

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

2 May, 2018

The Mayor: Councillor D.Keogh

The Deputy Mayor: Councillor S.Jones

Councillors: S.Bamsey, M.Crowley, S. ap Dafydd, A.P.H.Davies, D.W.Davies, N.J.E.Davies, O.S.Davies, R.Davies, J.Evans, C.Galsworthy, J.Hale, S.Harris, M.Harvey, N.T.Hunt, S.K.Hunt, C.James, H.N.James, C.J.Jones, D.Jones, S.A.Knoyle, E.V.Latham, A.Llewelyn, A.R.Lockyer, J.Miller, S.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.L.Thomas, D.Whitelock, C.Williams, A.Wingrave, R.W.Wood and A.N.Woolcock

Officers in Attendance: A.Evans, C.Furlow, C.Griffiths, A.Jarrett, K.Jones, A.Manchipp and S.Phillips

1. **MAYOR'S ANNOUNCEMENTS.**

It is with great sadness that the Mayor advised Council of the recent death of Mr. George Sambrook, Chief Executive of the former Lliw Valley Borough Council. As a mark of respect Members stood for a Minute's silence.

2. **ADMINISTRATION ISSUES FOR THE CIVIC YEAR 2018/19**

The Mayor advised Council that both the Leader of Council and the Deputy Leader had given their apologies for today's meeting.

Council considered the various administrative issues deferred from the Annual Meeting of 26 April, 2018, as set out in the above report, and the Addendum Report circulated at the meeting.

RESOLVED:

(1) That the amended Policy and Budget Framework as set out in **Annex A**, and attached hereto, be approved;

(2) That the Executive arrangements for the Civic Year 2018/19 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, subject to the following:-

The Executive functions delegated to the Cabinet (Finance) Sub Committee being amended to include the Welsh Church Act Fund Trust applications 'and all other matters':

The deletion of the West Glamorgan Trust Fund from Cabinet Portfolio 1 and the addition of Trust Funds to Cabinet Portfolio 3

(3) 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);

(4) that the apportionment of the Scrutiny Committees for the Civic Year 2018/19 and the number of places thereon, together with the appointment of Members thereto, be approved as set out in **Annex D** attached hereto;

(5) that the proposals in respect of the other Committee arrangements for the Civic Year 2018/19 be approved, together with the appointment of Members thereto, as set out in **Appendix E** attached hereto;

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

- (6) That it be noted that the Chair and Vice Chair of the Audit Committee be Councillors J.D.Morgan and L.M.Purcell and that the Chair and Vice Chair of the Democratic Services Committee be Councillor J.D.Morgan and M.Harvey respectively;
- (7) That a Staff Council of 12 Members of the Personnel Committee (plus advisors) be appointed for the Civic Year 2018/19, together with appropriate Trade Union representative, as set out in **Annex F** attached hereto;
- (8) That the proposals in respect of the other Member/Officer Groups for the Civic Year 2018/19 be approved, together with the appointment of Members thereto, as set out in **Appendix F** attached hereto;
- (9) That, subject to the note below, the appointments to Joint Committees, Outside and Other Public Bodies for the Civic Year 2018/19 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 3 of the Special Cabinet refers);

- (10) That the timetable and cycle of meetings including the schedule of Members Seminars as set out in **Annex H** attached hereto, be approved, subject to 1. Cabinet and Cabinet (Finance) Sub Committee being moved from 6th June 2018 to the 7th June 2018, and 2. The dates of the All Members Seminar being amended to read 2019 as appropriate.
- (11) That the distribution of the available Senior Salaries as contained in **Annex I** attached hereto, be approved;
- (12) That the Democratic Services Structure and Staffing Resources, as set out in Annex J, be endorsed;

(13) That the Head of Legal Services be authorised to amend the Neath Port Talbot County Borough Council Constitution in light of the changes highlighted in the circulated report.

