **Annex A**, attached hereto, be approved;

**Executive**

(b) that the arrangements for the Civic Year 2017/18 i.e. the period to the next Annual Meeting, in respect of the size of the Cabinet; the appointment of Members thereto; the appointment of the Cabinet Boards; and the allocation of the Cabinet Portfolios be approved as contained in **Annex B** attached hereto;

**Scrutiny and Council Committees**

- (c) that the apportionment of seats amongst the constitution of Political Groups be confirmed as set out in **Annex C** attached hereto (but it be unanimously RESOLVED that pursuant to Section 17 of the Local Government and Housing Act 1989, the political balance requirements of Sections 15 and 16 should not apply to the Appeals Panel, Standards Committee and the Licensing and Gambling Acts Sub Committee), and should not be applied generally in so far only as an allocation of seats shall be made to the one Member who is not a Member of any political group.
- (d) that the apportionment of the Scrutiny Committees for the Civic Year 2017/18 and the number of places thereon, together with the appointment of Members thereto, be approved as set out in **Annex D** attached hereto;
- (e) that the proposals in respect of the other Committee arrangements for the Civic Year 2017/18 be approved, together with the appointment of Members thereto, as set out in **Appendix E** attached hereto and that the Head of Legal Services be authorised to receive nominations from the Town and Community Councils for a Community Council member of the Standards Committee together with a deputy and for those persons nominated to be appointed in that

capacity provided that the Head of Legal Services certifies that they are eligible for appointment.

-The Council Meeting was suspended at this point for a Special Audit Committee to be convened. Thereafter Council was reconvened.-

### **Other Matters**

- (f) that a Staff Council of 12 Members of the Personnel Committee (plus advisors) be appointed for the Civic Year 2017/18, together with appropriate Trade Union representative, as set out in **Annex F** attached hereto;
- (g) that the proposals in respect of the other Member/Officer Groups for the Civic Year 2017/18 be approved, together with the appointment of Members thereto, as set out in **Appendix F** attached hereto.
- (h) that, subject to the note below, the appointments to Joint Committees, Outside and Other Public Bodies for the Civic Year 2017/18 be approved, together with the appointment of Members thereto, as set out in **Annex G** attached hereto.

**Note:** The appointment of Representatives to Joint Committees, together with the Executive representation on Outside and Other Public Bodies, is the responsibility of the Cabinet (Minute Nos. 1 and 2 of the Special Cabinet refers);

- (i) that the timetable and cycle of meetings including the schedule of Members Seminars as set out in **Annex H** attached hereto, be approved.
- (j) that the amended AM/MP's Protocol as contained in **Annex I** as attached hereto, be approved.
- (k) that the revised Councillor/Officer Relationships Protocol as set out in **Annex J** attached hereto, be approved
- (l) that the Policy for submitting apologies for Council meetings as set out in **Annex K** attached hereto, be approved.

(m) that the distribution of the available Senior Salaries as contained in **Annex L** attached hereto, be approved.

3. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE AUDIT COMMITTEE;**

**RESOLVED:** that it be noted that the Chairman and Vice Chairman of the Audit Committee for 2017/18, be Councillors J.D.Morgan and L.M.Purcell respectively.

4. **APPOINTMENT OF THE CHAIRMAN AND VICE CHAIRMAN OF THE DEMOCRATIC SERVICES COMMITTEE**

**RESOLVED:** that the Chairman of the Democratic Services Committee for 2017/18, be Councillor J.D.Morgan.

5. **AMENDMENT TO THE CONSTITUTION OF NEATH PORT TALBOT COUNTY BOROUGH COUNCIL IN RESPECT OF THE SIZE AND COMPOSITION OF PLANNING COMMITTEES**

**RESOLVED:** that the Constitution of Neath Port Talbot County Borough Council be amended in line with the amendments set out in Appendix 1 to the circulated report.

**Meanings – Policy and Budget Framework**

(a) **Policy framework.** The policy framework means the following plans and strategies:-

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

- Single Integrated Plan/Well-being Plan
- Corporate Improvement Plan and Annual Report/Well-being Objectives and Well-being Statement
- Regional Transport Plan;
- Unitary Development Plan;
- Local Development Plan;
- Welsh Language Scheme/Standards;
- Youth Justice Plan;

(ii) 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
- Flood Risk Strategy
- Access to Service Strategy/Digital by Choice
- Air Quality Strategy
- Equalities Strategies
- Welsh in Education Strategic Plan (WESP)
- Annual Council Reporting Framework (Social Services)
- Corporate Parenting Policy and Annual Report
- Freedom of Information Publication Scheme
- Families First Plan
- Communications Strategy
- Community Development Delivery Plan
- Communities First Delivery Plans and Performance Report
- Older Persons' Strategy
- Licensing Policy



- 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 disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

## **Executive Arrangements**

**Note:** the Cabinet Boards are “Cabinet Committees” under the Local Government Act 2000

## **Annex B**

### **CABINET FUNCTIONS**

To discharge with delegated authority the following functions:-

#### **General**

- (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 Overview and Scrutiny Committees in the development of the policy and budget framework, and such other matters as deemed appropriate
- (5) the search for Improvement and receiving the outcome of reviews from Overview and 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 the Local Development Plan.

(12) responding to any recommendations of Overview and 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 Overview and 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 – s 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)
- maladministration 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 and priorities for improvement during the plan period; consult the Cabinet Overview and Scrutiny Committee and any other Scrutiny Committee as deemed appropriate and recommend to Council.

“ draft the Annual Report, accounting for the extent to which the Council has delivered the improvement identified in the Corporate Improvement Plan”

(17) 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” Overview and Scrutiny Committee

(18) 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)

(19) initiate planning applications as appropriate to executive functions

(20) 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.

(21) all of the local authority's functions including those hereafter (except functions which by statute, regulations or local choice are not executive functions); and to be able to deal with any executive matters which are otherwise delegated to Cabinet Committees or Officers.

## **CABINET FUNCTIONS**

### **(Specific)**

The following are some specific executive functions for Cabinet to discharge with delegated authority but these are not exhaustive and must be construed in the context that the Cabinet may discharge with delegated authority all of the Authority's functions, except functions which by statute, regulations or local choice are not executive functions.

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

**Policy and Resources Cabinet Committee**

Three members holding cabinet portfolios 1,3 and 4

All matters under 1,2 3 and 4 above and any other related matters not so listed. If deemed urgent by the Leader or in his absence the Deputy Leader any matters under 5,6,7,8,9 or 10, or any related matter not listed, this with the agreement also of the relevant cabinet member who may attend the meeting for the item as a non-voting member (unless substituting as a voting member under the Executive Procedure Rules).

**Social Care, Health and Well-being Cabinet Committee**

Two members holding cabinet portfolios 6 and 7.

All matters under 6 and 7 and any other related matters not so listed.

**Education, Skills and Culture Cabinet Committee**

Two members holding portfolios 7 and 8.

All matters under 8 and any other related matters not so listed.

**Regeneration and Sustainable Development Cabinet Committee**

Two members holding portfolios 5 and 10.

All matters under 5 and 10 and any other related matters not so listed.

**Streetscene and Engineering**

Two members holding portfolios 9 and 10.

All matters under 9 and any other related matters not so listed.

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

- a) Deal with any matters referred from Cabinet
- b) Work closely with the relevant Overview and Scrutiny Committees, particularly in pre-scrutiny
- c)
  - Monitor the performance of services, paying particular attention to the priorities for improvement set out in the Corporate Plan;
  - Compare the performance of the Council's services over time and with other authorities who provide similar services;
  - From time to time, consider whether to exercise the power to collaborate;
- d) Implement and monitor improvement actions following improvement or efficiency reviews
- e) Implement and monitor recommendations arising from the Wales Audit Office reports;
- f) Implement and monitor service-related requirements arising from the Wales Audit Office Annual Improvement Report
- g) Manage operational land and property
- h) Authorise expenditure from approved budget limits on matters within their purview and recommend any virements, where appropriate, to Cabinet and Council;
- i) Any executive matters which are otherwise delegated to officers which relate to the functions of the committee;
- j) The other general matters specified for the Cabinet in Annex G as it relates to the functions of the Cabinet Committees

### **Cabinet Portfolios**

The Council may determine at any time that individual cabinet members can discharge executive functions. But in the absence of any such formal delegations, the Council will in any event determine "cabinet portfolios" for individual cabinet members – a "portfolio" being a range of issues apportioned to a cabinet member but without authority to formally discharge executive functions individually unless so authorised by Council in this Constitution. Such delegated authority is not currently given under this Constitution to cabinet members to discharge



executive functions individually. The broad range of cabinet portfolio issues are set out below:

## **1. Community and Strategic Leadership**

- Political Leadership
- Policy and Strategic Resource Planning
- Democratic Services/Member Support
- Well-being Plan/Public Services Board
- Overview of regional and wider area collaborative working arrangements
- Corporate Governance and Risk Management

### Related Strategies/Themes

- Well-being Plan
- Corporate Plan, including well-being objectives, well-being statement and improvement objectives
- Annual Governance Statement

### 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
- Public Services Board matters

## **2. Transformation/Deputy Leader**

- Transformation
- Innovation and Best Practice
- Income Generation - Policy and Strategy
- Digital Champion
- Deputising for the Leader of Council
- Co-ordination of the forward work programme
- Communications and community/public relations
- Voluntary Sector and External Partnerships overview

### Related Strategies/Themes

- Communications Strategy
- Voluntary Sector Compact
- Digital by Choice

### **3. Finance**

- Budget strategy and Forward Financial Plan
- Budget monitoring
- Treasury Management
- Income Generation – Policy implementation
- Revenues and housing benefits
- Debt write off

### Related Strategies/Themes

- Forward Financial Plan
- Budget
- Income Generation Policy

### 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 and Corporate Services Directorate as a whole

#### **4. Corporate Services and Equalities**

- Corporate Support and Performance Management
- Social inclusion, including welfare reform, poverty, equalities, Welsh Language, community development, BME Forum, Disability Groups and Lesbian/Gay/Bisexual/Transgender Forum
- Legal Services, including Coroner, Registration and Margam Crematorium
- Executive personnel policy/issues
- Occupational Health and Safety as an employer
- Customer Services
- ICT
- Procurement
- Trade Union relationships/Staff Council

#### Related Strategies/Themes

- Procurement Strategy
- Freedom of Information and Data Protection
- People Management Strategy
- Strategic Equality Plan
- Welsh Language Standards

#### Other

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

#### **5. Community Safety and Public Protection**

- Community Safety matters
- Counter-terrorism and extremism
- Violence Against Women, Domestic Abuse and Sexual Violence
- Anti-Social Behaviour
- Substance Misuse and Area Planning Board
- Business Continuity Planning and Emergency Planning
- CCTV

- Environmental Health, including pollution control and contaminated land, food safety, private drains and sewers, housing enforcement and tobacco protection
- Trading Standards, including animal welfare

#### Related Strategies/Themes

- Trading Standards Performance Plan
- Food Law Enforcement Plan
- Tobacco Protection Plan
- Community Safety Strategy
- Violence Against Women, Domestic Abuse and Sexual Violence Strategy
- Area Planning Board Commissioning Strategy
- Major Incident Plan and related plans
- Air Quality Strategy

#### Other

- Functions
- 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
- Community safety and related community safety partnership matters, including drug and alcohol misuse, anti-social behaviour enforcement
- Area Planning Board

- Violence Against Women, Domestic Abuse and Sexual Violence Leadership Group

## **6. Adult Social Services and Health**

- Adult community care services
- Older people's community care services
- Welfare Rights
- Older persons generally, including Older Persons Council
- Health partnerships and integrated services
- Homelessness
- Supporting People
- Safeguarding
- Support to Fostering and Adoption Panels

### Related Strategies/Themes

- Older Persons Strategy
- Supporting People, Older Persons and Carers Champion
- Population Assessment and Area Plan

### 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
- Western Bay Health and Social Services Collaborative

## **7. Children's Social Services**

- Children in Need and families
- Youth Offending Service
- Hillside Secure Unit
- Team Around the Family
- Corporate Parenting
- Safeguarding
- Adoption and Fostering arrangements

### Related strategies/Themes

- Youth Justice Plan
- Population Assessment and Area Plan

### 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
- Western Bay Health and Social Services Collaborative

## **8. Education, Skills and Culture**

- 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)
- Think Families Partnership
- Children's Rights
- Children's Playschemes
- Youth Service
- Youth Council
- School Improvement and Inclusion
- Lifelong Learning, adult education, post-16 provision
- School governors
- School reorganisation (Strategic School Improvement Programme)

- Communities First and community development
- Children's Zones
- Community Centres
- Libraries
- Margam Park, Gnoll Park, Afan Argoed
- Sports Development and Leisure Services
- Cultural services
- Additional Learning Needs

#### Related Strategies/Themes

- Play Strategy
- Childcare Strategy
- Welsh in Education Strategic Plan
- Youth Engagement and Progression Framework
- Families First Plan
- Leisure and Culture Strategy

#### 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
- Education Regional Working (ERW)
- 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**

### **9. Streetscene and Engineering**

- Engineering and Highways
- South Wales Trunk Road Agency
- Coastal Protection
- Road Safety
- Highway Development Control

- Traffic Orders
- Transport Policy
- Concessionary Fares
- Passenger/community transport
- Land Drainage
- Flood Defence
- Fleet Management and Maintenance
- Highways Maintenance and Operations
- In-house Building Services
- Public Lighting
- Neighbourhood Services and Management
- Grass Verge and associated landscaping
- On and off street parking
- Highway Asset Management
- Maintenance and management of other parks, playgrounds, sports fields, bowling greens etc
- Grounds maintenance, arboricultural services
- Japanese Knotweed
- Cemeteries
- Waste management, including recycling
- Regional Waste Plan
- Dog and animal impounding
- Pest Control
- Litter enforcement
- Bus Shelters

#### Related Strategies/Themes

- Local Transport Plan
- Waste Strategy
- Active Travel Plan

#### Other

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



## **10. Regeneration and Sustainable Development**

- Sustainability
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Active Travel
- Canals
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy
- Economic Development and Regeneration
- Business services and grants/loans to businesses
- Industrial Estates
- Baglan Energy Park
- Coed Darcy
- Aberavon Seafront Strategy
- Town Centre Strategies
- Valley Strategies
- Employability programmes
- Europe and European Funding
- Planning Policy and Guidance
- Regional Plan
- High Hedges
- Architectural Design
- Construction project management
- Promotion of high quality design
- Asset Management and Asset Sponsorship
- Estate Management (non-housing/non-operational property)
- Estates and Valuation ( including acquisition and disposal of land/property)
- Facilities Management, including catering and cleaning
- Energy Management
- Enterprise Zone
- Street Naming
- Development Management
- Building Control

## **Related Strategies/Themes**

- Regional Economic Development Strategy/City Region
- Local Development Plan
- Regional Plan
- Asset Management Strategy
- Environmental Strategy
- Biodiversity Plan
- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies

## **Others**

- 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.
  -
- City Region Partnership

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

- (a) deal with any matters referred from Cabinet
- (b) work closely with the relevant Overview and Scrutiny Committees, particularly in pre decision-scrutiny.
- (c)
  - Monitor the performance of services, paying particular attention to the priorities for improvement set out in the Corporate Plan;
  - Compare the performance of the Council's services over time and with other authorities who provide similar services;
  - From time to time consider whether to exercise the power to collaborate
- (d) implement and monitor improvement actions following improvement or efficiency reviews
- (a) implement and monitor recommendations arising from the Wales Audit Office Reports.
- (b) implement and monitor service related requirements arising from the Wales Audit Office Annual Improvement Report
- (c) manage operational land and property
- (d) authorise expenditure from approved budget limits on matters within their purview, and recommend any virements where appropriate to Cabinet or Council
- (e) any executive matters which are otherwise delegated to officers which relate to the functions of the Committee
- (f) the other general matters specified for the Cabinet in Annex G as they relate to the functions of the Cabinet Committees.

