



## **C O U N C I L   S U M M O N S**

**To all Members of Council**

**You are hereby summoned to attend a**

**MEETING OF THE COUNCIL**

**to be held at 2.00 pm on**

**23 December 2020**

**Remotely via Teams**

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

#### **PART A**

1. Mayor's Announcements
2. Declarations of Interest

#### **PART B**

3. Administration Issues for the Civic Year 2020-21 (Pages 3 - 64)
4. Designation of Head of Paid Service (Pages 65 - 70)
5. Urgent Items  
*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.*

**The Mayor will declare the meeting closed**

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

*Cabinet*  
*Audit Committee*  
*Education Skills and Culture Scrutiny Committee*  
*Regeneration and Sustainable Development Scrutiny Committee*  
*Licensing and Gambling Acts*

***Karen Jones***

**Chief Executive**

**Thursday, 17 December 2020**

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

23rd December 2020

### Report of the Chief Executive

#### Matter for Decision

#### Wards Affected:

All wards

#### Annual General Meeting 2020

#### Purpose of the Report:

To ensure meetings of the Council and its Executive and Committees are constituted in compliance with the Local Government Act 1972, Local Government Act 2000 and Local Government (Wales) Measure 2011, as amended by the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

#### Background:

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

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

- (e) elect the Leader and Deputy Leader of the Council;
- (f) agree the number of Members to be appointed to the Executive;
- (g) appoint Scrutiny Committees, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution)
- (h) agree such delegations as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution)
- (i) approve a programme of ordinary meetings of the Council and its Committees for the year, and
- (j) consider any business set out in the notice convening the meeting.

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 (“the Regulations”) were passed in April 2020 which amended some of the usual rules about meetings.

Part 3 removed the requirement for the 2020 annual meeting of a principal council to be held in March, April or May 2020. The Regulations enable the annual meetings of principal and community councils in 2020 to be held on such day in 2020 as the proper officer (Chief Executive) may determine.

The Regulations also make temporary provision in relation to the election of mayors and Council is asked to endorse these arrangements. Regulation 11 provides that if there is no election of a chair at the annual meeting of the council in 2020, the person holding office as chair immediately before the annual meeting of the Council in 2020 may continue to hold office. Accordingly, if the Council does not wish to elect a new mayor for the civic year 2020-21 the mayor elected in the 2019-20 civic year continues in the role. The three political group leaders agreed earlier this year to support the continuation of the current Mayor Cllr Scott Jones as mayor for the civic year 2020-21 and of the current Deputy Mayor Cllr John Warman.

In order to meet the requirements of the Regulations and our Constitution, attached at Appendix 1 are the proposed arrangements for the civic year 2020-21 which require confirmation by Council:

Annex A:	Executive Arrangements;
Annex B:	Size of Committees and apportionment of seats to the political groups
Annex C:	Scrutiny Committees
Annex D:	Other Committees;
Annex E:	Joint Committees, Outside & Other Public Bodies;
Annex F:	Cycle and Timetable of Meetings plus schedule of Seminar Dates
Annex G:	Distribution of Senior Salaries
Annex H:	Terms of Reference – Member Panel Coronavirus
Annex I:	Democratic Services Structure and Staffing Resources

### **Financial Impacts:**

There are no new financial impacts associated with these recommendations

### **Integrated Impact Assessment:**

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

### **Valleys Communities Impacts:**

There are no valley community impacts

### **Workforce Impacts:**

The report details the outcome of the latest assessment undertaken by the Head of Democratic Services in relation to the staff resources needed to deliver Democratic Services and has been supported by the Democratic Services Committee.

### **Legal Impacts:**

The report discharges duties placed on the Council under the Local Government Act 1972, the Local Government (Wales) Measure 2011 and the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The report also authorises senior salary payments eligible under the Independent Remuneration Panel for Wales arrangements.

### **Risk Management Impacts:**

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

### **Consultation:**

There will be no requirement for any consultation at this stage.

### **Recommendations:**

It is recommended that:

- (a) Councillor Scott Jones be confirmed Mayor for the remainder of the Civic Year 2020/21 pursuant to Section 23(1) of the Local Government Act 1972 and Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.
- (b) Councillor John Warman be confirmed the Deputy Mayor for the Civic Year 20/21 pursuant to Section 24(1) of the Local Government Act 1972 and Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.
- (c) Pursuant to Part 4, Section 1(1.1) of the Constitution, Councillor R.G.Jones be elected Leader of the Council and Councillor E. Latham be elected Deputy Leader of the Council for the remainder of Civic Year 2020/21.
- (d) The proposed executive arrangements for the remainder of the Civic Year 2020/21 is a Cabinet of nine Members, including the Leader in respect of the size of the Cabinet. The relevant Portfolios for each of the Executive Posts, the number and size of Cabinet Boards and their respective Functions and Councillor appointments being as set out in Appendix 1, Annex A.

- (e) That the size of committees and proposed apportionment of seats to the political Groups for the relevant committees for the remainder of the Civic Year 2020/21 be as set out in Appendix 1, Annex B (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).
- (f) The proposed structure of the five Scrutiny Committees and their functions and the apportionment of chairs of scrutiny committees amongst the constituted Political Groups and the member appointments to each Scrutiny Committee in accordance with the wishes of the political groups together with the re-appointment of the co-opted members to the Education Skills and Culture Scrutiny Committee for the remainder of the Civic Year be as set out in Appendix 1, Annex C.
- (g) The Committees set out in Appendix 1, Annex D be re-constituted under the existing arrangements for the remainder of the Civic Year 2020/21 with the members appointed to each Committee being as set out in Appendix 1 Annex D. The chair and vice chair of the Audit Committee to be drawn from the opposition members of the committee and to be determined by the Audit Committee. The Chair and Vice Chair of the Licensing Sub-Committee to be determined by the Sub-Committee.
- (h) The proposed appointment (once approved by Cabinet) of Member/Officer appointments to Joint Committees, Outside and Other Public Bodies for the remainder of the Civic Year 2020/21 set out in Appendix 1, Annex E be noted.
- (i) The proposed Committee Cycle and Timetable for the remainder of the Civic Year 2020/21 (including Member Seminars) set out at Appendix 1, Annex F be approved.
- (j) That the distribution of the available Senior Salaries as contained in Appendix 1, Annex G be approved.
- (k) The terms of reference and membership of the Member Panel – Coronavirus set out at Appendix 1, Annex H be approved.
- (l) The structure for Democratic Services set out at Appendix 1, Annex I be endorsed.

**Reasons for Proposed Decision:**

To meet the requirements of the Local Government Act 1972, the Local Government (Wales) Measure 2011 and the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

**Implementation of Decision:**

The decision is proposed for implementation immediately.

**Appendices:**

None

**List of Background Papers:**

Constitution of Neath Port Talbot County Borough Council

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# **APPENDIX 1**

## **ANNEX A**

### **EXECUTIVE ARRANGEMENTS**

## **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, Miscellaneous Grant Application, Rate Relief, Community Council Minor Projects Scheme, Hardship Relief, Council Tax Write Offs and Third Sector Grant Funding Applications and Fees and Charges related to portfolios 3 and 4.

#### **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 (Cllr R G Jones)**

- 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
- West Glamorgan Trust Fund
- Communications and Marketing

### Related Strategies/Themes

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

### 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 (Cllr E V Latham)**

- Transformation
- Innovation and Best Practice
- Deputising for the Leader of Council
- Co-ordination of the forward work programme

### **3. Finance (Cllr C Clement-Williams)**

- Budget strategy and Forward Financial Plan
- Budget monitoring
- Treasury Management
- Income Generation – Policy and Strategy
- 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 (Cllr D Jones)**

- 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
- Executive personnel policy/issues
- Occupational Health and Safety as an employer
- Customer Services
- ICT
- Procurement
- Trade Union relationships/Staff Council
- Legal Services, including Coroner and Registration
- Digital Champion
- Voluntary Sector relationships

#### Related Strategies/Themes

- Procurement Strategy
- Freedom of Information and Data Protection
- Corporate Workforce Plan
- Strategic Equality Plan



- Welsh Language Standards
- Pay Policy
- Voluntary Sector Compact
- Smart and Connected

#### Other

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

#### **5. Community Safety and Public Protection (Cllr L Jones)**

- 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
- Licensing Executive Function

#### 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 (Cllr P D Richards)**

- Adult community care services
- Older people's community care services
- Welfare Rights
- Older persons generally
- Health partnerships and integrated services
- Homelessness
- Supporting People
- Safeguarding
- Support to Fostering and Adoption Panels
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy

#### Related Strategies/Themes

- Older Persons Strategy
- Supporting People, Older Persons and Carers Champion
- Population Assessment and Area Plan
- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies

#### 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 (Cllr A Lockyer)**

- 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 (Cllr P Rees)**

- 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
- Country Parks including 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 (Cllr E V Latham)**

- Engineering and Highways
- South Wales Trunk Road Agency
- Coastal Protection
- Road Safety
- Highway Development Control – including Sustainable Urban Drainage (SUD'S) approval body
- 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 – including CCTV mobile enforcement
- 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 (Cllr A Wingrave)**

- Sustainability
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Active Travel
- Canals
- 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
- Supplementary Planning Guidance
- Regional Plan
- Asset Management Strategy
- Environmental Strategy
- Biodiversity Duty Plan
- Existing Route Map (ERM)
- Integrated Network Map

## 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.

## **ANNEX B**

### **SIZE OF COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS**



**SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS –**

*14<sup>th</sup> December 2020*

<b>COUNCIL COMMITTEES</b>	<b>TOTAL NO OF SEATS</b>	<b>LABOUR</b>	<b>PLAID CYMRU</b>	<b>INDEPENDENT DEMOCRATS</b>	<b>UNAFFILIATED</b>
	<b>64</b>	<b>38</b>	<b>15</b>	<b>9</b>	<b>1</b>
<b>CABINET SCRUTINY COMMITTEE</b>	<b>16</b>	<b>10</b>	<b>4</b>	<b>2</b>	
<b>SOCIAL CARE, HEALTH AND WELLBEING SCRUTINY COMMITTEE</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>2</b>	
<b>EDUCATION, SKILLS AND CULTURE SCRUTINY COMMITTEE</b>	<b>15† (+8)</b>	<b>9</b>	<b>4</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>7</b>	<b>3</b>	<b>2</b>	
<b>COMMUNITY SAFETY AND PUBLIC PROTECTION SCRUTINY 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>7</b>	<b>3</b>	<b>2</b>	

<b>PLANNING COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>	
<b>REGISTRATION AND LICENSING COMMITTEE</b> φ	<b>15</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>*LICENSING AND GAMBLING ACTS COMMITTEE</b> φ	<b>15</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>1</b>
<i>*Licensing and Gambling Acts Sub Committee</i>	<b>3</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>7</b>	<b>3</b>	<b>2</b>	
<b>PERSONNEL COMMITTEE</b>	<b>12</b>	<b>7</b>	<b>3</b>	<b>2</b>	
<b>SPECIAL APPOINTMENTS COMMITTEE</b>	<b>10/11</b>	<b>6/7</b>	<b>2</b>	<b>2</b>	
<b>TOTALS</b>	<b>174/175</b>	<b>107/108</b>	<b>41</b>	<b>25</b>	<b>2</b>
<b>*APPEALS PANEL</b>	<b>(5)</b>				
<i>*(Appeals Panel Substitutes)</i>	<b>(20)</b>				
<i>*(STANDARDS COMMITTEE)</i>	<b>(2)</b>				
<i>*(Standards Committee Substitute)</i>	<b>(1)</b>				

STAFF COUNCIL	12	Cabinet Members	Opposition Leader or sub	Opposition Leader or sub	
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- 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 C**  
**SCRUTINY COMMITTEES**

**SCRUTINY COMMITTEES**

<b>CABINET (16)</b>	
<b>Chairperson:</b>	Cllr.M.Harvey
<b>Vice Chairperson:</b>	Cllr.S.Rahaman
<b>Members: Labour</b>	Cllrs.S.Freeguard, D.Keogh, S.Miller, R.Mizen, S.Paddison, S.M.Penry, S.Reynolds and A.N.Woolcock
<b>Members: Plaid Cymru</b>	Cllrs. L.M.Purcell, A.Llewelyn, J.D.Morgan and N.T.Hunt
<b>Members: Independent Democrats</b>	Cllrs. S.K.Hunt and S.Knoyle

<b>SOCIAL CARE, HEALTH AND WELLBEING (13)</b>	
<b>Chairperson:</b>	Cllr.L.M.Purcell
<b>Vice Chairperson:</b>	Cllr.C.Galsworthy
<b>Members: Labour</b>	Cllrs.A.P.H.Davies, O.S.Davies, J.Miller, S.Paddison, S.Reynolds, D.Whitelock and A.N.Woolcock
<b>Members: Plaid Cymru</b>	Cllrs.C.Edwards and W.Griffiths
<b>Members: Independent Democrats</b>	Cllrs. H.C.Clarke and N.J.Davies

<b>EDUCATION, SKILLS AND CULTURE (15)</b>	
<b>Chairperson:</b>	Cllr.S.Reynolds
<b>Vice Chairperson:</b>	Cllr.R.Mizen

<b>Members: Labour</b>	Cllrs.M.Crowley, D.Keogh, S.Miller, M.Protheroe, S.Renkes, D.Whitelock and R.Wood
<b>Members: Plaid Cymru</b>	Cllrs.J.D.Morgan, R.Phillips, J.Hale and A.J.Richards
<b>Members: Independent Democrats</b>	Cllrs S.Harris and J.Jones
<b>*Co-opted Voting Members: (4)</b>	Marie Caddick, Adam Amor, L.Newman and 1 vacancy
<b>*Co-opted Non-Voting Members: (4)</b> <i>(*for education matters)</i>	Roberto De Benedictis and 3 vacancies

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

<b>LEISURE AND CULTURE SCRUTINY SUB COMMITTEE (9)</b>	
<b>Chairperson:</b>	To be appointed by the Education, Skills and Culture Scrutiny Committee.
<b>Vice Chairperson:</b>	To be appointed by the Education, Skills and Culture Scrutiny Committee.
<b>Members: Labour</b>	Cllrs.D.Keogh, S.Miller, S.Renkes and D.Whitelock
<b>Members: Plaid Cymru</b>	Cllrs.J.Hale and A.J.Richards
<b>Members: Independent Democrats</b>	Cllr. J.Jones

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

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

<b>COMMUNITY SAFETY AND PUBLIC PROTECTION SCRUTINY SUB COMMITTEE (9)</b>	
<b>Chairperson:</b>	To be appointed by the Regeneration and Sustainable Development Scrutiny Committee.
<b>Vice Chairperson:</b>	To be appointed by the Regeneration and Sustainable Development Scrutiny Committee.
<b>Members: Labour</b>	Cllrs D.Cawsey, S.M.Penry, C.J.Jones, S.Pursesey and S.Rahaman
<b>Members: Plaid Cymru</b>	Cllrs.N.T.Hunt and S.Bamsey
<b>Members: Independent Democrats</b>	CHAIRPERSON

<b>STREETSCENE AND ENGINEERING (12)</b>	
<b>Chairperson:</b>	Cllr.S.M.Penry
<b>Vice Chairperson:</b>	Cllr.R.Wood
<b>Members: Labour</b>	Cllrs.A.R.Aubrey, C.Galsworthy, C.Jones, D.Keogh and A.Mcgrath,
<b>Members: Plaid Cymru</b>	Cllrs.W.F.Griffiths, R.Davies and J.Hale
<b>Members: Independent Democrats</b>	Cllrs.S.Knoyle and J.Hurley



ANNEX D  
OTHER COMMITTEES

**REGULATORY AND OTHER COMMITTEES**

<b>PLANNING COMMITTEE (12)</b>	
<b>Chairperson:</b>	Cllr.S.Paddison
<b>Vice Chairperson:</b>	Cllr.S.Pursey
<b>Members Labour:</b>	Cllrs. S.Renkes, C.Jones, D.Keogh, R.Mizen, M.Prothoroe and A.N.Woolcock
<b>Members Plaid Cymru:</b>	Cllrs.R.Davies, C.Williams and S.Bamsey
<b>Members Independent Democrats:</b>	Cllr.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>	Cllr.S.Paddison
<b>Vice Chairperson:</b>	Cllr.D.Whitelock
<b>Members: Labour</b>	Cllrs.A.P.D.Davies, S.Freeguard, C.James, C.Jones, J.Miller, R.Mizen and M.Protheroe
<b>Members: Plaid Cymru</b>	Cllrs C.Edwards and H.Jones plus 1 vacancy
<b>Members: Independent Democrats</b>	Cllrs.J.Jones and N.J.Davies
Welsh Nationalist Party (Plaid Genedlaethol Cymru) <b>Unaffiliated:</b>	Cllr D M Peters

\* Same Membership for both these Committees

<b>* LICENSING AND GAMBLING ACTS COMMITTEE (15)</b>	
<b>Chairperson:</b>	Cllr.S.Paddison
<b>Vice Chairperson:</b>	Cllr.D.Whitelock
<b>Members: Labour</b>	Cllrs.A.P.D.Davies, S.Freeguard, C.James, C.Jones, J.Miller, R.Mizen and M.Protheroe
<b>Members: Plaid Cymru</b>	Cllrs. C.Edwards and H.Jones plus 1 vacancy
<b>Members: Independent Democrats</b>	Cllrs.J.Jones and N.J.Davies
Welsh Nationalist Party (Plaid Genedlaethol Cymru) <b>Unaffiliated:</b>	Cllr. D.M.Peters

<b>LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)</b>	
<b>Chairperson:</b>	To be appointed by the Licensing and Gambling Acts Sub Committee.
<b>Vice Chairperson:</b>	To be appointed by the Licensing and Gambling Acts Sub Committee.
<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>	Cllr.D.Jones
<b>Vice Chairperson:</b>	Cllr.D.Cawsey
<b>Members: Labour</b>	Cllrs.R.G.Jones, A.J.Taylor, S.Freeguard, E.V.Latham and S.Miller
<b>Members: Plaid Cymru</b>	Cllrs. S.Bamsey, J.Hale and N.J.Hunt
<b>Members: Independent Democrats</b>	Cllrs.S.Knoyle and J.Jones
<i>Note: Remaining Cabinet Members to attend as non-voting advisers as necessary</i>	

<b>SPECIAL APPOINTMENTS COMMITTEE (10/11)</b>	
<b>Chairperson:</b>	Cllr.D.Jones
<b>Vice Chairperson:</b>	Cllr.S.Paddison
<b>Members: Labour</b>	<p>Cllrs.R.G.Jones, M.Harvey, S.Reynolds</p> <p>*and <b>one</b> of the following Cabinet Members for Heads of Service appointments: <b>two</b> of the following Cabinet Members for Corporate Directors 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>
<b>Members: Plaid Cymru</b>	Cllrs. L.Purcell and A.Llewelyn
<b>Members: Independent Democrats</b>	Cllrs.S.Knoyle and J.Jones
<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>	To be appointed by the Audit Committee
<b>Vice Chairperson:</b>	To be appointed by the Audit Committee
<b>Members: Labour</b>	Cllrs. S.Renkes, S.Freeguard, J.Miller, R.W.Wood, R.Mizen, O.S.Davies, R.Taylor and A.N.Woolcock
<b>Members: Plaid Cymru</b>	A.J.Richards J.D.Morgan Cllr.L.M.Purcell
<b>Members: Independent Democrats</b>	Cllr.H.C.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>	Cllr.A.R.Aubrey
<b>Members: Labour</b>	Cllrs.M.Harvey, S.Miller, S.Purseley, S.Renkes, A.J.Taylor and E.V.Latham
<b>Members: Plaid Cymru</b>	Cllrs. A.Llewelyn and A.J.Richards
<b>Members: Independent Democrats</b>	Cllrs.S.K.Hunt and J.Hurley

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



<b>STANDARDS COMMITTEE (7)</b>	
<b>*Chairperson:</b>	C.L.Jones
<b>*Vice Chairperson:</b>	B.Richards
<b>*Independent Members:</b>	L.Fleet and T.Ward Plus 1 vacancy
<b>NPTCBC Members:</b>	Cllrs.S.Freeguard and D.Keogh
<b>Community Council Member:</b> <i>(* independent members)</i>	C.Williams
<b>Substitutes:</b>  For NPTCBC Members: For Community Council Member	Cllr.R.Wood G.Reynolds

**OTHER MEMBER GROUPS**

<b>STAFF COUNCIL (11)</b>	
<b>Chairperson:</b>	Cllr.D.Jones
<b>Members Labour:</b>	Cllrs.C.Clement-Williams, L.Jones, R.G.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave
<b>Members: Plaid Cymru</b>	Cllr.J.Hale
<b>Members: Independent Democrats</b>	Cllr.S.K.Hunt

<b>CORPORATE PARENTING PANEL (13)</b>	
<b>Chairperson:</b>	Cllr.A.R.Lockyer
<b>Members:</b>	Cllrs. P.A.Rees, S.Reynolds, S.Rahaman, R.L.Taylor, R.Wood, C.Galsworthy, S.Miller, S.Paddison, R.Mizen, O.Davies, J.Hale and J.Jones

**SCHOOLS STANDARDS PARTNERSHIP GROUP (6)**

<b>Chairperson:</b>	Cllr. P.A.Rees (sub A.R.Lockyer)
<b>Members:</b>	Cllrs.S.Reynolds (sub R.Mizen) M.Protheroe (sub O.Davies) S.Renkes (sub D.Whitelock) J.Evans (sub J.Hale) S.Harris (sub J.Jones)

**INCOME GENERATION PANEL (5)**

<b>Chairperson:</b>	Cllr. C.Clement-Williams
<b>Members Labour:</b>	Cllrs. S.Pursesey and M.Protheroe
<b>Members: Plaid Cymru</b>	Cllr.W.Griffiths
<b>Members: Independent Democrats</b>	Cllr.J.Jones

Coronavirus	Member Panel (13)
Chairperson	Leader of Council - Cllr. R.G.Jones
Members Labour	Cllr. E.V.Latham, Cllr. C. Clement-Williams, Cllr. M.Harvey, Cllr. S.M.Penry, Cllr. S.Reynolds, Cllr. D. Cawsey and Cllr. M. Protheroe
Members Plaid Cymru	Cllr. A. Llewelyn, Cllr. L. Purcell and Cllr. J.D. Morgan
Members Independent Group	Cllr. S.K. Hunt and Cllr. H.C.Clarke

## ANNEX E

### JOINT COMMITTEES, OUTSIDE AND OTHER PUBLIC BODY ARRANGEMENTS

<b>NAME OF OUTSIDE BODY</b>	<b>COUNCILLOR REPS</b>
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	M.Crowley, S.Freeguard, A.Llewelyn and A.N.Woolcock
SWW Trade Union Consultative Committee	D.Jones
S.A.C.R.E. (Neath Port Talbot)	L.Jones, P.A.Rees, H.N.James, R.Mizen, S.Reynolds, D.White-lock, R.Davies Director of Education, Leisure and Lifelong Learning
Welsh Association of S.A.C.R.E.	P.A.Rees
Swansea Bay Community Health Council	A.Aubrey, C.Edwards and C.Galsworthy
Local Government Association (England & Wales) Groups	R.G.Jones, E Latham and C.Clement-Williams
Welsh Local Government Council/General Assembly	R.G.Jones, E Latham 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
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	L.Jones, H.N.James and Scrutiny Chair (Community Safety and Public Protection) and Community Safety Manager
Regeneration NPT (Formerly NPT Local Regeneration Partnership Board)	C.Clement-Williams (Chair) and R.L.Taylor (Substitute)
Neath Town Centre Consortium Executive Group	R.G.Jones/E Latham, A.R.Lockyer, S.M.Penry and M.Protheroe
Central and South West Wales Regional Partnership Forum	R.G.Jones
The Industrial Communities Alliance (incorporating CC/Steel Action)	A.Wingrave, D.Cawsey and R.Wood and Director of Environment
Welsh Books Council	R.Mizen
West Glamorgan Crimebeat Committee	S.Pursey and Community Safety Manager

Court of Swansea University (formerly Court of Governors)	P A Rees and Director of Education, Leisure and Lifelong Learning
Welsh Joint Education Committee Ltd.	A.R.Lockyer
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, S.K.Hunt, N.Hunt and D.Keogh (Until next LG Elections)
Vision Impaired West Glamorgan	C.James, R.Mizen, R.Taylor and M.Protheroe
Wales Council for the Deaf	R.Mizen and Director of Social Services, Health and Housing
Swansea Bay City Deal Joint Committee	R.G.Jones or nominated representative
Swansea Bay City Region Joint Scrutiny Committee	M.Harvey, S.Freeguard and A.Llewelyn
Western Bay Area Planning Board	To be confirmed (No Member representation)
Association for Public Service Excellence (and APSE Wales)	D.Jones, 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, 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 (until 01/10/22) and Director of Environment
Neath Port Talbot Local Access Forum	A.Wingrave and Jonathan Griffiths (Officer)

## ANNEX F

### CYCLE AND TIMETABLE OF MEETINGS FOR 2020/21 AND SCHEDULE OF MEMBER SEMINARS

**COMMITTEE CYCLE 2020/21**

<i>Date</i>		<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>	<i>Date</i>		<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>
<i>Oct</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b>		CMB All Member Seminar	<i>Nov</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>16</b> <b>17</b> <b>18</b> <b>19</b> <b>20</b>	Council (Sp CEX Appointment)  SES	ESCS
<i>Oct</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>12</b> <b>13</b> <b>14</b> <b>15</b> <b>16</b>		Swansea Bay City Deal  Council	<i>Nov</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>23</b> <b>24</b> <b>25</b> <b>26</b> <b>27</b>	All Member Seminar TATA Steel	CabS/Cab Special Appointments Committee
<i>Oct</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>19</b> <b>20</b> <b>21</b> <b>22</b> <b>23</b>	Member Panel (COVID 19)	CMB Joint CabS&ESCS/CabS/Cab	<i>Nov/Dec</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>30</b> <b>1</b> <b>2</b> <b>3</b> <b>4</b>	RSDS	CMB Council SCHWS
<i>Oct</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>26</b> <b>27</b> <b>28</b> <b>29</b> <b>30</b>	C/VC of Scrutiny Member Workshop (COVID 19)  Special Appointments Committee	All Member Seminar	<i>Dec</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>7</b> <b>8</b> <b>9</b> <b>10</b> <b>11</b>	CabS/Cab	Reg/Lic Cttee  CMB
<i>Nov</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b>		Dem Services Cttee CMB CabS/Cab	<i>Dec</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>14</b> <b>15</b> <b>16</b> <b>17</b> <b>18</b>	Planning Cttee	NPT Youth Liaison (5pm) CMB Special Council
<i>Nov</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>9</b> <b>10</b> <b>11</b> <b>12</b> <b>13</b>	Planning Cttee CabS/Cab	Member Panel (COVID 19) Reg/Lic Cttee	<i>Dec</i> <b>Mon</b> <b>Tue</b> <b>Wed</b> <b>Thu</b> <b>Fri</b>	<b>21</b> <b>22</b> <b>23</b> <b>24</b> <b>25</b>		CabS/Cab AGM

		<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>	<i>Date</i>	<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>
<i>Dec/</i>				<i>Feb</i>		
<i>Jan</i>				<i>Mon</i>		
<b>Mon</b>	28			<b>8</b>		
<b>Tue</b>	29			<b>9</b>		CMB
<b>Wed</b>	30			<b>10</b>		
<b>Thu</b>	31			<b>11</b>		
<b>Fri</b>	1			<b>12</b>		
<i>Jan</i>				<i>Feb</i>		
<b>Mon</b>	4			<b>Mon</b>	15	
<b>Tue</b>	5		CMB	<b>Tue</b>	16	Reg/Lic Cttee
<b>Wed</b>	6		CabS/Cab	<b>Wed</b>	17	
<b>Thu</b>	7	All Member Seminar		<b>Thu</b>	18	All Member Seminar
<b>Fri</b>	8			<b>Fri</b>	19	
<i>Jan</i>				<i>Feb</i>		
<b>Mon</b>	11		Audit Cttee	<b>Mon</b>	22	
<b>Tue</b>	12	Planning Cttee	CMB	<b>Tue</b>	23	Planning Cttee
<b>Wed</b>	13		CabS/Cab	<b>Wed</b>	24	CMB
<b>Thu</b>	14		All Member Seminar	<b>Thu</b>	25	CabS/Cab
<b>Fri</b>	15		Margam Joint Crem Cttee (2.15pm start)	<b>Fri</b>	26	
<i>Jan</i>				<i>Mar</i>		
<b>Mon</b>	18		Reg/Lic Cttee	<b>Mon</b>	1	
<b>Tue</b>	19			<b>Tue</b>	2	
<b>Wed</b>	20			<b>Wed</b>	3	
<b>Thu</b>	21		ESCS/Cab	<b>Thu</b>	4	All Member Seminar
<b>Fri</b>	22	SES/Cab		<b>Fri</b>	5	
<i>Jan</i>				<i>Mar</i>		
<b>Mon</b>	25		Dem Services Cttee	<b>Mon</b>	8	
<b>Tue</b>	26		CMB	<b>Tue</b>	9	CabS/Cab
<b>Wed</b>	27	Standards Cttee	Council	<b>Wed</b>	10	Council
<b>Thu</b>	28	Member Panel (COVID 19)	SCHWS/Cab	<b>Thu</b>	11	
<b>Fri</b>	29			<b>Fri</b>	12	
<i>Feb</i>				<i>Mar</i>		
<b>Mon</b>	1	Member Workshop (COVID 19) 11am start		<b>Mon</b>	15	
<b>Tue</b>	2	Planning Cttee	Swansea Bay City Deal	<b>Tue</b>	16	Planning Cttee
<b>Wed</b>	3		CabS/Cab	<b>Wed</b>	17	CabS/Cab (TBC)
<b>Thu</b>	4	All Member Seminar	Corporate Parenting	<b>Thu</b>	18	AGM
<b>Fri</b>	5	RSDS/Cab		<b>Fri</b>	19	ESCS/Cab

<i>Date</i>		<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>	<i>Date</i>		<i>MEETING (a.m.)</i>	<i>MEETING (p.m.)</i>
<i>Mar</i> <b>Mon</b>	22		Reg/Lic Cttee	<i>May</i> <b>Mon</b>	3		
<b>Tue</b>	23		CMB	<b>Tue</b>	4		
<b>Wed</b>	24		Council	<b>Wed</b>	5	All Member Seminar	CMB
<b>Thu</b>	25		All Member Seminar	<b>Thu</b>	6		
<b>Fri</b>	26			<b>Fri</b>	7		
<i>Mar/</i> <i>Apr</i> <b>Mon</b>	29		Dem Services Cttee	<i>May</i> <b>Mon</b>	10		
<b>Tue</b>	30		Swansea Bay City Deal	<b>Tue</b>	11		
<b>Wed</b>	31			<b>Wed</b>	12		
<b>Thu</b>	1		SCHWS/Cab	<b>Thu</b>	13		
<b>Fri</b>	2	RSDS/Cab		<b>Fri</b>	14	SES/Cab	ESCS/Cab
<i>Apr</i> <b>Mon</b>	5			<i>May</i> <b>Mon</b>	17		
<b>Tue</b>	6	Planning Cttee	CMB	<b>Tue</b>	18		
<b>Wed</b>	7		CabS/Cab	<b>Wed</b>	19		
<b>Thu</b>	8	All Member Seminar		<b>Thu</b>	20		
<b>Fri</b>	9			<b>Fri</b>	21		
<i>Apr</i> <b>Mon</b>	12			<i>May</i> <b>Mon</b>	24		Reg/Lic Cttee
<b>Tue</b>	13			<b>Tue</b>	25		Swansea Bay City Deal
<b>Wed</b>	14		Council	<b>Wed</b>	26		
<b>Thu</b>	15			<b>Thu</b>	27		SCHWS/Cab
<b>Fri</b>	16			<b>Fri</b>	28	RSDS/Cab	
<i>Apr</i> <b>Mon</b>	19		Reg/Lic Cttee	<i>May/</i> <i>Jun</i> <b>Mon</b>	31		
<b>Tue</b>	20		CMB	<b>Tue</b>	1		
<b>Wed</b>	21		CabS/Cab	<b>Wed</b>	2		
<b>Thu</b>	22		All Member Seminar	<b>Thu</b>	3		
<b>Fri</b>	23			<b>Fri</b>	4		
<i>Apr</i> <b>Mon</b>	26			<i>Jun</i> <b>Mon</b>	7		
<b>Tue</b>	27	Planning Cttee		<b>Tue</b>	8		
<b>Wed</b>	28		Council (Sp – Reconstitution)	<b>Wed</b>	9		
<b>Thu</b>	29			<b>Thu</b>	10		
<b>Fri</b>	30			<b>Fri</b>	11		

**CB/SC Key:**

Cab Brd (CB); Scrut.Cttee (SC); Education Skills and Culture (EDSC); Streetscene and Engineering (SE) Regeneration and Sustainable Development (RSD) Social Care, Health and Wellbeing (SCHW).

**Venues:**

**PT** = Council, Cabinet, ESC, Personnel, Planning, Licensing, Audit, Stds, Staff Coun, All MBGs, PSB, Cab/OPF, Ch/Vh Scrutiny; All Member Seminars (unless stated otherwise)

**N** = SCHW, RSD, SE, Vol Sector Liaison, CBC/CC Forum, **N /PT** = Appeals, NPT/ Youth Coun. L.Forum. **Various venues:** Onsite: Crem; Tata

**Cycles:**

**3 weekly** CSC/Cab, **6wks** - Council, , Brds/Scrut.Cttees, Pers.Cttee, Lic & Gam.Acts Cttee; **3wks** - Reg & Lic Cttee; Plng Cttee, Lic.& Gam.Acts Sub Cttee. **2mths** - PSB; Jnt ,3 monthly TATA, Resilience. **4mths** - CBC/CC, Stds Cttee

**Quart.** - Audit, , MBGs, Staff Coun., Jnt Cttees ; Ch/Vc Scrutiny. **Bi-Annual:** Cab/OP.Forum; Vol.Sector Liaison, DSC **Ad Hoc:** Appeals Cttee; All Member Seminar.

**City Deal Jt Scrutiny Cttee bi monthly**

**N.B. All morning meetings of Scrutiny Committees have been set at 10am. Each Committee can look at its own timings and if necessary can change the time within that time slot, if Members on that Committee so wish.**

**SCHEDULE OF SEMINAR DATES 2020/2021**

Date	Time	Subject
29 <sup>th</sup> September 2020	2.00 pm	Test, Trace, Protect
7 <sup>th</sup> October 2020	2.00 pm	User Centred Design and Agile Delivery Overview for Stakeholders
28 <sup>th</sup> October 2020	2.00 pm	NPT Safe and Well Service
12 <sup>th</sup> November 2020	10.00 am	Session cancelled – no business
26 <sup>th</sup> November 2020	2.00 pm	COVID19 Risk Assessment for holding Members Surgeries
10 <sup>th</sup> December 2020	10.00 am	Session cancelled – no business
7 <sup>th</sup> January 2021	10.00 am	Budget 2021/22
14 <sup>th</sup> January 2021	2.00 pm	
4 <sup>th</sup> February 2021	10.00 am	
18 <sup>th</sup> February 2021	2.00 pm	
4 <sup>th</sup> March 2021	10.00 am	Budget 2021/22
25 <sup>th</sup> March 2021	2.00 pm	Socio Economic Duty
8 <sup>th</sup> April 2021	10.00 am	Members Code of Conduct
22 <sup>nd</sup> April 2021	2.00 pm	
6 <sup>th</sup> May 2021	10.00 am	

## ANNEX G

### DISTRIBUTION OF SENIOR SALARIES



**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 2020-21.

<b>Senior Salary Roles</b>	<b>Number</b>
Leader, Deputy Leader and Cabinet Members	9
Chairs of Scrutiny Committees	5
Chairs of Regulatory Committees ( Planning & Registration and Licensing, Democratic Services)	2
Leader of Plaid Group (Largest Opposition Group Leader)	1
<b>Total Number of Senior Salaries</b>	<b>17</b>

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

Civic Salaries are also payable to the Mayor and Deputy Mayor in addition to the 17 Senior Salaries shown above.

## ANNEX H

# TERMS OF REFERENCE MEMBER PANEL CORONAVIRUS

## **Terms of Reference**

### **Coronavirus – Member Panel**

#### **Purpose of Group**

To support and advise the Cabinet and Council on the response to the Covid-19 pandemic and the approaches that could form the basis of the recovery phase from the pandemic.

#### **Key Tasks**

To help communicate the Council's response to the Covid-19 pandemic

To provide community insight to inform the Council's response to the Covid-19 pandemic

To receive, comment upon and constructively challenge approaches proposed for the recovery phases of the pandemic;

To ensure the views and opinions of the community inform recovery planning processes and activities;

To ensure all members of Council and the political groups are able to inform recovery planning processes and activities;

To assist in ensuring recovery planning is based on a thorough assessment of the impact of the pandemic on communities, drawing out differential impacts between different groups of people, businesses and other organisations;

To test proposals for resuming council services and functions against government guidance and other relevant considerations;

To ensure sound financial estimates of the response and recovery phases are developed;

To test the adequacy of governance arrangements to support the recovery phase;

To assist in capturing the lessons learned from the response phases and to ensure these lessons learned inform recovery planning.

## **Membership**

Chair: Leader of Council - Cllr. R.G.Jones

Cabinet Members: Cllr. E.V.Latham and Cllr. C. Clement-Williams

Labour Group: (5 members) Cllr. M.Harvey, Cllr. S.M.Penry, Cllr. S.Reynolds, Cllr. D. Cawsey and Cllr. M. Protheroe

Plaid Cymru Group: (3 members) Cllr. A. Llewelyn, Cllr. L. Purcell and Cllr. J.D. Morgan

Independent Group: (2 members) Cllr. S.K. Hunt and Cllr. H.C.Clarke

## **Frequency of Meetings**

Every 4 weeks unless otherwise agreed by the Panel by majority decision

## **Reports to**

Cabinet

## **Other Matters**

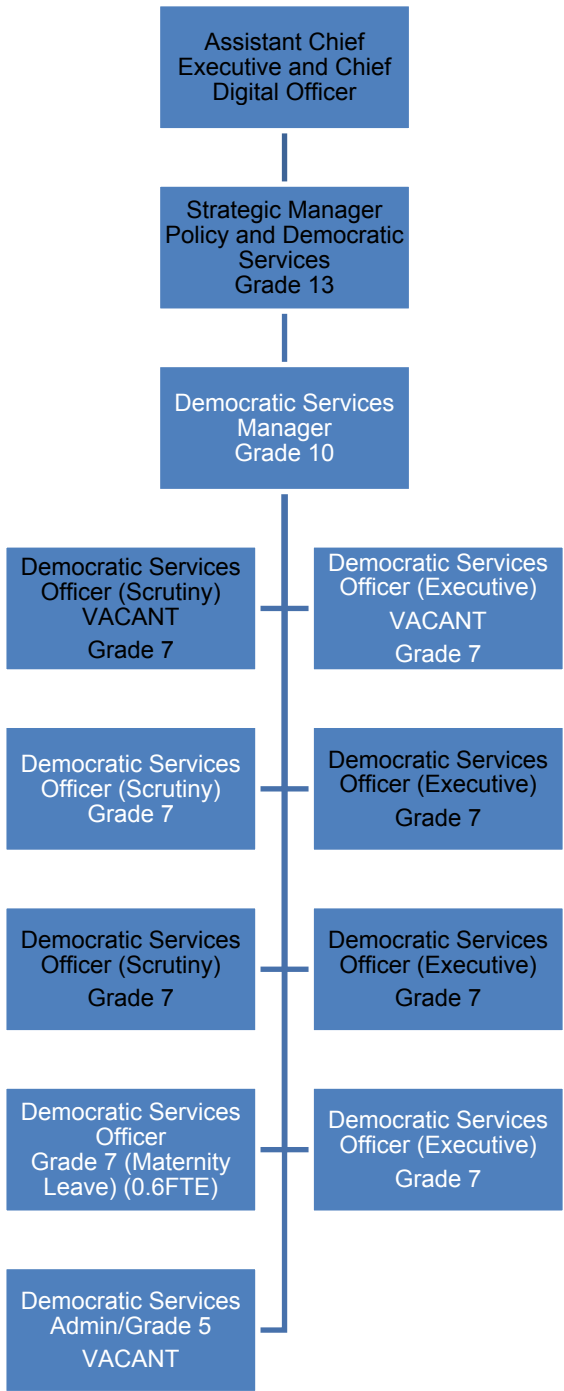
Is able to commission research and advice from Council officers

Is able to invite third parties to give evidence to the committee

## ANNEX I

# DEMOCRATIC SERVICES STRUCTURE AND STAFFING RESOURCES

**Democratic Services – October 2020**





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

23rd December 2020

### Report of the Head of Legal Services – Mr Craig Griffiths

#### Matter for Decision

#### Wards Affected:

All wards

#### Designation of Head of Paid Service

#### Purpose of the Report:

To designate Mrs Karen Jones as Neath Port Talbot County Borough Council's Head of Paid Service from the 1<sup>st</sup> January 2021 in accordance with Section 4 of the Local Government and Housing Act 1989, as Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1983.

#### Background:

Section 4 of the Local Government & Housing Act 1989 provides that it is the duty of every local authority to designate one of their officers as its Head of Paid Service and to provide that officer with such staff, accommodation and other resources as are, in their opinion, sufficient to allow their duties under this section to be performed.

It is the duty of the Head of Paid Service where he or she considers it appropriate to do so, to prepare a report to the authority setting out their proposals as to:

- the manner in which the discharge by the authority of their different functions is co-ordinated;

- the number and grades of staff required by the authority for the discharge of their functions; the organisation of the authority's staff;
- the appointment and proper management of the authority's staff.

In Neath Port Talbot County Borough Council ("the Council"), the Chief Executive fulfils this statutory role.

In addition, pursuant to the Council's constitution, the Chief Executive also fulfils the role of Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1983

The current Chief Executive, Mr Steven Phillips retires from this Council on 31<sup>st</sup> December 2020 and on the 1<sup>st</sup> January 2021, Mrs Karen Jones will assume the role of Chief Executive, following appointment on the 17<sup>th</sup> November 2020.

This report seeks to confirm Mrs Karen Jones as the Head of Paid Service from the 1<sup>st</sup> January 2021 in accordance with Section 4 of the Local Government and Housing Act 1989, as Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1986.

### **Financial Impacts:**

There are no financial impacts associated with this report

### **Integrated Impact Assessment:**

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

### **Valleys Communities Impacts:**

There are no valley community impacts

### **Workforce Impacts:**

There are no workforce impacts associated with this report

**Legal Impacts:**

The report discharges duties placed on the Council pursuant to the Local Government and Housing Act 1989 and Representation of the People Act 1983.

**Risk Management Impacts:**

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

**Consultation:**

There will be no requirement for any consultation.

**Recommendations:**

That from the 1<sup>st</sup> January 2021, Mrs Karen Jones be designated as

- (a) Neath Port Talbot County Borough Council's Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act 1989;
- (b) Returning Officer of Neath Port Talbot County Borough Council pursuant to the Section 35 (1A) of the Representation of the People Act 1983; and
- (c) Electoral Registration Officer of Neath Port Talbot County Borough Council pursuant to Section 8 of the Representation of the People Act 1983.

**Reasons for Proposed Decision:**

To meet the requirements of the Local Government and Housing Act 1989 and Representation of the People Act 1983

**Implementation of Decision:**

The decision is proposed for implementation immediately

**Appendices:**

None

**List of Background Papers:**

Constitution of Neath Port Talbot County Borough Council

**Officer Contact:**

Craig Griffiths

Head of Legal Services

Tel: 01639 763767 or E-mail: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)



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