3. **NPTCBC STANDARDS COMMITTEE - COMPOSITION OF ADVISORY PANEL FOR RECRUITMENT OF INDEPENDENT MEMBERS TO THE STANDARDS COMMITTEE**

RESOLVED: That the Advisory Panel for the appointment of Independent Members be constituted as follows:
County Borough Council Members – The Mayor and Councillor Alun Llewellyn

Lay Member – Ms Gaynor Richards

Standards Committee – Ms Julie Howells Vice Chair of Standards Committee and Mr Cliff Jones

CHAIRPERSON

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:

- Well-being Plan
- Corporate Plan and Annual Report/Well-being Objectives and Well-being Statement
- Regional Transport Plan;
- Unitary Development Plan;
- Local Development Plan;
- Welsh Language 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
- Digital by Choice
- Air Quality Strategy
- Equalities Strategies
- Welsh in Education Strategic Plan (WESP)
- Director of Social Services Annual Report
- Corporate Parenting Policy and Annual Report
- Freedom of Information Publication Scheme
- Families First Plan
- Corporate Communications and Community Relations Strategy
- Community Development Delivery Plan
- Communities First Delivery Plans and Performance Report
- Older Persons' Strategy
- Licensing Policy
- Social Services and Wellbeing (Wales) Act 2014 – Population Assessment

- 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

RECOMMENDED

That the Leader's recommendations in respect of the Cabinet Portfolios and the Member appointments thereto, as supplied to the Chief Executive (and tabled as) **Appendix 1** at the adjourned meeting, be approved.

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 programme identified in the Corporate 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:

Cabinet (Finance) Sub Committee

Two members holding cabinet portfolios 3 and 4

Sundry Debt Write Offs, Education Trust Fund Matters, Tender Decisions (where not covered by delegated authority), Harold and Joyce Charles Trust Fund, Business Rates Write Offs, Housing Benefit Write Offs, Welsh Church Act Fund Trust Applications and all other matters, Miscellaneous Grant Application, Rate Relief, Community Council Minor Projects Scheme, Hardship Relief, Council Tax Write Offs and Third Sector Grant Funding Applications.

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 Cabinet Committee

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
- Trust Funds

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
- Corporate Workforce Plan
- Strategic Equality Plan
- Welsh Language Standards
- Pay Policy

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	Cllr.R.G.Jones (Leader)
Portfolio 2	Transformation	Cllr.A.J.Taylor (Deputy Leader)
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.R.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

Cabinet (Finance) Sub Committee (2)

Cllr.C.Clement-Williams and Cllr.D.Jones

Social Care, Health and Wellbeing Cabinet Board (2):

Cllr.A.R.Lockyer and Cllr.P.D.Richards

Education, Skills and Culture Cabinet Board (2):

Cllr.A.R.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 - 2018/2019 as at 2 May 2018

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

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

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

- 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.

SCRUTINY COMMITTEES

CABINET (16)	
Chairperson:	Cllr.A.N.Woolcock
Vice Chairperson:	Cllr.S.Rahaman
Members: Labour	Cllrs.M.Crowley, S.Freeguard, M.Harvey, H.N.James, S.Miller, S.Paddison, S.M.Penry, A.L.Thomas and J.Warman
Members: Plaid Cymru	Cllrs L.M.Purcell, A.Llewelyn, J.D.Morgan and J.Evans
Members: Independent Democrats	Cllr S.K.Hunt

SOCIAL CARE, HEALTH AND WELLBEING (13)	
Chairperson:	Cllr.L.M.Purcell
Vice Chairperson:	Cllr.S.Freeguard
Members: Labour	Cllrs.A.P.H.Davies, O.S.Davies, C.Galworthy, A.McGrath, J.Miller, S.Paddison, S.Reynolds and D.Whitelock
Members: Plaid Cymru	Cllrs.C.Edward and C.Williams
Members: Independent Democrats	Cllr H.C.Clarke

EDUCATION, SKILLS AND CULTURE (15)	
Chairperson:	Cllr.A.L.Thomas
Vice Chairperson:	Cllr.M.Crowley
Members: Labour	Cllrs.S.ap Dafydd, H.N.James, S.Miller, R.Mizen, M.Protheroe, S.Renkes, R.L.Taylor and D.Whitelock
Members: Plaid Cymru	Cllrs.J.D.Morgan, R.Phillips, and A.J.Richards
Members: Independent Democrats	Cllrs.M.Ellis and S.Harris
*Co-opted Voting Members: (4)	Marie Caddick, Adam Amor and 2 vacancies
*Co-opted Non-Voting Members: (4) <i>(*for education matters)</i>	Roberto De Benedictus and 3 vacancies

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

Leisure And Culture Scrutiny Sub Committee (9)	
Chairperson:	Cllr.A.L.Thomas
Vice Chairperson:	Cllr.M.Crowley
Members: Labour	Cllrs.S.Miller, S.Renkes, R.L.Taylor and D.Whitelock
Members: Plaid Cymru	Cllrs.R.Phillips and A.J.Richards
Members: Independent Democrats	Cllr.M.Ellis

REGENERATION AND SUSTAINABLE DEVELOPMENT(12)	
Chairperson:	Cllr.S.K.Hunt
Vice Chairperson:	Cllr.L.Jones
Members: Labour	Cllrs.D.Cawsey, C.J.Jones, S.M.Penry, S.Pursesey, S.Rahaman, R.L.Taylor and R.W.Wood
Members: Plaid Cymru	Cllrs.H.Jones, N.J.Hunt and J.Evans
Members: Independent Democrats	CHAIRPERSON

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

Community Safety And Public Protection Scrutiny Sub Committee (9)	
Chairperson:	Cllr.S.K.Hunt
Vice Chairperson:	Cllr.L.Jones
Members: Labour	Cllrs.C.J.Jones, S.Pursesey, S.Rahaman, R.L.Taylor and R.W.Wood
Members: Plaid Cymru	Cllrs.H.Jones and N.J.Hunt
Members: Independent Democrats	CHAIRPERSON

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STREETSCENE AND ENGINEERING (12)	
Chairperson:	Cllr.S.M.Penry
Vice Chairperson:	Cllr.S.ap Dafydd
Members: Labour	Cllrs.A.R.Aubrey, C.Galsworthy, C.James, A.Mcgrath, J.Warman and R.W.Wood
Members: Plaid Cymru	Cllrs.W.F.Griffiths, R.Davies and J.Hale
Members: Independent Democrats	Cllr.N.J.Davies

Other Committees

RECOMMENDED

- (1) That the existing arrangements for the Other Committees under the Council's Constitution, as set out below, and the number of places thereon, be approved for the Civic Year 2017/18 (i.e. the period to the next Annual Meeting):

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 (10/11 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.

- (2) That the apportionment of seats on the above “Other Committees” amongst the constituted Political Groups, be approved as given in **Annex C**, subject to the legislative requirements as given above.
- (3) That the Member appointments to the above “Other Committees” be confirmed in accordance with the wishes of the respective Political Groups, as set out in **Annex E**, tabled at the adjourned Meeting.
- (4) That the following Sub Committee be dealt with by their respective Committee:
 - Licensing and Gambling Acts Sub Committee (3 Members with Substitutes).
- (5) That the following be approved as set out in **Annex D**, tabled at the adjourned Meeting:
 - the appointment of the Chairs and Vice Chairs of the Committees, for the ensuing year, as indicated to the Chief Executive, excepting that the Chair and Vice Chair of the Audit Committee will be appointed by that Committee at its first meeting.

REGULATORY AND OTHER COMMITTEES
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PLANNING COMMITTEE (12)	
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Chairperson:	Cllr.S.Paddison
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Vice Chairperson:	Cllr.H.N.James
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Members Labour:	Cllrs.A.R.Aubrey, C.Jones, L.Jones, A.Mcgrath, R.Mizen and S.Pursey
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Members Plaid Cymru:	Cllrs.R.Davies, W.F.Griffiths and S.Bamsey
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Members Independent Democrats:	Cllr.S.K.Hunt
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<i>Note: the Cabinet UDP/LDP Member to be invited to attend as a non voting Member.</i>	
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Same Chair as Registration and Licensing Committee

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

* Same Membership for both these Committees

*** LICENSING AND GAMBLING ACTS COMMITTEE (15)**

Chairperson:	Cllr.S.Paddison
Vice Chairperson:	Cllr.D.Whitelock
Members: Labour	Cllrs.A.P.D.Davies, S.Freeguard, C.James, L.Jones, J.Miller, R.Mizen. M.Protheroe and J.Warman
Members: Plaid Cymru	Cllrs.D.M.Peters, C.Edwards and N.J.Hunt
Members: Independent Democrats	Cllrs.S.Knoyle and N.J.Davies

LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)

Chairperson:	Cllr.S.Paddison
Vice Chairperson:	Cllr.D.Whitelock
Members:	Plus one Member drawn on a rota/availability basis from the remainder of the Members of the Licensing and Gambling Acts Committee

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.

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

SPECIAL APPOINTMENTS COMMITTEE (10/11)	
Chairperson:	Cllr.D.Jones
Vice Chairperson:	Cllr.M.Harvey
Members: Labour	<p>Cllrs.R.G.Jones, S.Paddison, S.Reynolds and A.N.Woolcock</p> <p>*and <u>one</u> of the following Cabinet Members for Heads of Service appointments: <u>two</u> of the following Cabinet Members for Corporate Directors appointments</p> <p><i>Chief Executive's and Finance and Corporate Services</i> <i>Social Care, Health and Well-being</i> <i>Education, Skills and Culture</i> <i>Regeneration and Sustainable Development</i> <i>Streetscene and Engineering</i></p> <p><i>*In relation to the post of Assistant Chief Executive this would include the Leader and the Deputy Leader.</i></p>
Members: Plaid Cymru	Cllrs. A.Llewelyn and R.Davies
Members: Independent Democrats	Cllr.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>	

AUDIT COMMITTEE (12) + 1	
Chairperson:	Cllr.J.D.Morgan
Vice Chairperson:	Cllr.L.M.Purcell
Members: Labour	Cllrs.S.ap Dafydd, A.R.Aubrey, , S.Freeguard, L.Jones, J.Miller, S.Reynolds, R.W.Wood and O.S.Davies
Members: Plaid Cymru	Cllrs.A.J.Richards, J.D.Morgan and L.Purcell
Members: Independent Democrats	Cllr.H.C.Clarke
Voting Lay Member:	Mrs J Jenkins

DEMOCRATIC SERVICES COMMITTEE (12)	
Chairperson:	Cllr.J.D.Morgan
Vice Chairperson:	Cllr.M.Harvey
Members: Labour	Cllrs.S.ap Dafydd, S.Miller, S.Purseley, S.Renkes, A.J.Taylor, R.L.Taylor and A.N.Woolcock
Members: Plaid Cymru	Cllrs. A.Llewelyn, J.D.Morgan and A.J.Richards

Members: Independent Democrats	Cllr.S.K.Hunt
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APPEALS PANEL (5)	
Chairperson:	Cllr.S.Reynolds
Vice Chairperson:	Cllr.M.Harvey
Members: Labour	Cllr.D.Cawsey
Members: Plaid Cymru	Cllr.S.Bamsey
Substitutes: Labour	Cllrs.A.Aubrey, S.ap Dafydd, A.P.H.Davies, O.S.Davies, S.Freeguard, C.James, C.J.Jones, R.Mizen, S.Renkes, R.L.Taylor, R.W.Wood, C.Galsworthy and A.Mcgrath
Substitutes: Plaid Cymru	Cllrs.R.Phillips, R.Davies, L.M.Purcell, N.J.Hunt and A.J.Richards
Members: Independent Democrats	Cllr.M.Ellis
Substitute: Independent Democrats	Cllrs.S.Knoyle and S.Harris

STANDARDS COMMITTEE (8)	
*Chairperson:	Vacant (To be confirmed in upcoming Standards Committee)
*Vice Chairperson:	Vacant (To be confirmed in upcoming Standards Committee)
*Independent Members:	C L Jones, Mrs B Richards and 2 vacancies
NPTCBC Members:	Cllrs.S.Freeguard and A.L.Thomas
Community Council Member: <i>(* independent members)</i>	A.Carter
Substitutes: For NPTCBC Members: For Community Council Member:	M. Emerson

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 2018/19, 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) Two Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-
 - Corporate Parenting Panel (9 Members) See Terms of Reference below;
 - School Standards Partnership Group (14 Members). See Terms of Reference below (Check Membership)
- (7) that the Members to serve on each of the above, for the Civic Year 2018/19 (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: Cabinet Member for Children's Social Services

Cabinet Member for Education, Skills and Culture

Chair of Education, Skills and Culture Scrutiny Committee

Vice Chair of Policy and Resources Scrutiny Committee

Vice Chair of Regeneration and Sustainable Development Scrutiny Committee

Vice Chair of Streetscene and Engineering Scrutiny Committee

Vice Chair of Social Care, Health and Well-being Scrutiny Committee

Plaid Cymru Group – C.Edwards

Independent Democrats Group– M.Ellis

Labour Group (4) To Be Advised

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. Work Programme

To include:

- To keep the corporate parenting policy statement under review
- 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.

ANNEX G

<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
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, R.Davies and D.Whitelock, and Director of Education, Leisure and Lifelong Learning
Welsh Association of S.A.C.R.E.	P.A.Rees
Tai Tarian Ltd	S.Reynolds, A.R.Lockyer, R.Davies and S.ap Dafydd
Abertawe Bro Morgannwg Community Health Council	A.Aubrey, C.Edwards and S.Freeguard

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 Executive Board	R.G.Jones
WLGA – South West Wales Regional Board	R.G.Jones and Chief Executive
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
Afan Tawe Nedd Crime Prevention Panel	D.W.Davies, H.N.James and Scrutiny Chair and Community Safety Manager
Neath Port Talbot Council for	R.W.Wood, S.M.Penry and Assistant Chief Executive

Voluntary Services	and Chief Digital Officer
Neath Port Talbot Black and Minority Ethnic Community Association	D.Jones. S.Rahaman and D.W.Davies Assistant Chief Executive and Chief Digital Officer and Equalities Officer as Observers
Regeneration NPT (Formerly NPT Local Regeneration Partnership Board)	A Wingrave (Chair) and R.L.Taylor (Substitute)
Neath Town Centre Consortium Executive Group Members	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 (Term until April 2019)
The Industrial Communities Alliance (incorporating CC/SteelAction)	A.Wingrave, D.Cawsey and R.Wood And Director of Environment
Welsh Books Council	S.Reynolds
West Glamorgan Crimebeat Committee	S.Pursey and Community Safety Manager
Court of Swansea University (formerly	P A Rees (Term until 1 June 2018)

Court of Governors)	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, S.K.Hunt and N.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
City Deal Joint Committee	R.Jones
Western Bay Regional Partnership Board	R.Jones; P.D.Richards and A.Lockyer
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	E.V.Latham, A.Wingrave

(C.L.A.W.)	and Head of Property and Regeneration
Joint Working Party On Animal Trespass	A.N.Woolcock, S.Reynolds and H.Jones
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 Jonathan Griffiths (Officer)
National Eisteddfod Council	A.N.Woolcock
County Borough Council/Community Councils Liaison Forum	Cabinet Members, Leaders of other Political Groups and Corporate Directors
Public Services Board (Required under the Well-being of Future Generations (Wales) Act 2015)	Leader
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, R.W.Wood, 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 D.W.Davies
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

Joint Archives Committee	P A Rees, A.N.Woolcock, H.N.James, R.Taylor and W.F.Griffiths
ERW Joint Committee	P.A.Rees
Margam Joint Crematorium Committee	E.V.Latham, R.Taylor, S.M.Penry, R.G.Jones, and S.Bamsey
South West Wales Regional Waste	E.V.Latham, S.M.Penry and A.Wingrave

Management Joint Committee	
Tata Steel Joint Consultative Group	A.Wingrave, R.Taylor, D.Keogh, S.Rahaman, M.Crowley, E.V.Latham, S.Purseley, S.ap Dafydd, R.Wood, S.K.Hunt, D.W.Davies, A.Llewelyn and O.S.Davies
The Joint Council for Wales	D.Jones and A.L.Thomas (Deputy: A.N.Woolcock)

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), Education, Skills and Culture (P.A.Rees), Local Member (M.Protheroe), Scrutiny Member (S.M.Penry) Opposition Member 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, R.L.Taylor and N.Hunt
Cardiff University – FLEXIS Advisory Board (FAB)	Chief Executive

Cycle and Timetable of Meetings and Member Seminar Dates

RECOMMENDED

That the Cycle and Timetable of Meetings for 2018/19, as set out herein, be approved, together with the schedule of Member Seminars.

PROVISIONAL CYCLE OF MEETINGS - 2018/19

CYCLE	MEETINGS	VENUES
6 weekly	Council 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	Port Talbot Port Talbot Neath Neath Port Talbot
4 weekly	Social Care, Health and Well-being Cabinet Board and Scrutiny Committee	Neath
3 weekly	Cabinet and Scrutiny Committee Cabinet (Finance) Sub Committee Planning Committee Registration and Licensing Committee Licensing and Gambling Acts Sub Committee Licensing and Gambling Acts Committee	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot
Quarterly	Leisure and Cultural Scrutiny Sub Committee Community Safety and Public Protection Scrutiny Sub Committee Audit Committee Staff Council Corporate Parenting Panel School Standards Partnership Group	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot

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

TIMETABLE/CYCLE OF MEETINGS FOR 2018/19 AS APPROVED IN COUNCIL OF 2 ND APR 2018 (AS AT 6 TH April 2018)															
			2018							2019					
MEETINGS OF COUNCIL	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
COUNCIL	2.00pm	PT		2/30	13	25		26		7	19	30	14/27	13	24 22 nd May
ANNUAL MTG	2.30pm	Orangery	26												17 th May
Cabinet and Executive Boards	The start time denotes the start of the 'mirror' Scrutiny Committee. The Cabinet (Finance) Sub Committee will follow Cabinet.														
CABINET	9.30am	PT	25	16/23	7/27	18	1	12	3/24/ 31	21	5	16/23	13/20	6/ 27	17/ 8 th May/29 th May
Cabinet (Finance) Sub Committee			25	16/23	7/27	18	1	12	3/24/ 31	21	5	16/23	13/20	6/ 27	17/ 8 th May/29 th May
SOCIAL CARE, HEALTH AND WELLBEING	2.00pm	N		10	7	5	2	13	11	8	6	10	7	7	4/ 2 nd May 30 th May
EDUCATION, SKILLS AND CULTURE	2.00pm	PT		3	14	26		6	18	29		17	28		11 23 rd May
Leisure and Culture Scrutiny Committee	10am	PT			26					6		29			23
REGENERATION AND SUSTAINABLE DEVELOPMENT	10am	N		18	22	27		14	26		7	18	25	1	12 31 st May

Community Safety and Public Protection Sub Committee	10am	N				3		25				8		26	
STREETSCENE AND ENGINEERING	10am	N		25		6		7	19	30		11	22		5 24 th May
Other Council Committees	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
PLANNING COMMITTEE SITE VISIT (if needed) 10am that morning	2pm	PT		8/29	19	10/31	21	11	2/23	13	4	15	5/26	19	9/30 28 th May
REGISTRATION AND LICENSING COMMITTEE*	10am	PT		14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
LICENSING AND GAMBLING ACTS COMMITTEE	*To follow			14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
LICENSING AND GAMBLING ACTS SUB COMMITTEE	*To follow			14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
PERSONNEL COMMITTEE	2pm	PT		14	25			3	15	19		14	25		8
AUDIT COMMITTEE	2pm	PT			27	25(sp) 10am		19			5			20	
DEMOCRATIC SERVICES COMMITTEE	9.30am	PT						5						7	

STANDARDS COMMITTEE	10am	PT				13				23				29	
OTHER GROUPS															
STAFF COUNCIL (Briefings 1 hr before)	2pm	PT			11			17			10			25	
SCHOOL STANDARDS PARTNERSHIP GROUP	1pm	PT		23		4			3	28		23		27	8 th May

*Jt Cabinet/EdSC Scrutiny followed by Cabinet re Estyn Inspection 9.30am 9th May 2018
PLEASE SEE WEEKLY LIST OF MEETINGS FOR ANY CHANGES TO THE TIMETABLE

Special Joint Cabinet/Education, Skills and Leisure Scrutiny Committee and Cabinet to be held on 9th May at 9.30am re Estyn Inspection

Special Appointments Committee to be held on 10th May at 10am interviewing for the post of Head of Children and Young People's Services

Special Appointments Committee to be held on 20th June at 10am shortlisting for the post of Head of Financial Services

Special Appointments Committee to be held on 11th July at 10am interviewing for the post of Head of Financial Services

TIMETABLE FOR OTHER MEMBER MEETINGS - 2018/19

MEETINGS	TIME	V	MAY	2018 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019 JAN	FEB	MAR	APR	MAY
Margam Joint Crematorium Committee \$	2.15pm	on site		22			21			14			22		
South West Wales Regional Joint Waste	2.00pm	N													
Tata Steel Joint Consultative Group	10.30a	on site		8			21			14			15		
*NPT/Youth Council Forum	6.00pm	N/PT			11			10				20			
*NPT/Older Persons Council Forum	10.30am	PT						1					4		
*CBC/Comm. Councils Liaison Forum	3.30/ 4pm	N							26				11		
*Voluntary Sector Liaison Forum	10 am	N	21		9			8		11 (B)	21			15	
Corporate Parenting Panel	2.00pm	N	9			1			21			13			15
Income Generation Working Group	2.00pm	PT		13 10am	18		12	17	14	12					
Joint Archives Committee	11am	S/N/PT		15(S)			21 (PT)			14 (S)			15(N)		

* 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 2018/2019

Day	Date	Time	Subject
Thursday	24 th May 2018	3pm	
Thursday	14 th June 2018	10am	
Thursday	12 th July 2018	3pm	
Thursday	2 nd August 2018	10am	
Thursday	20 th September 2018	10am	
Thursday	4 th October 2018	10am	
Thursday	25 th October 2018	3pm	
Thursday	15 th November 2018	10am	
Thursday	6 th December 2018	10am	
Thursday	10 th January 2019	10am	
Thursday	7 th February 2019	10am	
Thursday	28 th February 2019	10am	
Thursday	21 st March 2019	3pm	
Thursday	11 th April 2019	10am	
Thursday	2 nd May 2019	10am	

Distribution of Senior Salaries

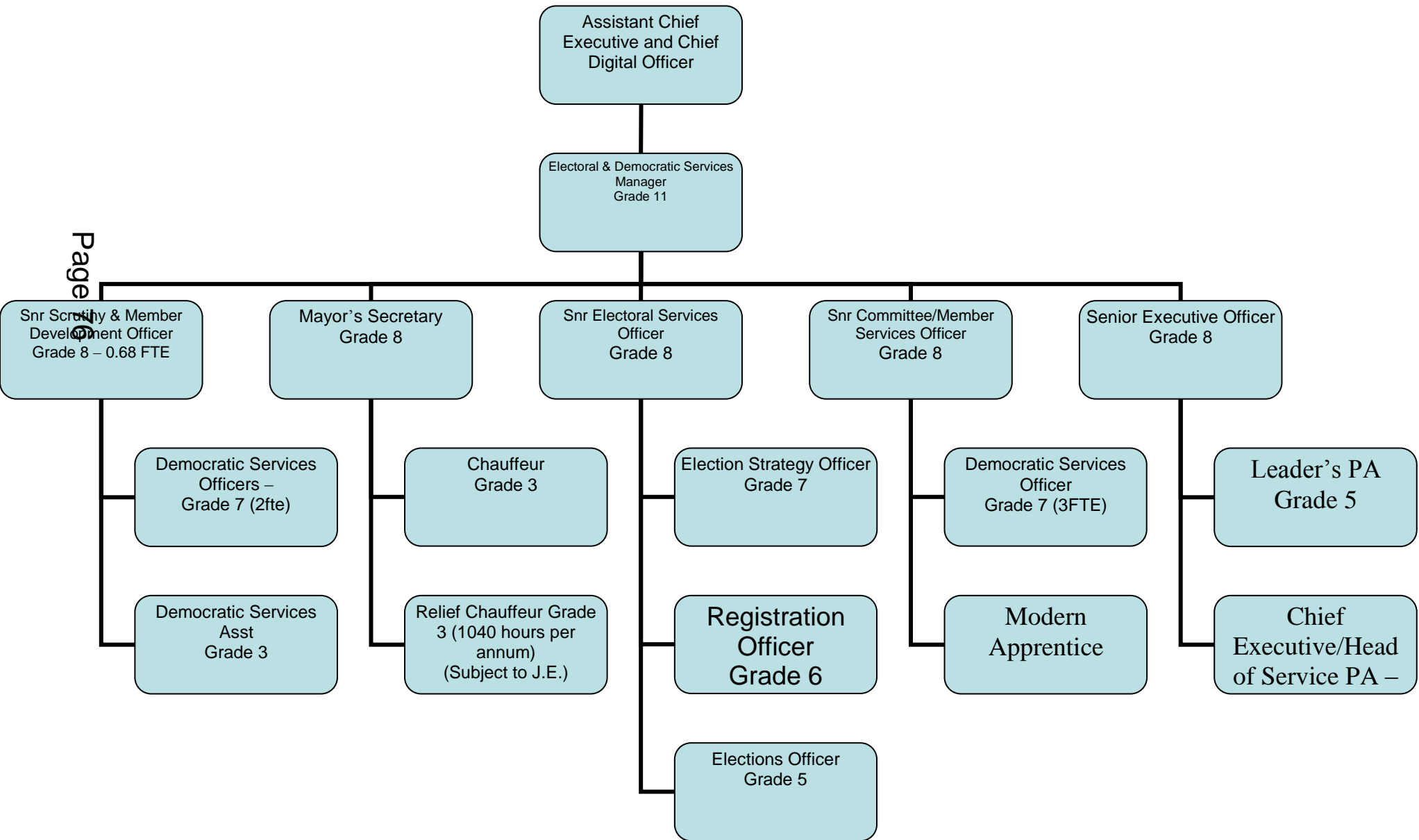
The Impendent Remuneration Panel for Wales has determined the number of Senior Salaries that can be paid by every Local Authority in Wales. For Neath Port Talbot County Borough Council the maximum number of Senior Salaries that can be paid are to 18 members. In line with this determination the following posts will be paid Senior Salaries in 2018-19.

Senior Salary Roles	Number
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.

Proposed Electoral and Democratic Services – January 2018



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