**MEMBERSHIP ARRANGEMENTS**

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

Portfolio 1	Community and Strategic Leadership	(Leader) Cllr R G Jones
Portfolio 2	Transformation	(Deputy Leader) Cllr A J Taylor
Portfolio 3	Finance	Cllr C Clement-Williams
Portfolio 4	Corporate Services and Equalities	Cllr D Jones
Portfolio 5	Community Safety and Public Protection	Cllr D W Davies
Portfolio 6	Adult Social Services and Health	Cllr P D Richards
Portfolio 7	Children's Social Services	Cllr A Lockyer
Portfolio 8	Education, Skills and Culture	Cllr P A Rees
Portfolio 9	Streetscene and Engineering	Cllr E V Latham
Portfolio 10	Regeneration and Sustainable Development	Cllr A Wingrave

**CABINET BOARDS**

***Policy and Resources Cabinet Board (3):***

Cllr R G Jones (OR Cllr A.J.Taylor) and Cllr C Clement-Williams  
and Cllr D Jones

***Social Care, Health and Wellbeing (2):***

Cllr P D Richards and Cllr A Lockyer

***Education, Skills and Culture Cabinet Board (2):***

Cllr A Lockyer and Cllr P A Rees

***Regeneration and Sustainable Development Cabinet Board  
(2):***

Cllr D W Davies and Cllr A Wingrave

***Streetscene and Engineering Cabinet Board (2):***

Cllr E V Latham and Cllr A Wingrave

*Notes: (1) If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Cabinet Board.*

*(2) Leader and Deputy Leader, as of right, may attend any Cabinet Board; other Cabinet Members may also be invited to attend other Cabinet Boards depending on the issues.*

**Annex C**

**SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS - 2017/2018 as at 11  
May 2017**

<b>COUNCIL COMMITTEES</b>	<b>TOTAL NO. OF SEATS 64</b>	<b>Labour (43) 67.19%</b>	<b>Plaid Cymru (15) 23.44%</b>	<b>Independent Democrats (6) 9.38%</b>
<b>POLICY AND RESOURCES SCRUTINY COMMITTEE</b>	<b>16</b>	<b>11</b>	<b>4</b>	<b>1</b>
<b>SOCIAL CARE, HEALTH AND WELLBEING SCRUTINY COMMITTEE</b>	<b>13</b>	<b>9</b>	<b>3</b>	<b>1</b>
<b>EDUCATION AND CULTURE SCRUTINY COMMITTEE</b>	<b>15+ (+8)</b>	<b>10</b>	<b>3</b>	<b>2</b>
<b>LEISURE AND CULTURE SCRUTINY SUB-COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>REGENERATION AND SUSTAINABLE DEVELOPMENT SCRUTINY COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>COMMUNITY SAFETY AND PUBLIC PROTECTION SUB-COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>STREETSCENE AND ENGINEERING SCRUTINY COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>

<b>PLANNING COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>REGISTRATION AND LICENSING COMMITTEE φ</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>2</b>
<b>*LICENSING AND GAMBLING ACTS COMMITTEE φ</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>2</b>
<i>*Licensing and Gambling Acts Sub Committee</i>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>AUDIT COMMITTEE</b>	<b>12†(+1)</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>DEMOCRATIC SERVICES COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>PERSONNEL COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>SPECIAL APPOINTMENTS COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>TOTALS</b>	<b>176</b>	<b>118</b>	<b>41</b>	<b>17</b>
<b>*APPEALS PANEL</b>	<b>(5)</b>	<b>3</b>	<b>1</b>	<b>1</b>
<b>*(Appeals Panel Substitutes)</b>	<b>(20)</b>	<b>13</b>	<b>5</b>	<b>2</b>

*(STANDARDS COMMITTEE) *(Standards Committee Substitute)	(2)	2	0	0
	(1)	1	0	0
STAFF COUNCIL	12	<b>Cabinet Members</b>	<b>Opposition Leader or sub</b>	<b>Opposition Leader or sub</b>

- Notes:** (1) † In context of voting co-optees - 4 voting Co-optees (with 4 non voting Co-optees) for the Scrutiny Committee; 1 voting Lay Member for the Audit Committee.  
 (2) φ Registration and Licensing / Licensing and Gambling Acts Committees – same Chair/Vice Chair and Committee Membership.  
 (3) # Comprises Chair & Vice Chair of the Committee plus one other Member on a rota/availability basis  
 (4) \* 1989 Act does not apply. Separate substitute arrangements also.



**Annex D**

**SCRUTINY COMMITTEES**

<b>POLICY AND RESOURCES (including Cabinet Scrutiny) (16)</b>	
<b>Chairperson:</b>	A N Woolcock
<b>Vice Chairperson:</b>	S Rahaman
<b>Members: Labour</b>	M.Crowley, S.Freeguard, M.Harvey,H.N.James, L.Jones, S.Miller, S.M.Penry, A.L.Thomas, J.Warman
<b>Members: Plaid Cymru</b>	L.M.Purcell, A.Llewelyn, J.D.Morgan, C.Edwards
<b>Members: Independent Democrats</b>	S.K.Hunt

<b>SOCIAL CARE HEALTH AND WELLBEING (13)</b>	
<b>Chairperson:</b>	A.Llewelyn
<b>Vice Chairperson:</b>	S.Freeguard
<b>Members: Labour</b>	A.P.H.Davies, C.Galsworthy, H.N.James, J.Miller, S.Paddison, M.Protheroe, S.Reynolds, D.Whitelock
<b>Members: Plaid Cymru</b>	L.M.Purcell and C.Williams
<b>Members: Independent Democrats</b>	H.C.Clarke

<b>EDUCATION, SKILLS AND CULTURE (15)</b>	
<b>Chairperson:</b>	A L Thomas
<b>Vice Chairperson:</b>	M.Crowley
<b>Members: Labour</b>	S.ap Dafydd, H.N.James, S.Miller, R.Mizen, M.Protheroe, S.Renkes, R.Taylor, D.Whitelock
<b>Members: Plaid Cymru</b>	J.D.Morgan, J.Evans, C.Williams
<b>Members: Independent Democrats</b>	M.Ellis , S.Harris
<b>*Co-opted Voting Members: (4)</b>	Helen Dale,Marie Caddick and 2 vacancies
<b>*Co-opted Non-Voting Members: (4)</b>  <i>(*for education matters)</i>	Anthony Hughes, Roberto De Benedictus and 2 vacancies

Membership of the Sub Committee be drawn from the membership of the Education, Skills And Culture Scrutiny Committee:

<b>Leisure And Culture Sub Committee (9)</b>	
<b>Chairperson:</b>	A.L.Thomas
<b>Vice Chairperson:</b>	M.Crowley
<b>Members: Labour</b>	D.Whitelock, S.Miller, S.Renkes, R.Taylor

<b>Members: Plaid Cymru</b>	J.Evans, C.Williams
<b>Members: Independent Democrats</b>	M.Ellis

<b>REGENERATION AND SUSTAINABLE DEVELOPMENT(12)</b>	
<b>Chairperson:</b>	S.K.Hunt
<b>Vice Chairperson:</b>	L.Jones
<b>Members: Labour</b>	D.Cawsey, C.Jones, S.Jones, D.Keogh, R.Taylor, S.Purse, S.Rahaman
<b>Members: Plaid Cymru</b>	A.Richards,D.M.Peters, J.Evans
<b>Members: Independent Democrats</b>	CHAIRMAN

Membership of the Sub Committee be drawn from the membership of the Regeneration and Sustainable Development Scrutiny Committee

<b>Community Safety And Public Protection Sub Committee (9)</b>	
<b>Chairperson:</b>	S.K.Hunt
<b>Vice Chairperson:</b>	L.Jones
<b>Members: Labour</b>	C.Jones, S.Jones, D.Keogh, R.Taylor, S.Rahaman
<b>Members: Plaid Cymru</b>	M.Peters, A.Richards
<b>Members: Independent Democrats</b>	CHAIRMAN

<b>STREETSCENE AND ENGINEERING (12)</b>	
<b>Chairperson:</b>	S M Penry
<b>Vice Chairperson:</b>	S.Jones
<b>Members: Labour</b>	A.Aubrey, C.James, A.McGrath, R.Thomas,J.Warman, R.Wood
<b>Members: Plaid Cymru</b>	W.Griffiths, R.Davies, H.Jones
<b>Members: Independent Democrats</b>	N.J.Davies

**Other Committees**

**Planning Committee** (12 Members)

**\*Registration and Licensing Committee** (15 Members)

**\*Licensing and Gambling Acts Committee** (15 Members)  
(\*same Chair & Vice Chair and Membership)

**Personnel Committee** (12 Members)

**Special Appointments Committee** (9/10 Members)

**Appeals Panel** (5 Members) (with 20 Substitutes)

**Audit Committee** (12 Members)

**Democratic Services Committee** (12 Members)

**Standards Committee** (8 Members)

- (a) For the Licensing and Gambling Acts Committee, the Local Government and Housing Act 1989 does not apply, but the principle of proportionality still pertains as the membership follows the same as that of the Registration and Licensing Committee.
- (b) **That it unanimously be resolved that**, pursuant to Section 17 of the Local Government and Housing Act 1989, the political balance requirements of Sections 15 and 16 do not apply to the above Appeals Panel. There are separate substitute arrangements.

**REGULATORY AND OTHER COMMITTEES**

<b>PLANNING COMMITTEE (12)</b>	
<b>Chairperson:</b>	S Paddison
<b>Vice Chairperson:</b>	H.N.James
<b>Members Labour:</b>	A.Aubrey, C.Jones, D.Keogh, S.Penry, S.Pursesey, R.Thomas
<b>Members Plaid Cymru:</b>	R.Davies, W.Griffiths, S.Bamsey
<b>Members Independent Democrats:</b>	S.K.Hunt
<i>Note: the Cabinet UDP/LDP Member to be invited to attend as a non voting Member.</i>	

**Same Chair as Registration and Licensing Committee**



<b>*REGISTRATION AND LICENSING COMMITTEE (15)</b>	
<b>Chairperson:</b>	S Paddison
<b>Vice Chairperson:</b>	D.Whitelock
<b>Members: Labour</b>	J.Warman, J.Miller, M.Protheroe, A.P.H.Davies, L.Jones, C.James, S.Freeguard, R.Mizen
<b>Members: Plaid Cymru</b>	D.M.Peters, C.Edwards, N.Hunt
<b>Members: Independent Democrats</b>	S.Knoyle, N.J.Davies

\* Same Membership for both these Committees

<b>* LICENSING AND GAMBLING ACTS COMMITTEE (15)</b>	
<b>Chairperson:</b>	S Paddison
<b>Vice Chairperson:</b>	D.Whitelock
<b>Members: Labour</b>	J.Warman, J.Miller, M.Protheroe, A.Davies, L.Jones, C.James, S.Freeguard, R.Mizen
<b>Members: Plaid Cymru</b>	D.M.Peters, C.Edwards, N.Hunt
<b>Members: Independent Democrats</b>	S.Knoyle, N.J.Davies

<b>LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)</b>	
<b>Chairperson:</b>	S.Paddison
<b>Vice Chairperson:</b>	D.Whitelock
<b>Members:</b>	Plus one Member drawn on a rota/availability basis from the remainder of the Members of the Licensing and Gambling Acts Committee
<i>Note: if the Chair or Vice Chair are unavailable, then other Members of the Sub-Committee be utilised for the purpose of maintaining a quorum of three Members for each Sub Committee meeting.</i>	

<b>PERSONNEL COMMITTEE (12)</b>	
<b>Chairperson:</b>	D Jones
<b>Vice Chairperson:</b>	S.Paddison
<b>Members: Labour</b>	R.Jones, A.Taylor, E.V.Latham, S.Renkes, D.Cawsey, S.Miller
<b>Members: Plaid Cymru</b>	R.Davies, N.Hunt, S.Bamsey
<b>Members: Independent Democrats</b>	S.Knoyle
<i>Note: Remaining Cabinet Members to attend as non-voting advisers as necessary</i>	

<b>SPECIAL APPOINTMENTS COMMITTEE (10/11)</b>	
<b>Chairperson:</b>	D Jones
<b>Vice Chairperson:</b>	M.Harvey
<b>Members: Labour</b>	<p>M.Crowley, S.Paddison, S.Reynolds, A.Woolcock</p> <p>and <b>one</b> of the following for Heads of Service appointments: <b>two</b> of the following for Corporate Directors appointments</p> <p><i>Chief Executive's and Finance and Corporate Services</i></p> <p>Any one/two of the voting Members below:</p> <p><i>Social Care, Health and Well-being Education, Skills and Culture Regeneration and Sustainable Development Streetscene and Engineering</i></p>
<b>Members: Plaid Cymru</b>	L.M.Purcell, R.Phillips
<b>Members: Independent Democrats</b>	S.Knoyle
<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>AUDIT COMMITTEE (12) + 1</b>	
<b>Chairperson:</b>	J.D.Morgan
<b>Vice Chairperson:</b>	L.M.Purcell
<b>Members: Labour</b>	A.Aubrey, M.Crowley, S.Freeguard, H.N.James, J.Miller, S.Reynolds, J.Warman, R.Wood
<b>Members: Plaid Cymru</b>	A.Richards
<b>Members: Independent Democrats</b>	H.Clarke
<b>Voting Lay Member:</b>	Mrs J Jenkins

<b>DEMOCRATIC SERVICES COMMITTEE (12)</b>	
<b>Chairperson:</b>	J.D.Morgan
<b>Vice Chairperson:</b>	M.Harvey
<b>Members: Labour</b>	A.J.Taylor, S. ap Dafydd, S.Miller, M.Protheroe, S.Pursesey, S.Renkes, R.Taylor
<b>Members: Plaid Cymru</b>	L.M.Purcell, A.Richards
<b>Members: Independent Democrats</b>	S.K.Hunt

<b>APPEALS PANEL (5)</b>	
<b>Chairperson:</b>	S Reynolds
<b>Vice Chairperson:</b>	D.Keogh
<b>Members: Labour</b>	D.Cawsey,
<b>Members: Plaid Cymru</b>	A.Llewelyn
<b>Substitutes: Labour</b>	C.Galsworthy, A.McGrath
<b>Substitutes: Plaid Cymru</b>	R.Phillips, R.Davies, L.Purcell, N.Hunt, S.Bamsey
<b>Members: Independent Democrats</b>	M.Ellis
<b>Substitute: Independent Democrats</b>	S.Knoyle, S.Harris

<b>STANDARDS COMMITTEE (8)</b>	
<b>*Chairperson:</b>	Mr G T Pullen
<b>*Vice Chairperson:</b>	Mrs J E Howells
<b>*Independent Members:</b>	C L Jones, Mrs B Richards <b>and 1 vacancy</b>
<b>NPTCBC Members:</b>	A.L.Thomas, D.Keogh
<b>Community Council Member:</b> <i>(* independent members)</i>	To Be Confirmed
<b>Substitutes:</b>	
For NPTCBC Members:	S.Freeguard
For Community Council Member:	To Be Confirmed

**Staff Council and Other Member/Officer Groups**

- (6) That the existing Groups under the current Constitution be re-appointed as follows:
- (i) A Staff Council of 12 Members be appointed for the Civic Year 2017/18, together with a Local Government Services Sub Group (7 Members) and a Schools Sub Group (7 Members). Council is asked to appoint a Chairman and Members thereto. There will also be appropriate Trade Union representatives;
  - (ii) Three Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-
    - Communities First Member Briefing Group (all ward Members for the Communities First areas);
    - Corporate Parenting Panel (9 Members) See Terms of Reference below;
    - School Standards Partnership Group (14 Members). See Terms of Reference below
- (7) that the Members to serve on each of the above, for the Civic Year 2017/18 (in accordance with the wishes of each Political Group, as indicated to the Chief Executive), including the respective Chairs, be approved as set out in Appendix 4.



## **CORPORATE PARENTING PANEL TERMS OF REFERENCE/MEMBERSHIP**

1. A Corporate Parenting Panel is formally established as part of the Annual Meeting arrangements with clear terms of reference, membership and reporting lines.

2. The Panel to meet six weekly in the first year.

3. The terms of reference are:

- To ensure looked after children and young people are seen as a priority by the whole of the Council and its partners.
- Scrutinise the policies, opportunities and procedures in place across the Council to support looked after children and young people in achieving their potential and make recommendations, where appropriate to the Cabinet, for improvement.
- Gather the views of, and act as advocate for looked after children and young people and care leavers.
- To monitor and evaluate the responsiveness of partners in supporting children and young people looked after to achieve their potential.
- To hold officers and partners to account.

4. Membership

- Chairman: A.R.Lockyer (Cabinet Member for Children's Social Services)
- Cllr P A Rees (Cabinet Member for Education, Skills and Culture)
- Cllr A.L.Thomas (Chair of Education, Skills and Culture Scrutiny Committee)
- Cllr S.Rahaman (Vice Chair of Policy and Resources Scrutiny Committee)
- Cllr L.Jones (Vice Chair of Regeneration and Sustainable Development Scrutiny Committee)
- Cllr S.Jones (Vice Chair of Streetscene and Engineering Scrutiny Committee)
- Cllr S Freeguard (Vice Chair of Social Care, Health and Well-being Scrutiny Committee)
- Plaid Cymru Group -To Be Confirmed
- Independent Democrats Group– M.Ellis

- Labour Group (4) Cllrs S.Paddison, S.Miller, M.Harvey, A.J.Taylor

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Attendees to include:

- Foster Parent
- Care Leaver
- Director of Social Services, Health and Housing
- Head of Children and Young People
- Principal Officer with responsibility for looked after children
- Education Co-ordinator
- Others subject to the business of the Committee (to include wider partners)

## 5. Initial Work Programme

To include:

- To prepare a corporate parenting policy statement.
- To understand the outcomes being achieved by looked after children in Neath Port Talbot and identify areas where improvement work should be concentrated in the first instance, starting with improving educational achievements.
- Ensuring all elected members have appropriate opportunities to ensure they fully understand their corporate parenting responsibilities. This is to include initial induction, clear role descriptions, and suitable training and guidance.
- To commission suitable information to support Elected Members in their corporate parenting roles. To include identifying what information is important, what insight it provides for Members and how to determine if the information is highlighting good or poor performance.
- Reporting Arrangement –letter from Panel Chairperson to the Cabinet Member for Children and Young People. Letter from chairperson to other Members as appropriate. Annual report from the Panel to full Council.

## **Schools Standards Partnership Group**

### **TERMS OF REFERENCE**

Neath Port Talbot Schools Standards Partnership Group was set up as a working party to support the improvement of school standards. The Group gives Head-teachers and Chairs of Governors the opportunity to discuss the performance and standards of a school with Councillors and Senior Officers in a non-public forum in an informal and flexible manner.

#### **Membership of the Group**

- Lead Member for Education, Skills and Culture (to be substituted by the Lead Member for Children's Social Services in the case of schools under the Lead Member for Education, Skills and Culture governance remit being considered)
- Chair of Education, Skills and Culture Scrutiny Committee (to be substituted by the Vice Chair of Education, Skills and Culture Scrutiny Committee in the case of schools under the Chair of Education, Skills and Culture Scrutiny Committees governance remit being considered)
- Cross Party Representatives to include 1 Labour, 1 Independent and 1 Plaid Cymru Member (with named substitutes in the case of schools under their governance remit being considered)
- Head of Participation
- Appropriate School Challenge Advisor
- Representative from Data Team ( ) Support
- Administrator (Democratic Services) ( )

The Group will:

1. Monitor the performance of every school on a 3 yearly basis or more frequently as the Group deems appropriate and will monitor 3 schools per half term.
2. Consider the following information:
  - Key Stage results
  - Other attainment information
  - Attendance
  - Exclusions rata
  - School context
  - Safeguarding
  - Regional School Improvement Data
  - Complaints to schools
3. Receive a presentation from the Head teacher on the context of the school and school standards.
4. Question the Head teacher, Chair of Governors and one other representative from the Governing Body in relation to school performance and achievements.
5. Identify areas of good practice and support its dissemination.
6. Identify areas and actions for improvement.
7. Provide Head teachers and Chairs of Governors with the opportunity to comment on the support received from the Council.

Each school who is invited to attend SSMG will be asked to complete a proforma containing information on their school.

Following the meeting, notes and action points from the meeting will be circulated to all members of the Group, the Head teacher, Chair of Governors and the Governing Body. The appropriate School Challenge Advisor will visit the school to go through the action points. The School Challenge Advisor will then attend the next SSMG to update the Group on how the actions have/will progress.

Issues raised through SSMG will be dealt with through the appropriate processes and protocols.

The SSMG will report back termly to the Education, Skills and Culture Scrutiny Committee on:

- Schools monitored in the period
- Key emerging themes
- Escalations of concerns

If the school due to be subject to the SSMG has received an inspection notice there will be an option to defer the visit by agreement of the Chair of the Group.

<b><i>OTHER MEMBER GROUPS</i></b>
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<b>STAFF COUNCIL (12)</b>	
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<b>Chairperson:</b>	D.Jones
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<b>Members:</b>	R.G.Jones, A.J.Taylor, P.D.Richards, D.W.Davies, A.Wingrave, C.Clement-Williams, P.A.Rees, A.R.Lockyer, E.V.Latham, S.K.Hunt, R.Davies
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<b>COMMUNITIES FIRST MEMBER BRIEFING GROUP (39)</b>	
<b>Chairperson:</b>	A.Wingrave
<b>Members:</b>	All Ward Members of the Communities first areas (see attached list A)

<b>CORPORATE PARENTING PANEL (13)</b>	
<b>Chairperson:</b>	A.R. Lockyer
<b>Members:</b>	A.L.Thomas, S.Rahaman, S.Freeguard, P.A.Rees, S.Paddison, S.Miller, M.Harvey, A.J.Taylor, L.Jones, S.Jones, H.Jones, M.Ellis

<b>SCHOOLS STANDARDS PARTNERSHIP GROUP (6)</b>	
<b>Chairperson:</b>	P.A.Rees (sub: A.R.Lockyer)
<b>Members:</b>	A.L.Thomas, (sub: M.Crowley), M.Ellis (sub: S.Harris) S.ap Dafydd (sub: M.Protheroe) S.Renkes (sub:R.Taylor) J.Evans (sub: C.Williams)



**COMMUNITIES FIRST MEMBER BRIEFING GROUP**

<b><u>ABERAVON DIVISION</u></b>		<b>NEATH NORTH DIVISION</b>	
Councillor S.Bamsey	<b>Plaid Cymru</b>	Councillor A.R.Lockyer	<b>Labour</b>
Councillor S.ap Dafydd	<b>Labour</b>	Councillor M.Protheroe	<b>Labour</b>
Councillor N.Hunt	<b>Plaid Cymru</b>	<b><u>NEATH SOUTH DIVISION</u></b>	
<b><u>BRITON FERRY EAST DIVISION</u></b>		Councillor J.Evans	<b>Plaid Cymru</b>
Councillor C.James	<b>Labour</b>	Councillor P.A.Rees	<b>Labour</b>
<b><u>BRITON FERRY WEST DIVISION</u></b>		<b>NEATH EAST DIVISION</b>	
Councillor H.N.James	<b>Labour</b>	Councillor J.Miller	<b>Labour</b>
<b><u>BRYN AND CWMAVON DIVISION</u></b>		Councillor S.Miller	<b>Labour</b>
Councillor C.Galsworthy	<b>Labour</b>	Councillor S.M.Penry	<b>Labour</b>
Councillor R.Mizen	<b>Labour</b>	<b>ONLLWYN DIVISION</b>	
Councillor D.Whitelock	<b>Labour</b>	Councillor D.Cawsey	<b>Labour</b>
<b>CIMLA</b>		<b>PELENN A DIVISION</b>	
Councillor A.McGrath	<b>Labour</b>	Councillor M.Ellis	<b>Independent</b>
Councillor J.Warman	<b>Labour</b>	<b>PONTARDAWE DIVISION</b>	
<b>CYMMER DIVISION</b>		Councillor L.M.Purcell	<b>Plaid Cymru</b>
Councillor S.Jones	<b>Labour</b>	Councillor A.J.Richards	<b>Plaid Cymru</b>

<b>GLYNCORRWG DIVISION</b>		<b>SANDFIELDS EAST DIVISION</b>	
Councillor J.E.Davies	<b>Independent</b>	Councillor M.Crowley	<b>Labour</b>
<b>GLYNNEATH</b>		Councillor E.V.Latham	<b>Labour</b>
Councillor S Knoyle	<b>Independent</b>	Councillor S.Pursey	<b>Labour</b>
Councillor J.D.Morgan	<b>Plaid Cymru</b>	<b>SANDFIELDS WEST DIVISION</b>	
<b>COEDFFRANC CENTRAL</b>		Councillor O.S.Davies	<b>Labour</b>
Councillor A.Aubrey	<b>Labour</b>	Councillor S.Paddison	<b>Labour</b>
Councillor A.P.H.Davies	<b>Labour</b>	Councillor R.W.Wood	<b>Labour</b>
<b>GODRE'RGRAIG DIVISION</b>		<b>SEVEN SISTERS DIVISION</b>	
Councillor R.Davies	<b>Plaid Cymru</b>	Councillor S.Hunt	<b>Independent</b>
<b>GWYNFI DIVISION</b>		<b>YSTALYFERA</b>	
Councillor R.Thomas	<b>Labour</b>	Councillor A.Llewelyn	<b>Plaid Cymru</b>
		<b>YSTRADGYNLAIS</b>	
		Councillor H Williams	
		<b>Chairman: A.Wingrave</b>	

**Joint Committees, Outside and Other Public Bodies**

<u>Name of Outside Body</u>	<u>Councillor Reps</u>
The Pension Fund Committee (City and County of Swansea)	P.A.Rees
Local Pension Board (City and County of Swansea)	A.R.Lockyer
South Wales Police and Crime Panel	P.A.Rees
Mid and West Wales Fire Authority	A.N.Woolcock, M.Crowley, J.Warman, A.Llewelyn
Valuation Tribunal for Wales	J.Rogers (4 year period - until 31 <sup>st</sup> March 2020 - to be confirmed with GC) A.Wingrave (6 year period - until 31 <sup>st</sup> March 2022) J.Evans (6 year period - until 31 <sup>st</sup> March 2023)
West Wales Valuation Tribunal Appointments Panel	A.P.H.Davies and H.N.James (Deputies R.Wood and S.Renkes)
SWW Trade Union Consultative Committee	D.Jones

S.A.C.R.E. (Neath Port Talbot)	D.W.Davies, S.Freeguard, P.A.Rees, H.N.James, A.L.Thomas, A.Aubrey, J.Dudley and Director of Education, Leisure and Lifelong Learning
Welsh Association of S.A.C.R.E.	P.A.Rees
NPT Homes	A.Wingrave, A.R.Lockyer, R.Davies and S.ap Dafydd
Abertawe Bro Morgannwg Community Health Council	S.Jones and C.Edwards
Local Government Association (England & Wales) Groups	R.G.Jones, A.J.Taylor and C.Clement-Williams
Welsh Local Government Council/General Assembly	R.G.Jones, A.J.Taylor and C.Clement-Williams (substitute)
Welsh Local Government Association Co-ordinating Committee	R.G.Jones

WLGA – South West Wales Regional Board	R.G.Jones
Care and Repair Western Bay – Board of Management	P.D.Richards
ATC Port Talbot 499 Squadron	S.Paddison
Wales Territorial Auxiliary and Volunteer Reserve Association	A.R.Lockyer
NPT Menter Iaith (formerly Neath Port Talbot Welsh Language Initiative)	A.N.Woolcock
Swansea Bay Futures Limited	R.G.Jones (Leader -Director) and S.Phillips (Chief Executive - Adviser/Observer)
Afan Tawe Nedd Crime Prevention Panel	D.W.Davies, H.N.James and Scrutiny Chair and Community Safety Manager
Neath Port Talbot Council for Voluntary Services	S.Rahaman, S.M.Penry and Head of Corporate Strategy and Democratic Services

Regeneration NPT (Formerly NPT Local Regeneration Partnership Board)	A Wingrave (Chair) (Sub Vacant)
Neath Town Centre Consortium Executive Group Members	R.G.Jones/A.J.Taylor, A.R.Lockyer, S.M.Penry and M.Protheroe
Central and South West Wales Regional Partnership Forum	R.G.Jones
S.P.O.R.T.L.O.T. Community Chest Committee	M.Harvey, E.V.Latham, P.A.Rees and the PASS Development Officer
The Industrial Communities Alliance (incorporating CC/SteelAction)	A.Wingrave, D.Cawsey and D.Keogh And Director of Environment
Welsh Books Council	S.Reynolds
West Glamorgan Crimebeat Committee	S.Pursesey and Community Safety Manager
Swansea University (Court of Governors)	P A Rees and Director of Education, Leisure and Lifelong Learning

Welsh Joint Education Committee Ltd.	P A Rees
National Youth Orchestra of Wales Advisory Panel	P A Rees
Llewellyn Almshouses Trustees	H.N.James, J.Warman and A.R.Lockyer
Swansea Bay Port Health Authority	O.Davies, A.P.H.Davies J.Warman, C.Galsworthy, and S.K.Hunt
Vision Impaired West Glamorgan	C.James, R.Mizen, R.Taylor and M.Protheroe
Wales Council for the Deaf	A.L.Thomas and Director of Social Services, Health and Housing

Association for Public Service Excellence (and APSE Wales)	D.Jones, A.J.Taylor, E.V.Latham and A.N.Woolcock and Head of Streetcare
Consortium of Local Authorities Wales (C.L.A.W.)	E.V.Latham, A.Wingrave and Head of Property and Regeneration
Joint Working Party On Animal Trespass	A.N.Woolcock and S.Reynolds
PATROLAJC (formerly National Parking Adjudication Service Joint Committee)	E.V.Latham (Substitute – S.M.Penry)
Neath Port Authority (Previously Neath Harbour Commissioners)	A.Wingrave and Director of Environment
Neath Port Talbot Local Access Forum	A.Wingrave and John Griffiths (Officer)
National Eisteddfod Court	A.N.Woolcock

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County Borough Council/Community Councils Liaison Forum	Cabinet Members, Leaders of other Political Groups and Corporate Directors
Public Services Board	Leader



(Required under the Well-being of Future Generations (Wales) Act 2015)	
NPT/Older Persons Council Liaison Forum	All Cabinet Members, Corporate Directors and Representatives from Older Persons Council
NPT/Youth Council Liaison Forum	All Cabinet Members, Corporate Directors, Head of Participation and Representatives from Youth Council
Voluntary Sector Liaison Committee	Cabinet Members, M.Harvey, S.M.Penry, S.Rahaman, R.Davies and M.Ellis
Neath Port Talbot Biodiversity Forum	A.Wingrave
Think Families Board	R.G.Jones, A.R.Lockyer and A.L.Thomas
B.M.E. Forum	D.Jones, S.Rahaman and A.McGrath
Western Bay Youth Justice and Early Intervention Service Management Board	A.R.Lockyer and the Director of Social Services, Health and Housing

Neath Inspired (formerly Neath Business Improvement District (BID))	M.Protheroe (until 19 <sup>th</sup> January 2017)
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Joint Archives Committee	P A Rees, A.N.Woolcock, H.N.James, R.Taylor and J.Dudley
ERW Joint Committee	P.A.Rees
Margam Joint Crematorium Committee	E.V.Latham, R.Taylor, S.M.Penry, R.G.Jones, and Opposition Member
South West Wales Regional Waste Management Joint Committee	E.V.Latham, S.M.Penry
Tata Steel Joint Consultative Group	A.Wingrave, R.Taylor, S.Freeguard, D.Keogh, S.Rahaman, M.Crowley, E.V.Latham, S.Pursey, S.ap Dafydd, R.Wood, S.K.Hunt and N.Hunt
The Joint Council for Wales	D.Jones and A.L.Thomas (Deputy: A.N.Woolcock)

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Neath Town Centre Redevelopment Group	R.G.Jones,( Leader), (A.J.Taylor), Cabinet Members for Regeneration and Sustainable Development(A.Wingrave), Streetscene and Engineering (E.V.Latham),
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	Education, Skills and Culture (P.A.Rees), Local Member (M.Protheroe), Scrutiny Member (S.M.Penry) Opposition Member (J.Dudley), Chief Executive, Director of Environment and Director of Finance and Corporate Services
Adoption Panel	P.D.Richards and A.R.Lockyer
Foster Panel	P.D.Richards and A.R.Lockyer
Secure Review Panel	A.R.Lockyer and Head of Children and Young People Services, Legal Childcare Services Manager, Member of Panel of Independent Persons
The Schools Admissions Forum	P.A.Rees, A.L.Thomas, M.Crowley and J.Dudley

**CYCLE OF MEETINGS - 2016/17**

<b>CYCLE</b>	<b>MEETINGS</b>	<b>VENUES</b>
<b>6 weekly</b>	Council *Cabinet Policy and Resources Cabinet Board and Policy and Resources Scrutiny Committee *Social Care, Health and Well-being Cabinet Board and Scrutiny Committee *Education, Skills and Culture Cabinet Board and Scrutiny Committee Regeneration and Sustainable Development Cabinet Board and Scrutiny Committee Streetscene and Engineering Cabinet Board and Scrutiny Committee Personnel Committee Licensing and Gambling Acts Committee <i>*Additional meetings have been put into the cycle to accommodate workload</i>	Port Talbot Port Talbot Port Talbot  Neath Port Talbot  Neath Neath Port Talbot Port Talbot
<b>3 weekly</b>	Planning Committee Registration and Licensing Committee Licensing and Gambling Acts Sub Committee	Port Talbot Port Talbot Port Talbot
<b>Quarterly</b>	Leisure and Cultural Scrutiny Sub Committee Community Safety and Public Protection Scrutiny Sub Committee Audit Committee Staff Council Communities First Member Briefing Group	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot

	Corporate Parenting Panel School Standards Partnership Group	Port Talbot Port Talbot
<b>4 monthly</b>	Standards Committee	Port Talbot
<b>Annual</b>	Annual Meeting of Council  Democratic Services Committee (at least one per year)	Orangery  Port Talbot
<b>Ad hoc</b>	Appeals Panel Special Appointments Committee	Port Talbot/Neath Alternate
<b><u>Notes:</u></b>	<ol style="list-style-type: none"> <li>1. The usual four weekly August recess applies to all meetings except Planning, Licensing Committees and Appeals Panel.</li> <li>2. The above cycles may alter to accommodate the recess, bank holiday arrangements etc.</li> <li>3. Special meetings may be convened as necessary.</li> </ol>	

<b>TIMETABLE/CYCLE OF MEETINGS 2017/18 (approved by Council 31/05/17) as of 31 May 2017</b>														
<b>MEETINGS OF COUNCIL</b>	TIME	V	2017 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018 JAN	FEB	MAR	APR	MAY
<b>COUNCIL</b> (6 weekly cycle)	2.30pm	PT	31 May	19		6/ 28	18	29		10/ 18	7/21/2 8 (s)		4	30( Re)
<b>ANNUAL MTG/SPECIAL COUNCILS</b>	2.30pm	PT	26 May											18
<b>CABINET &amp; EXECUTIVE BOARDS</b>														
<b>CABINET</b> Start time denoted the start of the Policy and Resources Scrutiny if needed	9.30am	PT	13p m 28	5/26		13/27	4/11/ 25	8/ 15/ 22	6/ 20/	17/ 30	6/14/	14/21/ 28	11/25/	2/9 16
<b>EXECUTIVE BOARDS</b>	Meeting † Venue=Neath due to Election *Special to follow corresponding Scrutiny Committees – see dates below													
<b>SCRUTINY COMMITTEES</b>														
<b>POLICY AND RESOURCES</b> <b>(Including Cabinet Scrutiny)</b>	10.00am	PT	14* 13/28	25 5/26		20 13/27	4/11/ 25	1 8/ 15/ 22	13 6/ 20	24 17/ 30	6/14/	7 14/21/ 28	18 11/ 25	2/9 16

<b>SOCIAL CARE, HEALTH AND WELLBEING</b>	2.00pm	N	30*	13		7	5	2/ 30		11	8	8	5/2 6	
<b>EDUCATION, SKILLS AND CULTURE</b>	2.00pm	PT	15* /29	20		14	12	9	7	4/ 25 23	15	15	12	3
<b>Leisure and Culture Scrutiny Sub Committee</b>	10am	PT		11			17						24	
<b>REGENERATION AND SUSTAINABLE DEVELOPMENT</b>	10.00am	N	23*	21		22	27		8	26		9	20	
<b>Community Safety and Public Protection Scrutiny Sub Committee</b>	2pm	P T		27			19			17			19	
<b>STREETSCENE AND ENGINEERING</b>	10.00am	N	12* (pm)	14		8	20		1	19		2	13	
<p>*Please note the first meeting in the cycle of each Scrutiny Committee will commence at 11am to enable training for Committee Members to take place prior to the first meetings</p>														

**TIMETABLE/CYCLE OF MEETINGS 2017/18 (approved by Council 31/05/2017)**

<b>OTHER COUNCIL COMMITTEES</b>	TIME	V	<u>2017</u> JUN	JUL	AUG	SEP	OCT	NOV	DEC	<u>2018</u> JAN	FEB	MAR	APR	MAY
<b>PLANNING COMMITTEE</b> Site Visit (if needed) 10am morning of	2.00pm	PT	6/27	18	8/29	19	10/31	21	12	16	6/27 Site visit 5th	20	10	1
<b>REGISTRATION AND LICENSING COMMITTEE*</b>	10.00am	PT	ALL DAY 19(incl trainin g	17	14	11	9	6	4	15	12	12	16	14
<b>LICENSING AND GAMBLING ACTS COMMITTEE</b> Licensing & Gambling Acts Sub Committee	<i>*to follow</i> <i>*to follow</i>	PT PT	ALL DAY 19(incl trainin g	17	14	11	9	6	4	15	12	12	16	14



<b>PERSONNEL COMMITTEE</b>	2.00pm	PT	26	24		4	16	27		8	19		3 Tue am	14
<b>AUDIT COMMITTEE</b>	2.00pm	PT	28(Trainimg)	26		27			13			28		
<b>DEMOCRATIC SERVICES CTTEE</b>	9.00am	PT		27							1			
<b>STANDARDS COMMITTEE</b>	9.30am	PT	30				13				23			
<b>OTHER GROUPS</b>														
Staff Council <i>(Briefings 1 hr before)</i>	2.30pm	PT		3				6		22		26		
Communities First Member Briefing Group	2.00pm	PT				12			5			6		
Schools Standards Partnership Group	1.00pm	PT		4		28 (10 am)		16			15			
<p><b>Notes: (1)</b> See Weekly List of Meetings for any changes to the Timetable <b>(3)</b> Four week recess 1/8/16 -29/8/16 (except for Regulatory mtgs)</p> <p><b># Sp P &amp; R re Public Service Board</b>                      <b>^Sp P &amp; R Community Safety</b>                      <b>* Site Visit day before at 10am</b></p>														

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**TIMETABLE FOR OTHER MEMBER MEETINGS - 2017/18 (as at 1<sup>st</sup> May 2017)**

MEETINGS	TIME	V	2017 JUN	JU L	AUG	SE P	OC T	NOV	DEC	2018 JA N	FEB	MAR	APR	MAY
Margam Joint Crematorium Committee \$	2.15pm	on site	16			29				19		16		
South West Wales Regional Joint Waste	2.00pm	N												
Joint Archives Committee† \$	11.00a m	<i>DT/N/</i> on site	<b>16(S)</b>			15( <i>PT</i> )			<b>15 S</b>			16( <i>PT</i> )		
Tata Steel Joint Consultative Group	10.30a	on site		7		29					2		27	
*NPT/Youth Council Forum	6.00pm	N/PT					11			31				
*NPT/Older Persons Council Forum	10.30am	PT				18						19		
*CBC/Comm. Councils Liaison Forum	3.30/4p m	N				11		20				5		
*Voluntary Sector Liaison Forum	2.00pm	N					23					12		
Public Services Board	2.00pm	PT	20		2	21						8	19	
Think Families Partnership Board	2.00pm	PT	21			20			20			21		
Corporate Parenting Panel	2.00pm	N		5		13		15		24		7		9

\* Involves all Cabinet Members † Serviced by other local authorities \$ 1st Joint Cttee Mtg = appoint Chair & Vice Chair NB Neath Town Centre Redevelopment Group – ad hoc meetings as necessary

**SCHEDULE OF SEMINAR DATES 2017/2018**

Day	Date	Time	Subject
Wednesday	19 <sup>th</sup> July	3.30pm	Budget
Thursday	7 <sup>th</sup> September	10am	
Wednesday	12 <sup>th</sup> October	10am	Draft Budget
Thursday	26 <sup>th</sup> October	3pm	Corporate Plan
Thursday	9 <sup>th</sup> November	10am	Budget
Thursday	23 <sup>rd</sup> November	3pm	
Thursday	7 <sup>th</sup> December	10am	
Wednesday	31 <sup>st</sup> January	10am	
Wednesday	14 <sup>th</sup> February	3pm	
Monday	26 <sup>th</sup> February	10am	
Thursday	15 <sup>th</sup> March	10am	
Thursday	29 <sup>th</sup> March	10am	
Wednesday	11 <sup>th</sup> April	3pm	
Thursday	26 <sup>th</sup> April	10am	
Thursday	10 <sup>th</sup> May	3pm	

## **AMs and MPs Protocols**

### 1. Correspondence

There is a strongly held view that local authority matters raised by constituents should be dealt with by local Councillors, but if a constituent insists on pursuing a matter with an MP/AM, then the following protocols will apply:

- (a) Queries or requests for information about the constituency matter, or any other local authority matter, should normally be made in writing to the Chief Executive, relevant Director or Head of Service.

A copy of the letter from the MP/AM will be made available to the relevant Cabinet Member or Regulatory Committee Chair, together with a draft response. Where the matter concerns a sensitive issue, a copy of the letter and draft response will also be forwarded to the Leader. The final response, as agreed, will be sent by the Chief Executive, Director or Head of Service. This will also be copied to Local Member(s) as appropriate, i.e. where the matter affects their Ward (e.g. a highway problem of general interest) but not if it concerns a personal or confidential matter involving the constituent, e.g. a Social Services or Housing Benefit matter.

### 2. Meetings

- (a) Requests for meetings should normally be made in writing to the Chief Executive, relevant Director or Head of Service.
- (b) If an MP/AM contacts the Chief Executive, Director or Head of Service for a meeting on specific local authority matters, or where an Officer proposes to MP's/AM's that a meeting be held, the Leader will be informed to determine whether such a meeting is to be held and, more particularly, whether he and/or the relevant Cabinet Member or Regulatory Committee Chair should be in attendance with the Officer.

- (c) If an MP/AM contacts a Cabinet Member or Regulatory Committee Chair direct, or if one of those members proposes a meeting, then the Leader will similarly be informed.

### 3. Invitations/Visits

- (a) **Any invitations to an MP/AM to an event or visit organised by the Council, will be agreed first by the Leader, with attendance arrangements for relevant Cabinet Member or Regulatory Committee Chair to be determined as in 2 above.**
- (b) **If an MP/AM requests a public visit to Council land or premises, this will be discussed with the Leader for a decision to be made on the appropriate arrangements.**

**Note: The reference to MP/AM also includes their staff; MEP's; or any prospective candidate (MP/AM/MEP).**

## **Councillor/Officer Relationships**

### 1. Underlying Principles

The following general principles apply to all relations involving Members and Officers.

All relations shall be conducted:

- with respect for others and in a way which promotes equality
- with honesty and integrity
- acknowledging the duty to uphold the law and act in accordance with the trust placed in them by the public
- in a way that promotes objectivity, accountability and openness
- acknowledging the duty of confidentiality that exists in relation to information given in confidence and information which the Council is entitled by law to treat as confidential
- with a view to establishing and promoting positive working relationships

### 2. Member/Officer Relationships generally

Both Elected Members and employees are involved in public service. However, their respective roles are quite different:

- Elected members are responsible to the electorate;
- Employees are responsible to the Chief Executive as Head of the Paid Service, and to their respective Corporate Directors.

Individual Elected Members are not permitted to give instructions to employees unless specifically authorised to do so by the Council, the Executive or a Committee.

An employee's job, where it is part of his/her duties, is to provide appropriate advice to elected Members with impartiality. Such advice must be given in an equitable manner, irrespective of the political nature of the elected Member concerned.

Mutual respect between employees and Members is essential to good local government and working relationships should be kept on a professional basis. Close personal familiarity between employees and individual Members can damage this relationship and prove embarrassing to other employees and other Members.

### 3. Roles of Members

All Councillors will:

- i. collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- ii. participate in the governance and management of the Council;
- iii. represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- iv. deal with individual casework and act as an advocate for constituents in seeking to resolve particular concerns or grievances;
- v. balance different interests identified within the electoral division and represent the electoral division as a whole;
- vi. contribute to the continual improvement of council services
- vii. be involved in decision-making;
- viii. be available to represent the Council on other bodies; and
- ix. maintain the highest standards of conduct and ethics.

In carrying out their roles, Members should respect the political neutrality and integrity of all officers employed by the Council.

### 4. Roles of Officers

The role of Officers is to work for and serve the Council as a whole. They shall be responsible for the day-to-day managerial activities and operational decisions which the Council takes and should provide support to all Members in their several roles. Such support must be given in an equitable manner, irrespective of the political nature of the elected Member concerned.

The Chief Executive, Corporate Directors and Statutory Officers shall be entitled to offer advice at meetings of all member bodies if he/she thinks it is necessary to ensure that all relevant matters are taken into account.

Where an Officer feels that his/her political neutrality or integrity is being compromised in any way, he/she shall notify his/her Corporate Director and the Chief Executive.

5. Relationship between Leader; Cabinet Members; Chairs/Members of Scrutiny Committees; other Committees; and Officers

Whilst there is necessarily going to be a close working relationship between certain Members (e.g. the Leader of the Council, Cabinet Members, and Chairs of Scrutiny and other Committees) and the Chief Executive, relevant Corporate Directors, Heads of Service and other senior officers, such relationships should never be allowed to become so close or appear to be so close, as to damage the professional relationship and prove embarrassing to other employees and other Members.

The relevant Director or head of Service will be responsible in all circumstances for the contents of any reports submitted in his or her name.

Given the nature of the respective roles of elected Members and Officers, it is accepted that the Officers, while remaining politically neutral, will inevitably give advice on a wider range of issues and on a more regular basis to the Executive. For their part, the Executive will continue to respect the political neutrality of Officers and accept that Officers are obliged to respond



positively to any requests from Members of Scrutiny and other Committees for appropriate advice and information relevant to any issues under consideration.

6. Officer relationship with Party Groups

There is statutory recognition for political groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of consideration by the relevant Council body.

On the invitation of a Group Leader, a Director or his/her nominee may, in exceptional circumstances, attend a Group meeting to give factual information about an issue which is currently being or will shortly be debated by a Council body, provided that:

- The meeting is held on Council premises;
- Notice of attendance is given to the Chief Executive.

Officer support in these circumstances must not extend beyond providing information in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if officers are not expected to be present when matters of party business are discussed.

Conclusions reached at such meetings are not Council decisions and it is essential that they are not interpreted or acted upon as such.

Similarly where officers provide information and advice to a political group in relation to a matter of Council business this cannot act as a substitute for the officer providing all necessary information and advice to the relevant Council body when the matter is considered.

In all dealings with Members, in particular when giving advice to political party groups, officers must demonstrate political

impartiality and must not suppress their professional advice in the face of political views.

Officers must respect the confidentiality of any political party group meeting at which they are present. They must not relay the content of any such discussion to another party group.

Any particular cases of difficulty or uncertainty in this area of officer advice to political party groups should be raised with the Chief Executive who will discuss them with the relevant Group Leader(s).

#### 7. Members in their Constituency role and Officers

Local Members have an important role to play in representing the

Council in their constituencies; responding to the concerns of their constituents; in meetings with partners and serving on outside organisations.

It is important that Members have easy and direct access to Directors, Heads of Service or other Officers nominated by Directors on issues of interest/concern to themselves and their constituents. Elected Members have the right to expect the following from officers in response to their enquiries:-

- an acknowledgement;
- a response within a reasonable timescale – 8 working days;
- a progress report, if the issue is a difficult one to respond to fully in the time above.

In return members must accept that their preferred solution may not always be able to be delivered – there may be policy, legal or financial reasons.

It is also important that on key issues affecting a ward, Directorates should keep local members informed, and/or consult Members as appropriate before any report is submitted for decision.

Issues may affect a single ward but others may have a wider impact, in which case other Members will need to be kept informed.

Whenever a public meeting (or one involving residents) is organised by the Council to consider a local issue, all the Members representing the ward(s) affected should as a matter of course be invited to attend the meeting.

If a meeting as above is arranged directly by individual Members (or residents or other organisations), and Officers are asked to attend, the views of the relevant Cabinet Member or Regulatory Chair should be obtained about the question of attendance having regard to the purpose of the meeting. If attendance is considered appropriate, the relevant Cabinet member or Regulatory Chair may also attend with the Officer.

Whenever the Council undertakes any form of consultative exercise, the local Member(s) should be notified at the outset of the exercise.

#### 8. Councillor access to documents and information

Members have certain statutory rights to access documents and arising out of their role as Councillor, as set out in the Access to Information Procedural Rules in this Constitution.

In the absence of a specific statutory right, Members can only access Council documents and information if it is reasonably necessary for the purposes of performing their duties as a Councillor.

There is no automatic right of access, no right to a roving commission to examine documents - the need to know must be demonstrated by the Member concerned. Any matters of dispute are to be resolved by the Monitoring Officer, having regard to legal precedent.

Any Council information provided to a Member must only be used by that Member for the purpose for which it was provided, i.e. in connection with the proper performance of a Member's duties as a Councillor. Members should never disclose or use confidential information, including for their personal advantage or of anyone known to them, or to the disadvantage or the discredit of the Council or anyone else.

9. Other individuals who are members of Council Committees  
Other individuals who are members of Council Committees, e.g. through co-option, shall follow and shall be treated in accordance with the underlying principles set out in this Protocol. Additionally, any duties of confidentiality which they owe to the body they are representing shall be respected.

Such individuals shall have the same right to advice from Officers on Council related matters as elected Members have.

Conflicts of interest between a person's personal, professional or business interests and those of the Council may arise from time to time. Such conflicts shall be declared and dealt with in accordance with the Council's procedures.

10. Press and Media Relations

Officers dealing with the press and media, and any press/media releases that are issued, should not seek to further the interests of a political party or a particular Member other than as a representative of the Council.

The Council will follow such national codes and guidance on press and publicity as are in force from time to time.

11. Correspondence

Members may not commit the Council to any contract or course of action, and should ensure in personal correspondence that personal or political views expressed cannot be taken by the recipient to represent those of the Council.

## **Submission of Apologies for Council Meetings**

### Purpose of the Report

1. To agree a policy for the recording of apologies for Council Meetings.

### Submission of Apologies

2. With the introduction of the Modern.Gov Committee Software System, new functionality is now available that will automatically passport a Councillor's attendance from the minutes of a specific meeting to an information summary located on the Council's corporate website and intranet.
3. Activating the semi-automated recording of member attendance has required a period of testing to clear down any system errors, and assist in establishing back office procedures. Officers are now content that the system is robust and are requesting authorisation to establish a formal policy for submitting apologies for Council meetings.
4. Members have previously been made aware of the requirement to submit apologies for meetings so that the correct information is recorded.

### **Financial Impact**

5. There are no financial impacts associated with this report.

### **Equality Impact Assessment**

6. There are no equality impacts associated with this report.

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Powers**

8. The Local Government (Wales) Measure 2011 provides the legal framework for the work covered in this report.

<http://www.legislation.gov.uk/mwa/2011/4/contents>

9. Annex A - Policy for submitting apologies for Council meetings.

## ANNEX A

### Policy for submitting apologies for Council meetings

#### Background

Elected Members are expected to attend any meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend due to various reasons.

The new Modern.Gov Committee Management System now allows the attendance to be recorded and also published on the Council's website.

To ensure that the record is accurate this policy sets out what Members should do to record their absence at specific meetings.

#### Policy

When a Member is unable to attend a meeting they must submit the apologies prior to or during the meeting to ensure they are correctly recorded and to ensure that the meeting will be quorate. Any apologies submitted after a meeting has been concluded will not be recorded.

The apologies should be communicated to staff within the democratic services unit.

There are two types of apology that can be recorded:-

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)
Apologies due to Council Business	Where clashes with Council and external meetings occur, Members representing the Authority will be expected to highlight the reason so that it is recorded correctly.

Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.
------------------------------	--



**Distribution of Senior Salaries**

The Impendent 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 2017-18 following the elections held on 4<sup>th</sup> May 2017.

<b>Senior Salary Roles</b>	<b>Number</b>
Leader, Deputy Leader and Cabinet Members	10
Chairs of Scrutiny Committees	5
Chairs of Regulatory Committees ( Planning & Registration and Licensing, Audit & Democratic Services)	2
Leader of Plaid Group (Largest Opposition Group Leader)	1
Total Number of Senior Salaries	18

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

The Council can also pay the appropriate Civic Salaries payable to the Mayor and Deputy Mayor in addition to the 18 Senior Salaries set out above.

**CHAIRPERSON**

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

**COUNCIL  
19 July, 2017**

**REPORT OF THE HEAD OF CORPORATE STRATEGY AND  
DEMOCRATIC SERVICES**

**SECTION A – MATTER FOR DECISION  
WARDS AFFECTED: ALL**

1. **COMMITTEE REPRESENTATION ARRANGEMENTS**

**Purpose of the Report**

To make amendments to the Committee representation arrangements.

**Executive Summary**

To replace Councillor S.M.Penry with Councillor A.McGrath on the Planning Committee.

To replace Councillor A.Llewelyn with Councillor L.M.Purcell as Chairperson of the Social Care, Health and Wellbeing Scrutiny Committee. Councillor A.Llewelyn to remain as a Member of the Scrutiny Committee.

To replace Councillor A.Llewelyn with Councilor S. Bamsey on the Appeals Panel. Councillor A.J.Richards to be a substitute thereon.

**Financial Impact**

There is no financial impact.

**Equality Impact Assessment**

There is no Equality Impact.

## **Workforce Impacts**

There are no Workforce Impacts.

## **Legal Powers**

Section 15 of the Local Government and Housing Act 1989.

## **Risk Management**

There are none.

## **Consultation**

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

## **Recommendation:**

That Council approves the above change.

## **Reason for Proposed Decision:**

To update the Council's membership arrangements

## **Implementation of Decision**

The decision is for immediate implementation.

## **List of Background Papers**

The Constitution.

## **Officer Contact**

Karen Jones, Head of Corporate Strategy and Democratic Services  
Contact: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk) or telephone 01639 76328

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

**COUNCIL  
19 July, 2017**

**REPORT OF THE HEAD OF CORPORATE STRATEGY AND  
DEMOCRATIC SERVICES**

**SECTION A – MATTER FOR DECISION  
WARDS AFFECTED: ALL**

**OUTSIDE BODY REPRESENTATION ARRANGEMENTS**

**Purpose of the Report**

To make amendments to the Council's Outside Body representation Arrangements.

**Executive Summary**

To add Councillor D.W.Davies as one of the Authority's representatives on the Tata Joint Consultative Group.

To add Councillor N.Hunt as one of the Authority's representatives on the Swansea Bay Port Health Authority.

To add Councillor H.Jones as one of the Authority's representatives on the Joint Working Party on Animal Trespass.

To add Councillor S.Freeguard as one of the Authority's representatives on the Abertawe Bro Morgannwg Community Health Council.

To add Councillor R.L.Taylor as a substitute on Regeneration NPT.

To add Councillor A.Wingrave as one of the Authority's representatives on the South West Wales Regional Waste Management Joint Committee.

To note the change in name of the National Eisteddfod Court to the National Eisteddfod Council.

To approve Councillor C.James as this Authority's Armed Forces Champion.

That the appointment of Members to the various Site Liaison Committees be approved duties for the payment of travel expenses.

### **Financial Impact**

There is no financial impact.

### **Equality Impact Assessment**

There is no Equality Impact.

### **Workforce Impacts**

There are no Workforce Impacts.

### **Legal Powers**

Section 15 of the Local Government and Housing Act 1989.

### **Risk Management**

There are none.

### **Consultation**

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

### **Recommendation:**

That Council approves the above change.

### **Reason for Proposed Decision:**

To update the Council's representation on Outside Bodies.

## **Implementation of Decision**

The decision is for immediate implementation.

## **List of Background Papers**

The Constitution.

## **Officer Contact**

Karen Jones, Head of Corporate Strategy and Democratic Services  
Contact: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk) or telephone 01639 76328





# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **COUNCIL**

**19 JULY 2017**

### **Report of the Head of Corporate Strategy and Democratic Services K.Jones**

#### **Matter for Decision**

**Wards Affected:** All

#### **Representation on the Executive Committee of Neath Port Talbot Black and Minority Ethnic Community Association**

#### **Purpose of Report**

1. To seek appointment of elected member representatives to the Executive Committee of the newly constituted Neath Port Talbot Black and Minority Ethnic Community Association.

#### **Executive Summary**

2. The report seeks the appointment of elected member representatives to the Executive Committee of the newly constituted Neath Port Talbot Black and Minority Ethnic Community Association.
3. At Council on 31 May 2017 three elected members, Cllrs Doreen Jones, Saifur Rahaman and Adam McGrath, were appointed to the BME Forum, one of the recognised Joint Committees, Outside and Other Public Bodies.
4. Following the constitution of the BME Forum, now called the Neath Port Talbot Black and Minority Ethnic Community Association, it is now necessary to reappoint elected members.

## **Background**

5. The council has supported the development of the BME Forum over many years and is currently supporting a dedicated development officer to further develop the Forum.
6. Part of this development work has been to constitute the group in order to place it on a more secure and sustainable footing; paving the way for it to apply for funding its own right to secure its future.
7. In recognition of the Council's support and as an expression of mutual respect, the Community Association invites the Council to appoint 3 elected members to the Executive Committee. Invitation letter is at Appendix1.

## **Financial Impact**

8. There are no financial impacts associated with this report.

## **Equality Impact Assessment**

9. There is no requirement under the Constitution for an Equality Impact Assessment on this item.

## **Workforce Impacts**

10. There are no workforce impacts associated with this report.

## **Legal Impacts**

11. There are no legal impacts associated with this report?

## **Risk Management**

12. There is no risk management issues associated this report?

## **Consultation**

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

## **Recommendation**

14. Council is requested to appoint 3 elected representatives to the Executive Committee of Neath Port Talbot Black and Minority Ethnic Community Association.

## **Appendix**

15. Appendix 1 – Formal letter of invitation from Neath Port Talbot Black and Minority Ethnic Community Association.

## **Officer Contact**

16. Mrs Karen Jones, Head of Corporate Strategy and Democratic Services. Tel: 01639 763284 or e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

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11th July 2017

Dear Mr Phillips

I am writing on behalf of the Neath Port Talbot Black Minority Ethnic Community Association. The Association has been set up as a result of the ongoing development of the BME Forum, and its desire to become an independent body which can be the voice for and represent BME communities in Neath Port Talbot.

The BME Forum has greatly appreciated the support of Neath Port Talbot County Borough Council in its development, and would welcome the ongoing involvement of Elected Members and your Officers in the new Community Association.

The Constitution allows for up to three Elected Members to be part of the Executive Committee and I would be grateful if you could confirm whether you would wish to appoint any members to sit on the Committee, and if so who these would be. A copy of the Constitution is attached for your information.

Yours sincerely



Adam Cameron  
On behalf of Neath Port Talbot  
Black Minority Ethnic Community Association

**Registered Office/Swyddfa Gofrestredig**  
Tŷ Margaret Thorne  
17-19 Alfred Street, Neath SA11 1EF  
Tel/Ffôn: 01639 631246 – Fax/Ffacs 01639 643368  
Email/Ebost: [info@nptcvs.org.uk](mailto:info@nptcvs.org.uk)  
Website/Gwefan: [www.nptcvs.wales](http://www.nptcvs.wales)

**Director** Gaynor Richards MBE BA(Hons) Dip H&SW MSc Cyfarwyddwr  
**Chairperson** David Davies JP Cadeirydd

**President** Margaret Thorne CBE DL Llywydd

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

19 July 2017

### Report of the Head of Legal Services D Michael

#### Matter for Decision

Wards Affected: All

### NEATH PORT TALBOT STANDARDS COMMITTEE - APPOINTMENT OF INDEPENDENT MEMBERS

#### Purpose of the Report

1. To obtain decisions from Council regarding the appointment of Independent Members to the Neath Port Talbot Standards Committee.

#### Background

2. The composition of Standards Committees in Wales is governed by the Standards Committees (Wales) Regulations 2011 (as amended). The regulations require that where the total number of members of a Standards Committee is an odd number a majority of that number shall be Independent Members. Independent Members are defined as “persons who are neither Councillors of the Authority or Community Council Members”. The Neath Port Talbot Standards Committee has seven members in total, four of whom are Independent Members. The term of office of two Independent Members the Chair Mr Godfrey Pullen and Vice Chair Mrs Julie Howells will terminate at the end of May 2018. The term of office of the other two members will come to an end in May 2021.

3. 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 what 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 an Independent Member of the Standards Committee.
4. Members of Council will see below a recommendation in paragraph 12 that the panel now be constituted and that it consists of:-
  - 1 Lay Panel Member
  - 2 Members of the Council
  - 2 Independent Members of the Standards Committee.
5. There is a statutory requirement that the vacancies are advertised. The recommendation of the panel based on the applications and any interviews will be brought back to full Council.

### **Financial Impact**

6. Any expenditure will be contained within existing budgets.

### **Equality Impact Assessment**

7. There is no requirement for an Equality Impact Assessment on this item.

### **Workforce Impacts**

8. There are no workforce impacts associated with this Report.

### **Legal Impacts**

9. The legal requirements for this procedure are set out in the report.



## **Consultation**

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

## **Recommendations**

11. That two replacement Independent Members be recruited to serve on the Neath Port Talbot Standards Committee.
12. That the Advisory Panel be reconstituted to consist of one Lay Member, two Members of Council and the two retiring Independent Members of Standards Committee.

## **Reasons for Proposed Decision**

- 13 To comply with statutory requirements.

## **Appendices**

14. None

## **List of Background Papers**

15. None

## **Officer Contact**

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## EXECUTIVE DECISION RECORD

### CABINET

15 MARCH, 2017

#### **Cabinet Members:**

Councillors: A.H.Thomas, P.A.Rees, M.L.James, E.V.Latham,  
Mrs.S.Miller, P.D.Richards, J.Rogers, A.J.Taylor and  
A.N.Woolcock

#### **Officers in Attendance:**

S.Phillips, H.Jenkins, A.Evans, G.Nutt, C.Millis, A.Thomas, R.Gordon and  
Mrs.A.Manchipp

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#### 1. **DECISION MAKING DURING THE PER ELECTION PERIOD**

Cabinet noted the typographical error on line 6 of the recommendation, where it referred to 2012, which should read 2017.

#### **Decisions:**

1. that any matters which normally require determination by Cabinet or Cabinet Boards, or any other Committee or Sub Committee of the Council, and which in the view of the Chief Executive, or a Corporate Director or a Head of Service necessitates a decision to be taken during the period 3 May to 30 May, 2017, then such Officer (s) in respect of matters within their Service functions, shall have delegated power to take a decision and to authorise any action on the matters in question, subject the use of the Pro forma attached and subject also to the following :-
  - a. any decisions taken must comply with normal reporting format, including compliance statement and reason for decision, except that implementation shall be with immediate effect without any call-in requirement;

- b. all decisions shall be reported back to Members;
- c. this delegation will not include any determination of planning applications which are normally determined by the Planning Committee, unless deemed urgent by the Head of Planning in the context of statutory timescales; nor will it include decisions on any planning matters deemed to be “controversial” in the view of the Head of Planning. Any planning applications dealt with under this delegation will be determined by the Head of Planning.
- d. in exercising the above delegated powers, Officers will be required to consult with three Members as follows:
  - (i) From 4 May to 17 May – the current Mayor or Deputy Mayor and two other Members from different Political Groups (including one from any Majority Group);
  - (ii) From 17 May to 31 May - the newly elected Leader or Deputy Leader (or in their absence the newly elected Mayor or Deputy Mayor) and two other Members from different Political Groups (including one from any Majority Group).

Subject in both cases to these groups being constituted.

- 2. that the Mayor or Deputy Mayor be authorised to be present at the opening of tenders during the period set out in (i) above and the Leader or Deputy Leader (or in their absence the Mayor or Deputy Mayor) during the period set out in (ii) above.

**Reason for Decisions:**

In order to secure continuity of decision making.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

2. **PROPOSAL TO ESTABLISH A SPECIALIST PROVISION FOR PRIMARY AGE PUPILS**

**Decision:**

That the Head of Transformation be authorised to undertake scoping discussions with head teachers and chairs of governors over the establishment of a specialist provision for primary age pupils who externalise their needs.

**Reason for Decision:**

This decision supports the Council in meeting its duty to secure efficient education in its area.

**Implementation of Decision:**

The decision will be implemented after the 3 day call in period.

**Consultation:**

This school organisation proposal is being brought forward under the Council's Strategic School Improvement Programme. Following a positive response from schools and the development of a proposal, a report will be brought to Cabinet seeking permission to commence formal consultation in line with the requirements of the Welsh Government's School Organisation Code, July 2013, which specifies the procedures to be followed, including the content of the consultation document and those to be consulted.

**CHAIRPERSON**

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**EXECUTIVE DECISION RECORD**

**CABINET**

**31 MAY, 2017**

**Cabinet Members:**

Councillors: R.G.Jones, A.J.Taylor, C.Clement-Williams, D.W.Davies,  
D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees,  
P.D.Richards and A.Wingrave

**Officers in Attendance:**

H.Jenkins, A.Evans, N. Jarman, G.Nutt, D.Michael, Mrs.K.Jones,  
Mrs.A.Manchipp and Mrs.J.Woodman-Ralph

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1. **APPOINTMENT OF MEMBERS, FOR THE CIVIC YEAR 2017/18,  
JOINT COMMITTEES**

**Decision:**

That the following appointments to Joint Committees for 2017/18 be made:-

**Margam Joint Crematorium Committee**

Councillors E.V.Latham,S.M.Penry, R.G.Jones and R.Taylor plus 1  
vacancy

**Joint Archives Committee**

Councillors P.A.Rees, H.N.James, R.Taylor, Mrs.J.Dudley and  
A.N.Woolcock

**South West Wales Regional Waste Management Joint Committee**

E.V.Latham and S.M.Penry

**Reason for Decision:**

To appoint Members as Council representatives to the Joint Committees in accordance with Welsh Assembly Government Regulations.

**Implementation of Decision:**

The decision is for immediate implementation.

2. **OTHER EXECUTIVE APPOINTMENTS TO THE OUTSIDE AND OTHER PUBLIC BODIES**

**Decision:**

That the remaining Executive appointments as contained in Annex G to the Minutes of the Special Council meeting of 31 May, 2017, be confirmed.

**Reason for Decision:**

To confirm the Executive appointments to the Outside and Other Public Bodies in accordance with Welsh Assembly Government Regulations.

**Implementation of Decision:**

The decision is for immediate implementation.

**CHAIRPERSON**



**EXECUTIVE DECISION RECORD**

**CABINET**

**13 JUNE, 2017**

**Cabinet Members:**

Councillors: R.G.Jones (Chairperson), A.J.Taylor, C.Clement-Williams, D.W.Davies, D.Jones, E.V.Latham, P.A.Rees, P.D.Richards and A.Wingrave

**Officers in Attendance:**

S.Phillips, A.Evans, N. Jarman, G.Nutt, D.Rees, Mrs.K.Jones and Mrs.A.Manchipp

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1. **MEMBERSHIP OF THE MARGAM JOINT CREMATORIUM COMMITTEE**

**Decision:**

That this Authority's Member representation on the Margam Joint Crematorium Committee include Councillor S.Bamsey.

**Reason for Decision:**

To approve this Authority's Member representation on the above.

**Implementation of Decision:**

The decision is for immediate implementation, the Chairperson of the relevant Scrutiny Committee has agreed to this course of action, there would therefore be no call-in of this decision.

2. **REVENUE OUTTURN AND RESERVES POSITION STATEMENT  
2016/17**

**Decision:**

That the Report of the Director of Finance and Corporate Services in relation to the Council's General Fund Revenue Outturn and Reserves position for the 2016/17 financial year, be noted.

3. **CAPITAL PROGRAMME OUTTURN 2016/17**

**Decision:**

That the report of the Head of Financial Services in relation to the financial outturn position for the Capital Programme for 2016/17, be noted.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**POLICY AND RESOURCES CABINET BOARD**

**8 MARCH, 2017**

**Cabinet Members:**

Councillors: A.N.Woolcock (Chairperson) and P.A.Rees

**Officers in Attendance:**

D.Rees, S.John, Miss.C.Davies and Ms.N.Headon

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1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.N.Woolcock be appointed Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS POLICY AND RESOURCES CABINET BOARD HELD ON 15 FEBRUARY, 2017**

Noted by the Committee.

3. **CLOSE CIRCUIT TELEVISION SERVICE (CCTV) AND OUT OF HOURS UPDATE**

**Decision:**

That the report be noted.

4. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2016-2017 -  
QUARTER 3 PERFORMANCE ( 1ST APRIL - 31ST DECEMBER, 2016)**

**Decision:**

That the report be noted.

5. **NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND**

**Decision:**

That the Welsh Church Act Trust Fund applications be approved as follows:

1. Pisgah Congregational Chapel Cilfrew Neath (grant of 25% of the cost up to a maximum amount of £1,000);
2. St John the Baptist Church Glyncorrwg (maximum grant of £1,000 per policy provided they spend £4,000).

**Reason for Decision:**

To decide on providing financial support in respect of the grant applications received.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

6. **MISCELLANEOUS GRANT FUND APPLICATIONS**

**Decisions:**

1. That the miscellaneous grant fund applications be approved as follows:-
  - a. Blaenhonddan Community Council – Aberdulais Community Centre (to provide grant of 95% to cover rent for 5 year period in line with rent review period £410 to be paid by community council);

- b. Blaenhonddan Community Council (to provide a grant of £600 and Blaenhonddan Community Council to pay £50 per annum towards rent of Caewern Park);
  - c. Taibach Community Centre (grant of £3,600 per annum to cover the annual lease for an initial 5 year period in line with rent review period of Taibach Community Centre by Community Ventures);
  - d. Tyn y Twr Bowling Club, 9 Edgehill Close, Port Talbot (grant to cover the annual lease of £300 per annum for initial 5 year period in line with the rent review period for the pavilion at the Bowling Club);
2. That the miscellaneous grant fund applications be refused as follows, as they do not meet the criteria:
    - a. Brainwave
    - b. Derby Toc H Children's Camp

**Reason for Decisions:**

To decide on providing financial support in respect of the grant applications received.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

**7. FRAMEWORKS - CORPORATE SERVICES**

**Decisions:**

1. That delegated authority be granted to the Head of ICT and Procurement to make awards to suppliers who have been appointed to external organisations frameworks to enable the Council to enter into arrangements for the provision of various corporate services for the period set out in the respective Frameworks and in line with the respective Framework terms;

2. That delegated authority be granted to the Head of ICT and Procurement to establish and enter into Framework agreements (and any subsequent call off arrangements) for such corporate services where the Council does not utilise an existing Framework by and external organisation on such terms and conditions to be determined by the Head of ICT and Corporate Procurement.

**Reason for Decisions:**

To ensure efficient management in relation to the appointment of Suppliers under the Frameworks.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

8. **SUPPLY OF GROCERIES, PROVISIONS AND FROZEN FOODS**

**Decisions:**

1. That the requirements of competition be excluded and Rule 2.1 of the Corporate Procurement Rules be suspended;
2. That the current arrangements in relation to the Supply of Groceries, Provisions and Frozen Food be extended for the period of up to six months from 1 May, 2017.

**Reason for Decisions:**

To ensure continuity of the provision of the Services from the Suppliers pending the implementation of new contracts under the NPS Framework.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

9. **COUNCIL TAX AND BUSINESS RATES COURT COSTS**

**Decision:**

That approval be granted for the cost associated with obtaining a Summons and Liability Order in respect of Council tax remain at £42 for a Summons and £24 for a Liability Order and that Business Rates remain at £41 for a Summons and £29 for a Liability Order.

**Reason for Decision:**

To enable the Council to continue to charge costs in the recovery of Council Tax in the Magistrates Court.

**Implementation of Decision**

The decision will be implemented after the three day call in period.

10. **TREASURY MANAGEMENT MONITORING 2016/17**

**Decision:**

That the report be noted.

11. **ACCESS TO MEETINGS**

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

12. **WRITE OFF OF COUNCIL TAX**

**Decision:**

That the write off amounts contained within the private circulated report be approved.

**Reason for Proposed Decision**

The accounts are irrecoverable.

**Implementation of Decision**

The decision will be implemented after the three day call in period.

13. **SUNDRY DEBTORS WRITE OFFS**

**Decision:**

That the debts contained within the private circulated report be written off.

**Reason for Decision:**

The amounts due are irrecoverable.

**Implementation of Decision:**

The decision will be implementation after the three day call in period

**CHAIRPERSON**



**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 26 JANUARY, 2017**  
**CHILDREN, YOUNG PEOPLE AND EDUCATION (SPECIAL)**

**Cabinet Board Members:**

Councillors: P.A.Rees and P.D.Richards

**Officers in Attendance:**

J.Hodges, J.Burge, Mrs.K.Gilbert, Ms.N.Headon and Mrs J.Woodman-Ralph

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **APPOINTMENT OF L.A.GOVERNOR REPRESENTATIVES FOR THE TEMPORARY GOVERNING BODY FOR THE PROPOSED NEW ALL THROUGH SCHOOL YSGOL NEWYDD MARGAM (REPLACING DYFFRYN SCHOOL AND GROES PRIMARY SCHOOL).**

Members received a verbal update on two additional candidates who had submitted information after today's report. The information had been requested by Members in the last Children, Young People and Education Cabinet Board on the 5 January, 2017.

**Decision:**

After consideration of the verbal update and in line with approved Policy, Councillors M. Ellis, R.G.Jones, Cllr.D.Keogh, A.J.Taylor and Cllr.D.Whitelock be appointed as Local Authority Governor representatives to the temporary governing body of Ysgol Newydd Margam.

**Reason for Decision:**

To enable the Local Authority to comply with legislative requirements for the establishment of a new school.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 26 JANUARY 2017**  
**CHILDREN, YOUNG PEOPLE AND EDUCATION**

**Cabinet Members:**

Councillors: P.A.Rees (Chairperson), P.D.Richards and E.V.Latham

**Officers in Attendance:**

C.Millis, A.Jarrett, Mrs.R.Jones, J.Hodges and Mrs.J.Woodman-Ralph

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **MEMBER'S DECLARATION**

Councillor.P.D.Richards      Report of the Head of Participation –  
Childcare Facilities within Schools in Neath  
Port Talbot – as his wife is the manager of  
Baglan Buddies After School Club Blaen  
Baglan Primary.

3. **MINUTES OF THE PREVIOUS CHILDREN, YOUNG PEOPLE AND  
EDUCATION CABINET BOARD HELD ON THE 5 JANUARY, 2017**

Noted by Committee.

4. **FORWARD WORK PROGRAMME 2016/17**

Noted by Committee.

5. **EDUCATION THROUGH REGIONAL WORKING (ERW) BUSINESS PLAN 2017-20 (DRAFT)**

**Decision:**

That the report be noted.

6. **CHILDCARE FACILITIES WITHIN SCHOOLS IN NEATH PORT TALBOT**

Cllr.P.D.Richards re-affirmed his interest in this item and withdrew from the meeting for this item only. Cllr.E.V.Latham substituted.

**Decisions:**

1. That approval be granted for childcare facilities to be developed on school sites with the terms and conditions to be agreed by the Head of Property and Regeneration;
2. That the Head of Participation be granted delegated authority to develop childcare facilities on school sites;
3. That annual reports be submitted to Members.

**Reason for Decisions:**

To enable the Authority to support the Governing Bodies of Schools in supporting the request for childcare facilities to be developed on school sites. Thus also supporting the Local Authority in meeting the statutory duties placed on it in the Childcare Act 2006. This will in turn support the Child Poverty agenda in enabling parents the time to enter training or employment opportunities, or to access employment or training within the childcare sector.

**Implementation of Decision:**

That the decision is for immediate implementation. The Chairman of the Scrutiny Committee had agreed to this course of action and therefore there would be no call in of this decision.

7. **NPT DRAFT RESPONSE TO THE WELSH GOVERNMENT CONSULTATION DOCUMENT 'REFORM OF SCHOOL GOVERNANCE: REGULATORY FRAMEWORK'**

Members were supportive of the amendment submitted by the Children, Young People and Education Scrutiny Committee prior to this meeting.

**Decision:**

That the response to the Welsh Government Consultation Document 'Reform of School Governance: Regulatory Framework' be submitted to the Welsh Government as detailed in Appendix A to the circulated report subject to the following amendment:

That the Local Authority disagree with the Welsh Government comment that a minor authority should have a seat on the governing body.

**Reason for the Decision:**

To enable the Local Authority to submit a formal response to the Welsh Government consultation document "Reform of School Governance: Regulatory Framework.

**Implementation of Decision:**

That the decision be implemented after the three day call in period.

8. **PUPIL ATTENDANCE UPDATE**

**Decision:**

That the report be noted.

9. **AGREEMENT OF THE PROPOSALS FOR THE UPDATING AND IMPLEMENTATION OF THE ROUTE 16 (16 AND LEAVING CARE) TEAM FINANCIAL POLICY**

**Decision:**

That the revised Route 16 Financial Policy with the Participation Premium retained and amended Qualification payments be approved for implementation from 1 April 2017.

**Reason for Decision:**

To enable the Local Authority to adhere to its statutory obligations.

**Implementation of Decision:**

That the decision be implemented after the three day call in period.

**Consultation:**

A 60 day consultation period on the policy took place from the 8 November 2016. A detailed consultation plan was developed, to ensure that all stakeholders had the opportunity to comment, with particular consideration to current and future recipients of Route 16 Support.

10. **CHILDREN'S SERVICES ANNUAL STAFF SURVEY**

**Decision:**

That the report be noted.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD – 2 MARCH 2017**  
**CHILDREN, YOUNG PEOPLE AND EDUCATION**

**Cabinet Members:**

Councillors: P.A.Rees (Chairperson) and P.D.Richards

**Officers in Attendance:**

C.Millis, J.Hodges, J.Burge, Mrs.H.Lewis, Mrs.K.Gilbert and Mrs.J.Woodman-Ralph

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD HELD ON 26 JANUARY 2017**

Noted by Committee

3. **CHILDREN, YOUNG PEOPLE SERVICES - 3RD QUARTER (2016-17) PERFORMANCE REPORT**

**Decision:**

That the report be noted.

4. **CATEGORISATION OF SCHOOLS IN NEATH PORT TALBOT**

**Decision:**

That the report be noted.

5. **GOVERNANCE ARRANGEMENTS FOR THE NEW ALL-THROUGH WELSH MEDIUM SCHOOL REPLACING Y G YSTALYFERA AND YGG Y WERN**

**Decisions:**

1. That the Instrument of Government as attached in Appendix A to the circulated report with the incorporation date of the 6 November 2017, creating a permanent Governing Body be approved;
2. That the school be named Ysgol Gymraeg Ystalyfera-Bro Dur.

**Reason for the Decisions:**

To comply with legislative requirements for the establishment of a new school.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

Consultation has taken place with members of the temporary governing body, Head of Planning, Education Senior Management Team, staff, parents and pupils of the respective Welsh Medium schools in the catchment area of the new school in regard to the naming of the new school.

6. **APPOINTMENT OF LOCAL AUTHORITY GOVERNING BODY FOR THE NEW PRIMARY SCHOOL YSGOL NEWYDD BRITON FERRY (REPLACING BRYNHYFRYD, LLANSAWEL AND YNYSMAERDY PRIMARY SCHOOLS.**

**Decision:**

That Mr. Peter Nedin be appointed Local Authority Governor representative to the temporary governing body for Ysgol Newydd Briton Ferry.



**Reason for Proposed Decision:**

To comply with legislative requirements for the establishment of a new school.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

7. **SCHOOL TERM DATES 2019/20**

**Decision:**

That the proposed 2019/2020 school term dates be approved for consultation as detailed in Appendix A to the circulated report, subject to the amendment of the date for Easter Monday being 13 April 2020 and not as stipulated in the Appendix A the 23 April 2020.

**Reason for Decision:**

To enable the Authority to meet its statutory duties.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

8. **SCHOOL ADMISSIONS POLICY**

Members were supportive of the amendment requested by the Children, Young People and Education Scrutiny Committee prior to this meeting.

**Decisions:**

1. That, in line with School Admissions Code, 2013 and the Education (Determination of Admission Arrangements) (Wales) Regulations 2006, for the admission arrangements for community schools for 2018/2019 academic year as detailed in the circulated report be approved;

2. That an annual report be provided to Children, Young People and Education Scrutiny Committee at a future meeting highlighting any cases in secondary schools where children had been unsuccessful in obtaining a place at their desired school.

**Reason for Decisions:**

To enable the Authority to meet its statutory duties.

**Implementation of Decisions:**

That the decisions be implemented after the three day call in period.

**Consultation:**

Consultation has taken place as set out in the Welsh Government's School Admission Code as detailed in the circulated report.

9. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2016-2017 - QUARTER 3 PERFORMANCE (1ST APRIL 2016 - 31ST DECEMBER 2016)**

**Decision:**

That the report be noted.

10. **HOME TO SCHOOL TRAVEL POLICY REVIEW AND CONSULTATION**

**Decision:**

That having given due regard to the Equality Impact Assessment and having given consideration to the responses received during the consultation period and in line with the legislative requirements of the Learner Travel (Wales) Measure 2008, approval be granted for the Home to School Travel Policy 2017 which will be known as the 2017 policy with an implementation date of the 2017 policy as the 1 September 2017.

**Reason for Decision:**

To enable the Authority to meet its statutory duties.

**Implementation of Decision:**

The decision be implemented after the three day call in period.

**Consultation:**

Consultation took place between the 5 December 2016 and the 16 January 2017 (6 weeks) as detailed in the circulated report.

11. **WELSH IN EDUCATION STRATEGIC PLAN 2017 - 2020**

**Decision:**

That, having given due regard to the Equality Impact Assessment and the responses to the consultation and the impact assessments in relation to equality, risk, Welsh Language, legal and workforce, that the Welsh in Education Strategic Plan 2017-2020 be commended to Council for approval prior to submission to the Welsh Government with an implementation date of the 1 April 2017.

**Reason for Decision:**

To enable the authority to comply with legislation and to facilitate Welsh Ministers' approval of the WESP 2017-2020

**Implementation of Decision:**

The decision be implemented after the three day call in period.

**Consultation:**

Consultation took place between the 7 November 2016 and the 6 January 2017 as detailed in the circulated report.

12. **ACCESS TO MEETINGS**

**Decision:**

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in

Paragraph 14 and 17 of Part 4 of Schedule 12A to the Local Government Act 1972.

13. **TIR MORFA CHILDCARE PROVISION**

**Decisions:**

1. That approval be granted to exclude the requirements of competition and Rule 2.1 of the Council Procurement Rules;
2. That the contract between the Council and Caralyn George trading as Georgie Porgie's for the provision of childcare services re: Flying Start Playgroup at Tir Morfa, Sandfields be extended for a period of 12 months up to 31 March 2018.

**Reason for Decisions:**

To enable the Flying Start child care provision to be continued for a period of 12 months in Tir Morfa.

**Implementation of Decisions:**

The decisions be implemented after the three day call in period.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 14 MARCH 2017**  
**CHILDREN, YOUNG PEOPLE AND EDUCATION**

**Cabinet Board Members:**

Councillors: P.A.Rees (Chairperson) and P.D.Richards

**Officers in Attendance:**

I.Guy, Mrs.K.Gilbert, and Mrs.J.Woodman-Ralph

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY GOVERNOR REPRESENTATIVES**

Members received verbal updates at the meeting that an additional application had been received for Crymlyn Primary School for Members consideration. In addition, a request was made to defer Tonna Primary School application until all references had been received.

**Decision:**

That, in line with approved policy, Local Authority Governor representatives be appointed to the existing and forthcoming vacancies that arise up to and including the end of the Summer Term 2016/17 set out below:

Blaendulais Primary  
Mr.G.James

Creunant Primary  
Mrs.S.Griffiths

Crymlyn Primary  
Mrs.J.Jones

St Joseph's Roman Catholic School and 6<sup>th</sup> Form  
Mr.P.Lindsay

Tywyn Primary  
Cllr.E.V.Latham

That the consideration of appointment of Local Authority Representatives to the following schools, be deferred:

Abbey Primary (1 Vacancy)  
Awel Y Mor Primary (1 Immediate Vacancy and 1 from 27/08/17)  
Brynhyfryd Primary (1 Immediate Vacancy and 1 from 01/04/2017)  
Catwg Primary (1 Vacancy)  
Llansawel Primary (1 Vacancy)  
Rhos Primary (1 Vacancy)  
Tairgwaith Primary (1 Vacancy)  
Tonnau Primary (2 Vacancies)  
Wauanceirch Primary (1 Vacancy)  
Ysgol Gynradd Gymraeg Pontardawe (1 Vacancy)  
Ysgol Gynradd Gymraeg Rhosafan (1 Vacancy)  
Ysgol Gynradd Gymraeg Trebannws (1 Vacancy)  
Ysgol Gynradd Gymraeg Y Wern (1 Vacancy)  
Ysgol Gyfun Ystalyfera (1 Vacancy)  
Ysgol Hendrefelin (1 Vacancy)

**Reason for Decisions:**

To enable the Authority to contribute to effective school governance through representation on school governing bodies.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**SOCIAL CARE, HEALTH AND HOUSING CABINET BOARD**  
**23 FEBRUARY, 2017**

**Cabinet Members:**

Councillors: J.Rogers and P.D.Richards (Chairperson)

**Officers in Attendance:**

N.Jarman and N.Evans

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1. **APPOINTMENT OF CHAIRPERSON**

That Councillor P.D Richards be appointed as Chairperson for the meeting.

2. **WESTERN BAY POPULATION ASSESSMENT**

Members noted the views of the Joint Social Care, Health and Housing Scrutiny and Children, Young People and Education Scrutiny Committee and were in agreement that the Population Assess be commended to Council on 15 March 2017 subject to the Equality Impact Assessment being fully completed to accompany the report.

**Decision:**

1. That the Western Bay Population Assessment be approved and commended to Council subject to the Equality Impact Assessment being satisfactorily completed;
2. That the Director of Social Services, Health and Housing be authorised to publish a link to the Population Assessment on the Council's website;

3. That the City and County of Swansea be authorised to submit the Population Assessment to Welsh Ministers on behalf of the three local authorities and the Health Board in the Western Bay Region.

**Reason for Decisions:**

To discharge the duty placed upon the three local authorities and the ABMU Health Board operating as a Western Bay region to produce a regional population assessment report and to authorise the relevant officers to publish the assessment and submit the regional report to Welsh Ministers.

**Implementation of Decisions:**

The decisions are for immediate implementation, the Chairperson of the relevant scrutiny committee had agreed to this course of action. There would therefore be no call in of these decisions.

**CHAIRPERSON**



**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 16 MARCH, 2017**  
**SOCIAL CARE, HEALTH AND HOUSING CABINET BOARD**

**Cabinet Board Members:**

Councillors: J.Rogers (Chairperson) and P.D.Richards

**Officers in Attendance:**

N.Jarman and Mrs.A.Manchipp

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor J.Rogers be appointed Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS SOCIAL CARE, HEALTH AND HOUSING CABINET BOARD HELD ON 9 FEBRUARY, 2017**

Noted by the Committee.

3. **RESIDENTIAL AND NON RESIDENTIAL CARE CHARGING POLICY**

**Decision:**

That the updated Residential and Non-Residential Care Charging Policy as detailed at Appendix A to the circulated report, be approved.

**Reason for Decision:**

To update the charging policy for recovery of income in line with the requirements of the Social Services and Wellbeing (Wales) Act 2014.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

4. **FORWARD WORK PROGRAMME 2016/17**

**Decision:**

That the Forward Work Programme 2016/17, be noted.

5. **ACCESS TO MEETINGS**

**Decision:**

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 14 and 16 of Part 4 of Schedule 12A to the Local Government Act 1972.

6. **POBL RESIDENTIAL CARE CONTRACT**

**Decisions:**

1. That the Heads of Terms (as detailed at Appendix A to the private circulated report) be incorporated into the new contract with Pobl Group;
2. That the budget transfer of the amount (as specified within the private, circulated report) from Social Services to capital financing to fund the amount needed to reduce the debt outstanding on the contracts, be approved;
3. That the payments to Pobl, as set out at paragraph 8 of the private circulated report, be approved.

**Reason for Decisions:**

To conclude the negotiations with Pobl group and finalise the contract arrangements.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

7. **SUPPORTING PEOPLE CONTRACTS RENEWAL**

**Decisions:**

1. That the Authority enter into interim contractual arrangements with the current provider of the Supporting People Programme Grants funded fixed site Support Services, for a period of one year, subject to a 3-month notice period;
2. That the Authority enter into interim contractual arrangements with the current provider of the Supporting People Programme Grants funded the Floating Support Services affected by the current re-procurement exercise, until the time of commencement of the new Peripatetic Prevention and Wellbeing Support Service scheduled to be operational on 1 July, 2017;
3. That the Head of Commissioning and Support Services be authorised to award a Contract to the Tenderer with the highest Quality Assessment Score (following completion of the current Tender Evaluation Exercise), for the new Supporting People Programme Grants funded Peripatetic Prevention and Wellbeing Support Service.

**Reason for Decisions:**

To ensure there is a continuing contractual basis to payment for these vital front-line support services whilst ongoing re-procurement exercises take place.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

**CHAIRPERSON**

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**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 3 MARCH 2017**  
**ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD**

**Cabinet Board Members:**

Councillors: A.J.Taylor (Chairperson) and M.L.James

**Officers in Attendance:**

Mrs.T.Davies

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.J.Taylor be appointed Chairperson for the meeting.

2. **CONSIDERATION OF THE RENEWABLE AND LOW CARBON ENERGY CONSULTATION, DRAFT SUPPLEMENTARY PLANNING GUIDANCE (SPG), THE DESIGN CONSULTATION DRAFT SPG AND THE HIGHWAY TECHNICAL DESIGN GUIDE FOR RESIDENTIAL AND COMMERCIAL DEVELOPMENTS CONSULTATION DRAFT.**

**Decision:**

That the Renewable and Low Carbon Energy Supplementary Planning Guidance (SPG), as detailed at Appendix 1 to the circulated report, and the Design SPG as detailed at Appendix 2 to the circulated report, be agreed as forming the basis for consultation.

**Reason for Decision:**

To ensure that clear guidance is issued by the Council in respect of Renewable and Low Carbon Energy developments and the expectations on all development proposals to demonstrate high quality design.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 3 MARCH 2017**  
**ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD**

**Cabinet Board Members:**

Councillors: A.J.Taylor (Chairperson) and M.L.James

**Officers in Attendance:**

Mrs.T.Davies

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.J.Taylor be appointed as Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD HELD ON 20 JANUARY, 2017**

Noted by the Committee.

3. **ECONOMIC AND COMMUNITY REGENERATION PERFORMANCE INDICATORS FOR QUARTER 3 2016/17**

**Decision:**

That the monitoring report be noted.

4. **PROPERTY ASSET MANAGEMENT PLAN 2016 - 2021**

**Decision:**

That the Council's Second Property Asset Management Plan (2016 – 2021) as detailed within the circulated report, be approved.

**Reason for Decision:**

To provide a framework for the management and development of the Council's property portfolio over the next five years.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

5. **ACCESS TO MEETINGS**

**Decision:**

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

6. **PORT TALBOT PERIPHERAL DISTRIBUTOR ROAD PHASE 2 - TATA AND TATA SPORTS AND SOCIAL CLUB, MARGAM, PORT TALBOT**

**Decision:**

That the terms and conditions provisionally agreed for the acquisition of land and various rights, together with payment of the further advance payment of compensation, as detailed within the private circulated report, be approved.

**Reason for Decision:**

To pay compensation to the affected parties as a result of the Port Talbot Peripheral Distributor Road Phase 2 Scheme.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

The Local Member had been consulted on this item.



7. **PROPOSED RELEASE OF A RESTRICTIVE COVENANT FROM LAND AT BAGLAN INDUSTRIAL PARK, AFAN WAY, PORT TALBOT**

**Decision:**

That the terms and conditions provisionally agreed for the release of the restrictive covenant at land Baglan Industrial Park, Afan Way, Port Talbot, as detailed in the private circulated report, be approved.

**Reason for Decision:**

To enable the proposal to progress.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

The Local Members have been consulted on this item.

8. **PROCUREMENT TENDER FOR THE DISPOSAL OF THE FORMER AFAN LIDO LEISURE CENTRE AND OVERFLOW CAR PARK SITE**

**Decisions:**

1. That the Tender bids submitted are not accepted, on the basis that they do not represent market value, and the Head of Property and Regeneration be granted delegated authority to notify the bidders of this;
2. That the procurement process for the appointment of a development partner to deliver a residential led mixed use development at the former Afan Lido and the overflow car park site be formally discontinued;
3. That the Head of Property and Regeneration be authorised to begin single bidder negotiations with the Construction company detailed within the private circulated report, on the basis that any proposed agreement be substantially the same as that advertised in the earlier failed procurement procedure, and that any proposed agreement as a result of these negotiations be brought back to Members for their approval;

4. That if the single bidder negotiation with the Construction company detailed within the private circulated report fails, then the Head of Property and Regeneration be authorised to market the site outside of procurement rules, and any proposed agreement as a result of these negotiations be brought back to Members for their approval.

**Reason for Decisions:**

To ensure the Authority complies with the Public Contract Regulations 2015 and the Council's Contracts Procedure Rules.

**Implementation of Decisions:**

The Decisions will be implemented after the three day call in period.

**Consultation:**

The Local Members have been consulted on this item.

9. **THIRD QUARTER PERFORMANCE REVIEW 2016-17 CELTIC LEISURE**

**Decision:**

That the private monitoring report be noted.

10. **URGENCY ACTION - 1378**

**Decision:**

That the following private urgency action taken by the Head of Property and Regeneration in consultation with the requisite Members, be noted:-

Officer Urgency Action No: 1378, 21 December, 2016

Commercial Property Grant, 15-17 Pembroke Terrace, Aberavon, Port Talbot.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 16 FEBRUARY, 2017**  
**ENVIRONMENT AND HIGHWAYS CABINET BOARD**

**Cabinet Board Members:**

Councillors: E.V.Latham (Chairperson) and Mrs.S.Miller

**Officers in Attendance:**

D.Griffiths, M.Roberts and Mrs.T.Davies

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor E.V.Latham be appointed Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS ENVIRONMENT AND HIGHWAYS CABINET BOARD HELD ON 5 JANUARY, 2017**

Noted by the Committee.

3. **PUBLIC FOOTPATH - FROM WAUNGRON TO FOOTPATH NO 236, COMMUNITY OF PONTARDAWE**

**Decision:**

That a modification order be made to register the path between points B-D (from Waungron to footpath no.236, community of Pontardawe, as detailed on the circulated plan) as a public right of way on foot only, and if no objections are received to confirm the same as an unopposed order.

**Reason for Decision:**

The user evidence is sufficient to show there has been uninterrupted use throughout the relevant period and the work undertaken on the path by

volunteers and the grounds man is additional evidence of acquiescence by the landowners.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

4. **LIGHTING - FORESTERS HOUSES ROAD, CROESERW**

**Decision:**

That the use of the Council's discretionary powers under the Public Health Act be approved, and that subject to the necessary agreement with National Resources Wales, street lighting be installed and maintained on Foresters Houses Road, Brynawel, Croeserw, Port Talbot, as detailed within the circulated plan.

**Reason for Decision:**

To address public safety issues raised by the local Ward Member.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

5. **REVIEW OF KERBSIDE COLLECTION OF GARDEN WASTE**

Members noted that the circulated report was for decision and not information, as incorrectly noted in the headings of the report.

**Decisions:**

1. That service delivery in line with Option 2 (as detailed within the circulated report) be introduced, i.e. the provision of reusable bags for green waste collections, with collections to continue free of charge other than the purchase of reusable bags. Any green waste collected outside of March to November inclusive will not be

composted. Each household will be provided with two free reusable garden waste sacks;

2. That charges of £2.50 per sack be introduced for householders who require additional or replacement reusable garden waste sacks;
3. That efficiency savings be used to offset pressures in the Waste budget;
4. That the effectiveness of the Council's strategy with respect to achieving the future statutory 70% recycling target, including this action and those previously approved such as the roll out of kerbside recycling by April 2017, be reviewed in a report to be presented to Members towards the end of 2017/2018.

**Reason for Decisions:**

To further align the Council's waste collection services with the Welsh Government's Collections Blueprint, to make the service more sustainable and reduce costs.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

6. **TRADING STANDARDS - CONSTITUTIONAL CHANGE**

**Decision:**

That the constitution be amended to permit the Environmental Health and Trading Standards Manager; the Trading Standards Team Leader and/or the Senior Investigation Officer of the Trading Standards team to authorise competent Officers to institute proceedings when alleged offenders are held in custody.

**Reason for Decision:**

To deliver a practical solution for charging alleged offenders being held in custody, while also ensuring that the interests of the Authority are protected by requiring that charging will only be undertaken by competent Officers who have been authorised to do so following a review of the facts by a Senior Officer.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

7. **ADVERTISING BANNER LOCATIONS**

**Decision:**

That the list of dedicated official sites for placing temporary banners for planned major events, public service or charity events be reduced from 11 to 8 locations, as detailed in the undermentioned table:

	<u>LOCATION</u>	<u>REF</u>	<u>NUMBER OF BANNERS</u>
1	High Street, Glynneath	G1	1
2	A474 Pontardawe bus stop	P2	2
3	Riverside Drive, Neath near Morrisons Superstore	N1	2
4	Victoria Gardens, Neath	N2	1
5	Prince of Wales Drive, Neath	N3	2
6	Stockhams Corner, Neath	N4	3
7	Princess Royal Theatre, Port Talbot	PT2	2
8	Morrisons Superstore in Port Talbot	PT4	2
	<b>TOTAL</b>		<b>15</b>

**Reason for Decision:**

There is considerable risk to the Authority in granting permission for organisations to erect banners over a live carriageway, as items (including banners) could be dropped from the footbridge onto live traffic causing an accident on the carriageway below.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

8. **LIST OF APPROVED CONTRACTORS**

**Decision:**

That Atom Electrical Contractors (categories 43, 50 and 70) and R P Traffic Management Ltd (category 9) be included on the Approved List of Contractors for the relevant categories.

**Reason for Decision:**

To keep the Approved List up to date and as far as possible ensure a competitive procurement process and for the purpose of supplying a List of Contractors for invitation to tender within the relevant categories.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

9. **PARKING SERVICES SOFTWARE UPGRADE**

**Decisions:**

1. That the requirements of competition be excluded and Rule 2.1 of the Council's Contracts Procedure Rules be suspended;
2. That a direct award be made to the Service Provider (Imperial Civil Enforcement Solutions) and the Local Authority enter into a contract for the provision of the Services (parking enforcement and notice processing system - Compex 360) for a period of five years on a date to be determined by the Head of Engineering and Transport.

**Reason for Decisions:**

To renew the current system which is coming to the end of its product life, and is not fit for purpose.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

10. **TAXI RANK - OLD MARKET STREET, NEATH**

**Decision:**

That the objection be overruled and the objector informed accordingly, and the scheme (Taxi Rank – Old Market Street, Neath, as detailed in the circulated report) be implemented as previously advertised.

**Reason for Decision:**

To provide an alternative taxi rank at the appropriate location due to the demolition works planned which will affect the existing rank on Wind Street, Neath.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

11. **TAXI RANK - ORCHARD STREET, NEATH**

Cabinet Members took on board the views of the Scrutiny Committee, which had recommended refusal of the proposed Taxi Rank at Orchard Street, Neath, and noted that there was no other area suitable to have the Taxi Rank.

**Decision:**

That the proposal for a Taxi Rank at Orchard Street, Neath, as detailed in the circulated report, be not approved.

**Reason for Decision:**

The views of the Scrutiny Committee together with the letter of objections and petition with 20 signatories was taken into consideration.



**Implementation of Decision:**

The Taxi Rank at Orchard Street, Neath will not be implemented.

**Consultation:**

This item has been subject to external consultation.

12. **TRAFFIC ORDER - LLANDARCY VILLAGE**

**Decision:**

That the objections be overruled and the objectors informed accordingly, and the scheme (Traffic Orders: Llandarcy Village, as detailed in the circulated report) be implemented as previously advertised.

**Reason for Decision:**

To reduce speed in the interests of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

13. **TRAFFIC ORDER - MILLAND ROAD, NEATH**

**Decision:**

That the Legal Order for the implementation of a No Waiting, No Loading or Unloading at Any Time Order on Milland Road, Neath (as detailed at Appendix A to the circulated report), be advertised, and subject to there being no objections, the Order be implemented.

**Reason for Decision:**

To prevent indiscriminate parking in the interest of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

14. **TRAFFIC ORDER - SEAWAY PARADE, SANDFIELDS, PORT TALBOT**

**Decision:**

That the Legal Order for the implementation of a No Waiting, No Loading or Unloading at any Time Order on Seaway Parade, Sandfields, Port Talbot (as detailed at Appendix A to the circulated report), be advertised, and subject to there being no objections, the Order be implemented.

**Reason for Decision:**

To prevent indiscriminate parking in the interest of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

15. **TRAFFIC ORDER - UPLANDS ROAD AND GLAN-RHYD ROAD, PONTARDAWE**

**Decision:**

That the objections be overruled and the objectors informed accordingly, and the scheme (No Waiting at Anytime Order: Uplands Road/Glan-rhyd Road, Pontardawe, as detailed in the circulated report) be implemented as previously advertised.

**Reason for Decision:**

To provide emergency access to Uplands Road in the interest of public safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

16. **TRAFFIC ORDER - ELBA CRESCENT AND BLADWINS CRESCENT, CRYMLYN BURROWS**

**Decision:**

That the Legal Order for the implementation of Traffic Orders on Elba Crescent and Baldwins Crescent (as detailed at Appendix A and B to the circulated report), be advertised, and subject to there being no objections, the Order be implemented.

**Reason for Decision:**

To prevent indiscriminate parking and create resident and limited waiting bays to standardise parking in the interest of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

17. **VEHICLE AND HEAVY PLANT FLEET PROCUREMENT PROGRAMME 2017/18**

**Decision:**

That the proposed Vehicle/Plant Procurement Programme for 2017/18, as detailed at Appendix A to the circulated report, be approved.

**Reason for Decision:**

The replacement vehicles and plant will have a higher euro standard which will enable the fleet to be more fuel efficient by producing better MPGs and reducing the carbon footprint of the Council by lower emissions. The specifications are developed to accommodate the Authorities Health and Safety requirements and will be discussed with user sections, manufacturers and health and safety section to ensure the correct vehicles are procured.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

18. **RHIANNA'S SWING - GNOLL COUNTRY PARK**

**Decision:**

That discussions continue with the fund raising group ('Rhianna's Swing') and pending a satisfactory outcome, authorisation be granted for a 5 year repairing lease, to accommodate play equipment specifically designed for disabled children, in an area adjacent to the children's playground in the Gnoll Park, Neath, on terms and conditions to be agreed by the Head of Property and Regeneration.

**Reason for Decision:**

To provide a greater experience for visitors to the Gnoll Country Park by installing quality play equipment specifically designed for disabled children.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

19. **COMBINED HIGHWAYS AND NEIGHBOURHOOD WORKS PROGRAMME 2017/18**

**Decision:**

That the Works Programme 2017/2018, as detailed at Appendix A to the circulated report, be approved.

**Reason for Decision:**

To maintain assets for which the Council is responsible and address community concerns in relation to same.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

Consultation has taken place with Local Ward Members as part of developing the programme.

20. **PORT TALBOT INTEGRATED TRANSPORT HUB - MATERIAL CHANGE**

**Decisions:**

1. That authority be given retrospectively for the service of the Material Change Proposal dated the 30 September 2016;
2. That authority be delegated to the Director of Environment and the Head of Engineering and Transport to carry out all further necessary steps to implement the Material Change Proposal as detailed in the circulated report, including negotiating and agreeing changes to the appended Material Change Proposal with the Material Change Consultees or any other relevant consultees, subject to the proviso that any such changes do not significantly alter the basis of the Proposal;
3. That authority be delegated to the Head of Property and Regeneration to negotiate and agree the terms of any required licence to do works, land exchange agreements and transfers of land required to give effect to the Material Change Proposal.

**Reason for Decisions:**

To satisfy the requirement of the Department for Transport, and to promote the aims and objectives of the Economic Regeneration, Planning and Transport strategies and the Single Integrated Plan – Prosperity for All.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

21. **QUARTER 3 PERFORMANCE MONITORING**

**Decision:**

That the monitoring report be noted.

22. **FORWARD WORK PROGRAMME 2016/17**

That the Forward Work Programme 2016/17, be noted.

23. **URGENT ITEMS**

Because of the need to deal now with the matters contained in Minute Nos. 24 and 25 below, the Chairman agreed that these could be raised at today's meeting as urgent items pursuant to Statutory Instrument 2001 No.2290 (as amended).

Reason: Due to the time element.

24. **TRAFFIC ORDERS, TY-FRY ROAD, BERTHA ROAD AND BEECHWOOD ROAD, MARGAM**

**Decision:**

That the Experimental Traffic Orders (No Waiting, No Loading/Unloading, At Any Time Order at Ty-Fry Road, Bertha Road and Beechwood Road, Margam) be advertised for 18 months (as detailed at Appendices A and B to the circulated report) and subject to there being

no objections within the first six months of the Order, the Order be implemented permanently.

**Reason for Decision:**

To prevent indiscriminate parking in the interest of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

25. **NATIONAL PROCUREMENT SERVICE SUPPLY OF VEHICLE SPARE PARTS FRAMEWORK**

**Decision:**

That the National Procurement Service for Wales (NPS) Vehicle Spare Parts Framework, be used for the purchase of vehicle spare parts and the Head of Engineering and Transport be authorised to make a direct award to the highest ranked supplier (as detailed within the circulated report) for a period of two years from the 1 April 2017, with an option to extend for a further two years, in multiples not exceeding 12 months (in line with NPS framework terms).

**Reasons for Decision:**

1. To enable the Fleet Section to purchase both manufacturer and non-manufacturer parts using an approved framework so the Local Authority are compliant in parts purchasing;
2. To access potential financial savings on vehicle and plant parts whilst getting a better, more efficient service from suppliers who can access parts data across the whole of South Wales;
3. To enable potential opportunities for local suppliers to supply more parts.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**CHAIRPERSON**

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**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 3 MARCH, 2017**  
**ENVIRONMENT AND HIGHWAYS CABINET BOARD**

**Cabinet Board Members:**

Councillors: E.V.Latham (Chairperson) and Mrs.S.Miller

**Officers in Attendance:**

Mrs.T.Davies

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor E.V.Latham be appointed as Chairperson for the meeting.

2. **CONSIDERATION OF THE RENEWABLE AND LOW CARBON ENERGY CONSULTATION, DRAFT SUPPLEMENTARY PLANNING GUIDANCE (SPG), THE DESIGN CONSULTATION DRAFT SPG AND THE HIGHWAY TECHNICAL DESIGN GUIDE FOR RESIDENTIAL AND COMMERCIAL DEVELOPMENTS CONSULTATION DRAFT.**

**Decision:**

That the Highway Technical Design Guide, as detailed at Appendix 3 to the circulated report, be agreed as forming the basis for consultation.

**Reason for Decision:**

To ensure that clear guidance is issued by the Council in respect of the expectations on all development proposals to demonstrate high standards of road safety.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

**CHAIRPERSON**