

Annex A

Meanings – Policy and Budget Framework

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

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

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

(ii) other documents to be adopted by the Council:-

- Outcome Agreement (Welsh Government);
- Strategic Housing Functions including Local Housing Strategy
- Regional Economic Strategy
- Environmental Strategy 2008-2026
- Asset Management Plans
- Municipal Waste Strategy
- Road Safety Strategy
- Flood Risk Strategy
- Access to Service Strategy/Digital by Design
- Air Quality Strategy
- Equalities Strategies
- Welsh in Education Strategic Plan (WESP)
- Annual Council Reporting Framework (Social Services)
- Corporate Parenting Policy and Annual Report
- Freedom of Information Publication Scheme
- Families First Plan
- Communications Strategy
- Community Development Delivery Plan (currently in draft)
- Communities First Delivery Plans and Performance Report
- Older Persons' Strategy
- Licensing Policy

- Such plans, strategies or policies not listed in this Appendix which are otherwise for determination by the Executive, but which the Executive considers should be referred to the full Council for its decision on whether it should, pursuant to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 (as amended), adopt such plans, strategies or policies as part of the Policy and Budget Framework (this being without prejudice to the right of the Council at any time under the above Regulations to add any plans, strategies or policies, to this Appendix).
- (b) **Budget.** The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.
- (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.

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) leading the Community Planning process (particularly the implementation of the Council's contribution); and 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 and Development Control Committee in the case of the Unitary Development Plan and 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 Improvement Plan, including the identification of the Council's priorities for improvement during the plan period; consult the Cabinet Overview and Scrutiny Committee and any other Scrutiny Committee as deemed appropriate and recommend to Council.

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

(17) executive overview (a) of implementation and monitoring of Improvement and action plans that respond to recommendations made by the Council's external regulators (b) of Wales Audit Office Reports (c) of executive performance management; and to receive any recommendations in this respect from Cabinet Committees or the “principal” Overview and Scrutiny Committee

(18) health and safety as employer and other personnel related policies/issues the responsibility of the executive (note : also to be able to discuss personnel related issues which are non executive functions and to comment to the Personnel Committee responsible for such matters)

(19) initiate planning applications as appropriate to executive functions

(20) institute or defend any legal proceedings, including those of Tribunals, Arbitrations and forums involving dispute resolutions in relation to matters which are the responsibility of the executive.

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

CABINET FUNCTIONS

(Specific)

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

A. POLICY AND RESOURCES

(a) Community and Strategic Leadership

- Policy and Strategic Resource Planning (incl. annual budget/Council Tax)
- Democratic Services/Leadership
- Single Integrated Plan overview/co-ordination
- Communications/Active Citizenship/Marketing
- Voluntary Sector/external Partnerships overview
- Corporate Governance
- Transformation, Change Management and Innovation
- Anti-Poverty/Welfare Reform

(b) Finance and Performance Management

- Budget Monitoring/Controls overview
- Operational Finance and Revenues (incl. miscellaneous grants, Welsh Church Act Fund and Council Tax/housing benefits)
- Performance Management/Business Planning
- Performance Analysis/VFM
- Procurement
- Legal Services (incl. Coroners/Registration Service)
- Welfare Reform
- Debt Write Off

(c) Corporate Services

- Executive Personnel policy/issues
- Occupational Health and Safety as Employer
- Equalities (all aspects)
- Customer Services
- CCTV
- E-Government/ICT
- Risk Management (in conjunction with Local Government Wales Measure 2009)
- Business Continuity Planning
- Civil Contingencies/Emergency Planning

(d) Related Strategies/Single Integrated Plan Theme

- Single Integrated Plan
- Outcome Agreement
- Communications Strategy
- Freedom of Information
- Corporate Improvement Plan
- Procurement Strategy
- Competition Strategy
- People Management Strategy
- Strategic Equality Plan (Service delivery/employment; Race; Disability)
- Welsh Language Scheme/Standards
- Access to Services Strategy
- E-Government Strategy
- Single Integrated Plan Theme – Community Safety

(e) Other

- NPT Waste Management Company Ltd. (as Shareholder)
- Functions in respect of calculation of Council Tax base as specified in Schedule 2 of the 2007 Regulations;
- Education Trust Fund/BP Scholarship
- Monitor quarterly budgets and performance in securing continuous improvement of all the functions listed above
- Any overview issues relative to the corporate management of the Chief Executive's Directorate and the Finance and Corporate Services Directorate as a whole.
- Community Safety and Related Community Safety Partnership Matters, including Drug and Alcohol Misuse, Anti-Social Behaviour Order.

B. SOCIAL CARE, HEALTH AND HOUSING

(a) Social Care, Health and Housing

- Adult Community Care Services, incl. Older and Disabled People (Direct Services and Care Management); Learning Disability Services; Mental Health Services; Welfare Rights
- Older Persons generally
- Health Partnerships/promotion

- Private Sector Renewal
- Homelessness
- Supporting People
- Registered Social Landlord
- Housing Association Partnerships
- Environmental Health, incl. Housing Enforcement; Food Safety; Health and Safety; Pest Control, private drains and sewers
- Trading Standards
- Community Meals

(Cabinet Member is also the Older Persons and Carers Champion and Supporting People Champion)

(b) Related Strategies/Community Plan Theme

- Single Integrated Plan
- Older Persons Strategy
- Retained Strategic Housing Responsibilities
- Local Housing Strategy and relevant substrategies
- Trading Standards Performance Plan
- Food Law Enforcement Plan
- Tobacco Protection Plan
- Single Integrated Plan Theme – Better Health and Wellbeing

(c) Other

- Adult Social Care Services functions under the Local Authorities Social Services Act 1970
- Functions of Schedule 2 of the “Local Choice” Regulations 2007 as follows:-
 - abatement notice re statutory nuisance (Section 80 Environmental Protection Act 1990)
 - resolution to apply Schedule 2 Noise and Statutory Nuisance Act 1993 (Section 8 of the Act)
 - inspections to detect statutory nuisances (Section 79 Environmental Protection Act 1990)
 - investigate complaints as to statutory nuisances (Section 79 Environmental Protection Act 1990)
 - obtaining particulars of persons interested in land (Section 16 Local Government (Miscellaneous Provisions) Act 1976)

- Monitor quarterly budgets and performance in securing continuous improvement of all the functions listed above
- Any overview issues relative to the corporate management of the Social Services, Health and Housing Directorate as a whole.

C. CHILDREN, YOUNG PEOPLE AND EDUCATION

(a) Children and Young People

- Integrated commissioning/planning of Children Services – Children Act 2004 (*Cabinet Member is also Lead Member under the Act*)
- Think Families Partnership
- Children in Need and Families
- Childrens Rights
- Childrens Playschemes
- Youth Service
- Youth Council
- Youth Offending Team
- Hillside Secure Unit
- Local Authority Partnership Agreement (LAPA) with Sports Council for Wales

(b) Education and Lifelong Learning

- School Improvement and Inclusion/SEN
- Lifelong Learning/Adult Education/Post 16 Provision
- Student Awards
- School Governors
- Adult Community Learning Delivery Plan
- School Reorganisation

(c) Related Strategies/Community Plan Theme

- Single Integrated Plan
- NPT Youth Strategy
- Play Strategy
- Childcare Strategy
- Youth Justice Plan
- Welsh in Education Strategic Plan (WESP)
- Single Integrated Plan Theme – Education and Lifelong Learning
- Youth Engagement and Progression Framework

(d) Other

- As Local Education Authority
- Any Social Services Childrens functions under the Local Authorities Social Services Act 1970
- Responsibility for the statutory delivery of services for children and young people rests with the Director of Education, Leisure and Lifelong Learning and the Director of Social Services, Health and Housing as appropriate to their respective functions, and arising from delivery decisions which are taken by the executive under the “Children, Young People and Education” functions
- Monitor quarterly budgets and performance in securing continuous improvement of all the functions listed above
- Any overview issues relative to the corporate management of the Education, Leisure and Lifelong Learning Directorate as a whole (Note: Cabinet Member No. 7 may also attend when such issues are being considered by the Cabinet Committee).

D. ECONOMIC AND COMMUNITY REGENERATION

(a) Community and Leisure Services

- Communities First
- Community Development
- Community Centres
- Cultural Services
- Libraries
- Margam Park
- Sports Development/Leisure Services (incl. Leisure Trust relationships)
- Local Authority Partnership Agreement (LAPA) with Sports Council for Wales (Lead Member)

(b) Economic Development and Property Services

- Economic Development/Regeneration
- Business Services and grants/loans
- Industrial Estates
- Baglan Energy Park
- Coed Darcy
- Aberavon Seafront Strategy
- Town Centre Strategies
- Employment/ETF/Workways
- Europe/ Convergence Funding 1
- UDP/executive Planning/Building Regulations/Local Development Plan
- High Hedges
- Architectural Design
- Construction Project Management
- Promotion of high quality design
- Asset Management
- Estate Management of non-housing/non-operational property
- Estates and Valuation (incl. acquisition/disposal of land/property)
- Facilities Management, incl. Catering/Cleaning and Community Meals
- Energy Management

(c) Related Strategies/ Single Integrated Plan Themes

- Community Development Delivery Plan (Currently in Draft)
- Leisure and Cultural Strategy
- Regional Economic Development Strategy

- Unitary Development Plan/Local Development Plan
- Asset Management Plan
- Single Integrated Plan Theme – Economic Prosperity

(d) Other

- Residual planning functions, e.g. 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 (Section 16 Local Government (Miscellaneous Provisions) Act 1976)
- Monitor quarterly budgets and performance in securing continuous improvement of all the functions listed above
- Obtaining of information under Section 330 Town and Country Planning Act 1990 as to interests in land.

E. ENVIRONMENT AND HIGHWAYS

(a) Environment

- Sustainability
- Environmental Stewardship/Quality
- Countryside Access
- Gnoll/Afan Argoed Country Parks
- Canals
- Playgrounds/Parks/Sportsfields/Bowling Greens, etc.
- Grounds Maintenance/Aboricultural Services
- Cemeteries
- Waste Management (Collection/Disposal)
- Regional Waste Plan
- Pollution Control/Contaminated Land
- Scientific Services

(b) Streetcare and Highways

- Engineering/Highways etc. Project Design
- Trunk Road Agency
- Coastal Protection
- Road Safety
- Highways Development control
- Traffic Orders

- Transport Policy
- Concessionary Fares
- Passenger/Community Transport
- Cycleways
- Land Drainage
- Flood Defence
- Fleet Management/Maintenance
- Highways Maintenance and operations
- Public Lighting
- Neighbourhood Services/Management
- Grass Verges/associated landscaping
- Litter/Waste Enforcement
- Dog/Animal Impounding
- On/Off Street Parking
- Highways Asset Management
- Footpaths, Bridleways, Public Paths, Rights of Way, Definitive Map

(c) Related Strategies/ Single Integrated Plan Themes

- Environmental Strategy
- Air Quality Strategy
- Biodiversity Plan
- Waste Management Strategy
- Local Transport Plan
- Single Integrated Plan Themes – Environment and Transport

(d) Other

- Functions of Schedule 2 of the “Local Choice” Regulations 2007 as below:-
 - 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
 - obtaining particulars of persons interested in land (Section 16 Local Government (Miscellaneous Provisions) Act 1976)
 - the making of agreements for the execution of highway works under section 278 of the Highways Act 1980 substituted by the New Roads and Streetworks Act 1991

- Monitor quarterly budgets and performance in securing continuous improvement of all the functions listed above
- Any overview issues relative to the corporate management of the Environment Directorate as a whole (Note: Cabinet Member No. 8 may also attend when such issues are being considered by the Cabinet Committee).

CABINET COMMITTEE FUNCTIONS

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

Policy and Resources Cabinet Committee

(2 members holding Cabinet Portfolios 1, and 2)

All matters under A above and any other related matters not so listed. If deemed urgent by the Leader, or in absence the Deputy Leader, any matter under B, C, D and E, or any related matter not listed; this with the agreement also of the relevant Cabinet Member who may attend the meeting for the item as a non voting Member (unless substituting as a voting Member under the Executive Procedure Rules).

Crime and Disorder matters. Cabinet Portfolio holder 7 to attend and vote on Crime and Disorder matters when these are being considered by Policy and Resources Cabinet Committee.

Social Care, Health and Housing Cabinet Committee

(2 members holding Cabinet Portfolios 3 and 4)

All matters under B above and any other related matters not so listed.

Children, Young People and Education Cabinet Committee

(2 members holding Cabinet Portfolios 4 and 5)

All matters under C above and any other related matters not so listed.

Economic and Community Regeneration Cabinet Committee

(2 members holding Cabinet Portfolios 6 and 7)

All matters under D above and any other related matters not so listed.

Environment and Highways Cabinet Committee

(2 members holding Cabinet Portfolios 8 and 9)

All matters under E above 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 Improvement 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 Annual Improvement Report
- (g) manage operational land and property
- (h) authorise expenditure from approved budget limits on matters within their purview, and recommending any virements where appropriate to Cabinet or 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 they relate 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.

Cabinet Member Portfolio 1 **Community and Strategic Leadership**

(Leader of Council)

- Policy and Strategic Resource Planning
(incl. annual budget/Council Tax)
- Democratic Services/Leadership
- Single Integrated Plan overview/co-ordination
- Communications/Active Citizenship/Marketing
- Voluntary Sector/external Partnerships overview
- Corporate Governance
- Single Integrated Plan – Confident Communities (in conjunction with all Cabinet Members)
- Related Strategies as under Policy and Resources (A)
(*see Annex G*)
- Transformation, Change Management and Innovation

Cabinet Member Portfolio 2 **Finance, and Corporate Services**

- Budget Monitoring/Controls overview
- Operational Finance and Revenues (incl. miscellaneous grants and Welsh Church Act Fund)
- Performance Management/Business Planning
- Performance Analysis/VFM
- Procurement
- Legal Services (incl. Coroners/Registration Service)
- Related Strategies as under Policy and Resources (A)

- Executive Personnel policy/issues
- Occupational Health and Safety as Employer
- Equalities (all aspects)
- Customer Services and CCTV
- E-Government/ICT
- Risk Management (in conjunction with Local Government Measure 2009)
- Business Continuity Planning
- Civil Contingencies/Emergency Planning
- Related Strategies as under Policy and Resources (A)
(see Annex G)

Cabinet Member Portfolio 3

Social Care, Health and Housing

- Adult Community Care Services, incl. Older and Disabled People (Direct Services and Care Management); Learning Disability Services; Mental Health Services; Welfare Rights
- Older Persons generally
- Health Partnerships/promotion
- Private Sector Renewal
- Homelessness
- Supporting People
- Housing Association Partnerships
- Environmental Health, incl. Housing Enforcement; Food Safety; Health and Safety; Pest Control; private drains and sewers
- Trading Standards
- Single Integrated Plan – Better Health and Wellbeing (in conjunction with Cabinet Member No. 5)
- Related Strategies as under Social Care, Health and Housing (B)
(see Annex G)
(Cabinet Member is also the Older Persons and Carers Champion and Supporting People Champion)

Cabinet Member Portfolio 4
Children and Young People

- Integrated commissioning/planning of Children Services – Children Act 2004 (*Cabinet Member is Lead Member under the Act*)
- Single Integrated Plan
- Children in Need and Families
- Childrens Rights
- Childrens Playschemes
- Youth Service
- Youth Council
- Youth Offending Team
- Hillside Secure Unit
- Local Authority Partnership Agreement (LAPA) with Sports Council for Wales
- Related Strategies as under Children, Young People and Education (C) (*see Annex G*)
- Think Families Partnership

Cabinet Member Portfolio 5
Education and Lifelong Learning

- School Improvement and Inclusion/SEN
- Lifelong Learning/Adult Education
- Training Centres (Milland Road; ITEC; Tawe Terrace)
- Student Awards
- School Governors
- Local Authority Partnership Agreement (LAPA) with Sports Council for Wales
- Single Integrated Plan – Education and Lifelong Learning (in conjunction with Cabinet Members No. 5 and 7)
- Related Strategies as under Children, Young People and Education (C) (*see Annex G*)
- School Reorganisation
- Anti- Poverty Champion

Cabinet Member Portfolio 6
Community and Leisure Services

- Communities First
- Social Inclusion
- Single Integrated Plan
- Community Development
- Community Centres
- Cultural Services
- Libraries
- Special Events
- Margam Park
- Sports Development/Leisure Services (incl. Leisure Trust relationships)
- Local Authority Partnership Agreement (LAPA) with Sports Council for Wales (Lead Member)
- Single Integrated Plan – Community Safety (in conjunction with Cabinet Member No. 4)
- Related Strategies as under Economic and Community Regeneration (D)
(*see Annex G*)

Cabinet Member Portfolio 7
Economic Development and Property Services

- Economic Development/Regeneration
- Business Services and grants/loans
- Industrial Estates
- Baglan Energy Park
- Coed Darcy
- Valleys Strategy
- Aberavon Seafront Strategy
- Town Centre Strategies
- Employment/ETF/Workways
- Europe/Objective 1
- UDP/executive Planning/Building Regulations/Local Development Plan
- High Hedges
- Property and Architectural (incl. design and project management)
- Promotion of high quality design
- Asset Management
- Estate Management of non-housing/non-operational property
- Energy Management
- Estates and Valuation (incl. acquisition/disposal of land/property)

- Facilities Management, incl. Catering/Cleaning
- Single Integrated Plan – Economic Prosperity
- Related Strategies as under Economic and Community Regeneration (D)
(*see Annex G*)
 - Bus Shelters
 - Street Naming
 - Community Meals
 - Energy Management

Cabinet Member Portfolio 8

Environment

- Non-Housing Building Maintenance
- Sustainability
- Environmental Stewardship/Quality
- Countryside Access
- Gnoll/Afan Argoed Country Parks
- Canals
- Playgrounds/Parks/Sportsfields/Bowling Greens, etc.
- Grounds Maintenance/Aboricultural Services
- Cemeteries
- Waste Management (Collection/Disposal)
- Pollution Control/Contaminated Land
- Scientific Services
- Single Integrated Plan – Environment and Transport (in conjunction with Cabinet Member No. 10)
- Related Strategies as under Environment and Highways (E) (*see Annex G*)
- Footpaths, Bridleways, Public Paths, Rights of Way, Definitive Map
- Waste Strategy

Cabinet Member Portfolio 9
Streetcare and Highways

- Engineering/Highways etc. Project Design
- Trunk Road Agency
- Coastal Protection
- Road Safety
- Highways Development control
- Traffic Orders
- Transport Policy
- Concessionary Fares
- Passenger/Community Transport
- Cycleways
- Land Drainage
- Flood Defence
- Fleet Management/Maintenance
- Highways Maintenance and operations
- Public Lighting
- Neighbourhood Services/Management
- Grass Verges/associated landscaping
- Litter/Waste Enforcement
- Dog/Animal Impounding
- On/Off Street Parking
- Highways Asset Management

MEMBERSHIP ARRANGEMENTS – 20th May 2015

LEADER/CABINET EXECUTIVE

CABINET (9)

Councillors:

Portfolio 1 - Community and Strategic Leadership	A.H.Thomas (Leader)
Portfolio 2 - Finance & Corporate Services	A.N.Woolcock
Portfolio 3 - Social Care, Health and Housing	J.Rogers
Portfolio 4 - Children and Young People	P.D.Richards
Portfolio 5 - Education and Lifelong Learning	P.A.Rees (Deputy Leader)
Portfolio 6 - Community and Leisure Services	M.L.James
Portfolio 7 - Economic Development and Property Services	A.J.Taylor
Portfolio 8 - Environment	E.V.Latham
Portfolio 9 - Streetcare and Highways	Mrs.S.Miller

CABINET BOARDS

Policy and Resources Cabinet Board (2):

Cllrs A.H.Thomas and A.N.Woolcock

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

Cllrs J.Rogers and P.D.Richards

Children, Young People and Education Cabinet Board (2):

Cllrs P.D.Richards and P.A.Rees

Economic and Community Regeneration Cabinet Board (2):

Cllrs M.L.James and A.J.Taylor

Environment and Highways Cabinet Board (2):

Cllrs E.V.Latham and Mrs.S.Miller

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

**APPROVED SIZE OF COUNCIL COMMITTEES AND POLITICAL GROUP PROPORTIONALITIES 2015/2016
as at 20th May 2015**

COUNCIL COMMITTEES	TOTAL NO. OF SEATS	Labour (50)	Plaid Cymru (8)	Independent Democrats (4)	Independent Member (1)	Independent Member (1)
CABINET/POLICY AND RESOURCES SCRUTINY COMMITTEE	16	13	2	1	0	0
SOCIAL CARE, HEALTH AND HOUSING SCRUTINY COMMITTEE	13	11	1	1	0	0
CHILDREN, YOUNG PEOPLE AND EDUCATION SCRUTINY COMMITTEE	15† (+8)	12	2	1	0	0
ECONOMIC AND COMMUNITY REGENERATION SCRUTINY COMMITTEE	12	10	1	1	0	0
ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE	12	9	2	1	0	0
PLANNING COMMITTEE	12	9	2	1	0	0
REGISTRATION AND LICENSING COMMITTEE φ	15	12	2	0	0	1
*LICENSING AND GAMBLING ACTS COMMITTEE φ	15	12	2	0	0	1
<i>*Licensing and Gambling Acts Sub Committee</i>	3					
AUDIT COMMITTEE	12†(1)	9	2	1	0	0
DEMOCRATIC SERVICES COMMITTEE	12	9	1	1	1	0

PERSONNEL COMMITTEE	12	9	2	1	0	0
SPECIAL APPOINTMENTS COMMITTEE	9	7	1	1	0	0
<i>*APPEALS PANEL</i>	(5)	4	1	0	0	0
<i>*(Appeals Panel Substitutes)</i>	(20)	16	4	0	0	0
<i>*(STANDARDS COMMITTEE)</i>	(2)	2	0	0		
<i>*(Standards Committee Substitute)</i>	(1)	1	0	0		

- 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.

§ THE ABOVE THREE POLITICAL GROUPS HAVE AGREED TO OFFER ONE SEAT TO EACH UNAFFILIATED MEMBER – 1 SEAT ON THE REGISTRATION AND LICENSING COMMITTEE/LICENSING AND GAMBLING ACTS COMMITTEE AND 1 SEAT ON THE DEMOCRATIC SERVICES COMMITTEE

Scrutiny Committees Arrangements

Cabinet/Policy & Resources Scrutiny Committee

(16 Members including 4 Chairs of other Scrutiny Committees)

Social Care, Health & Housing Scrutiny Committee

(13 Members)

Children, Young People & Education Scrutiny Committee

(15 Members plus 4 voting and 4 non-voting co-optees)

Economic and Community Regeneration Scrutiny Committee

(12 Members)

Environment and Highways Scrutiny Committee

(12 Members)

- Notes:** (1) The Scrutiny Committees are “Overview and Scrutiny Committees” under the Local Government Act 2000.
(2) The provisions of the Local Government (Wales) Measure 2011 in respect of Scrutiny arrangements apply.

SCRUTINY COMMITTEES

CABINET/POLICY AND RESOURCES (16)	
Chairman:	Cllr D W Davies
Vice Chairman:	Cllr A Jenkins
Members: Labour	Cllr Mrs P Bebell, Cllr A Carter, Cllr Ms C Clement-Williams, Cllr. M.Harvey, Cllr Mrs K Pearson, Cllr Mrs D.Jones, Cllr A R Lockyer, Cllr A Siddley, Cllr J Warman, Cllr I D Williams and Cllr Mrs A Wingrave
Members: Plaid Cymru	Cllr A Llewelyn, Cllr L M Purcell
Members: Independent Democrats	Cllr Mrs L H James

SOCIAL CARE HEALTH AND HOUSING (13)	
Chairman:	Cllr Mrs D.Jones
Vice Chairman:	Cllr Mrs A Wingrave
Members: Labour	Cllr H M Bebell, Cllr J S Evans, Cllr H.N.James, Cllr.R.James, Cllr J Miller, Cllr R Thomas, Cllr D Whitelock, Cllr Mrs.P Bebell and Cllr J.Warman
Members: Plaid Cymru	Cllr L M Purcell
Members: Independent Democrats	Cllr A Taylor

CHILDREN YOUNG PEOPLE AND EDUCATION (15)	
Chairman:	Cllr A R Lockyer
Vice Chairman:	Cllr. H.N.James
Members: Labour	Cllr A Carter, Cllr Mrs A Chaves, Cllr P Greenaway, Cllr R G Jones, Cllr Mrs K Pearson, Cllr M Protheroe, Cllr A L Thomas, Cllr Mrs L G Williams, Cllr Mrs S Paddison and Cllr.Mrs.A.Wingrave
Members: Plaid Cymru	Cllr Mrs J Dudley, Cllr J D Morgan
Members: Independent Democrats	Cllr M Ellis
	<i>Note: Cabinet Member for Community Safety to be invited to attend the Cabinet Board/ Scrutiny Committee for Community Safety matters, in a non-voting capacity</i>
*Co-opted Voting Members:	Mrs H Stephens and 3 vacancies
*Co-opted Non-Voting Members: <i>(*for education matters)</i>	A Hughes, R De Benedictus, Mrs C Weldon and 1 vacancy

ECONOMIC AND COMMUNITY REGENERATION (12)	
Chairman:	Cllr A Llewelyn
Vice Chairman:	Cllr I B James
Members: Labour	Cllr C P Golding, Cllr.C.M.Crowley, Cllr.M.Jones, Cllr D Keogh, Cllr.Mrs.M.A.Lewis, Cllr Ms C Morgans, Cllr Mrs S Paddison, Cllr S Rahaman, Cllr A Jenkins
Members: Plaid Cymru	
Members: Independent Democrats	Cllr A.Taylor

ENVIRONMENT AND HIGHWAYS (12)	
Chairman:	Cllr I D Williams
Vice Chairman:	Cllr A J Siddley
Members: Labour	Cllr.C.M.Crowley,Cllr D W Davies, Cllr I.James, Cllr.R.James, