

## Allocation of Committees – Democratic Services Team 15/16

**Team Leader:**

**Annette Manchipp**

**e-mail:** [a.manchipp@npt.gov.uk](mailto:a.manchipp@npt.gov.uk)

**Tel:** 01639 763300

<b>Meeting</b>	<b>Cycle</b>
Cabinet/Cabinet Scrutiny Committee	Every Week
CDG/CMG Papers	Every Week
CMB Papers	Every Week
Full Council	Every 6 Weeks
Democratic Services Committee	Every 6 Months
Modernisation Group	Ad Hoc
Annual Meeting	Annual
<b>Other Tasks</b>	
Committee Meeting Cycle	
CMB/Cabinet Planner Co-ordination	
Council Planner	
CDG Planner	
Modern.Gov Implementation	
Outside Bodies Review	
Member Annual Reports	

**Democratic Services Officer:**

**Tammie Davies**

**e-mail:** [t.davies5@npt.gov.uk](mailto:t.davies5@npt.gov.uk)

**Tel:** 01639 763313

<b>Meeting</b>	<b>Cycle</b>
Social Care, Health & Housing Board	Every 3/4 Weeks
Environment & Highways Board	Every 6 Weeks
SWW Regional Joint Waste Committee	Ad hoc
Local Service Board meetings	Every 16 Weeks
Standards Committee	Every 16 Weeks
Staff Appeals	Ad Hoc
Special Appointments	Ad Hoc
NTC Redevelopment Group	Ad Hoc
Homelessness Appeals	Ad Hoc
Voluntary Sector Liaison Committee	Every 16 Weeks
<b>Other Tasks</b>	
Outside Bodies (Day to Day)	
Deputise for other meetings as directed by line manager	
Administrative Duties as agreed	
Member Annual Reports (Lead)	

**Democratic Services Officer:**

**Gina Cirillo**

**e-mail: [g.cirillo@npt.gov.uk](mailto:g.cirillo@npt.gov.uk)**

**Tel: 01639 763301**

<b>Meeting</b>	<b>Cycle</b>
Planning	Every 3 Weeks
Policy and Resources Cabinet Board	Every 6 Weeks
Economic and Community Regeneration Cabinet Board	Every 6 Weeks
Joint Resilience Committee	Every 12 Weeks
Staff Appeals	Ad Hoc
Special Appointments Committee	Ad Hoc
Older Persons Forum	Ad Hoc
Cross Border meetings	Every 12 Weeks
<b>Other Tasks</b>	
Deputise for other meetings as directed by line manager	
Administrative duties as agreed	
Deputisation – Members Annual Reports	

**Democratic Services Officer:**

**Jayne Woodman-Ralph**

**e-mail: [j.woodman-ralph@npt.gov.uk](mailto:j.woodman-ralph@npt.gov.uk)**

**Tel: 01639 763713**

<b>Meeting</b>	<b>Cycle</b>
CYPEB	Every 3/4 Weeks
Think Families Board	Every 6 Weeks
Staff Council	Every 12 Weeks
Communities First	Every 12 Weeks
Audit	Every 12 Weeks
Staff Appeals	Ad Hoc
Special Appointments Committee	Ad Hoc
TATA	Ad Hoc
Community Council Liaison Forum	Every 16 Weeks
Margam Joint Crematorium	Every 12 Weeks
<b>Other Tasks</b>	
CDG Papers	
Deputise for other meetings as directed by line manager	
Administrative duties as agreed	
Deputisation – Members Annual Reports	

**Democratic Services Administrative Officer:**

**Charlotte Davies**

**e-mail: [c.l.davies2@npt.gov.uk](mailto:c.l.davies2@npt.gov.uk)**

**Tel: 01639 763745**

<b>Meeting</b>	<b>Cycle</b>
Registration & Licensing Committee	Every 3 Weeks
Licensing Acts Committee (if needed)	Every 3 Weeks
Licensing Acts Sub Committee	Every 3 Weeks
Personnel	Every 6 Weeks
NPT/Youth Council	Every 16 Weeks
<b>Other Tasks</b>	
Deputise for other staff duties as directed by line manager	
Administrative duties as agreed	
Modern.Gov Minute Book Collation	
Modern.Gov Implementation	

**Senior Scrutiny & Member Development Officer:**

**Neil Evans**

**e-mail: [g.n.evans@npt.gov.uk](mailto:g.n.evans@npt.gov.uk)**

**Tel: 01639 763747**

<b>Meeting</b>	<b>Cycle/Duties</b>
Cabinet Scrutiny Committee	Attending to hear discussions and relay any information to the relevant Scrutiny Committees
Policy and Resources Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Economic and Community Regeneration Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Environment and Highways Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Other Scrutiny Committees	Management of the function by ensuring the relevant officer is fully prepared
Member Development	Responsible for overseeing the delivery of an annual member development programme
<b>Other Tasks</b>	
Cover for other Scrutiny Officers as and when necessary	

**Democratic Services Officer:**

**Catherine Gadd**

e-mail: [c.gadd@npt.gov.uk](mailto:c.gadd@npt.gov.uk)

**Tel: 01639 763118**

<b>Meeting</b>	<b>Cycle</b>
Children Young People and Education Scrutiny Committee	Every 3/4 Weeks
Corporate Parenting Panel	Ad Hoc
Children's Services Member Improvement Panel	Ad Hoc
<b>Other Tasks</b>	
Cover for other Scrutiny Officers as and when necessary	

**Democratic Services Officer:**

**Stacy Sullivan**

e-mail: [s.sullivan@npt.gov.uk](mailto:s.sullivan@npt.gov.uk)

**Tel: 01639 763194**

<b>Meeting</b>	<b>Cycle</b>
Social Care Health and Housing Scrutiny	Every 3/4 Weeks
<b>Other Tasks</b>	
Cover for other Scrutiny Officers as and when necessary	
Delivery of Annual Member Development Programme	

**Democratic Services Administrative Officer:**

**Claire Brettle**

e-mail: [c.brettle@npt.gov.uk](mailto:c.brettle@npt.gov.uk)

**Tel: 01639 763101**

<b>Meeting</b>	<b>Cycle</b>
Administration of Digital by Choice Group Meetings	Every 4 Weeks
Administration of the Head of Corporate Strategy and Democratic Services Managers Meetings	Every 4 weeks
Administration of the Head of Corporate Strategy and Democratic Services Extended Managers Meeting	Every 3 Months
Administration of the Head of Corporate Strategy and Democratic Services All Staff Meeting	Every 6 Months
<b>Other Tasks</b>	
Deputise for other staff duties as directed by line manager	
Administrative duties as agreed	
Cover for other Scrutiny Officers as and when necessary	

**Note:**All Scrutiny officers will be involved in ad hoc work as requested/decided by the relevant Committees. This could be in the form of advice and guidance or more in depth work such as task and finish groups. There are also pieces of work such as the Third Sector Review that are hugely important and time consuming.\*Please note all officer allocations/work duties are subject to change.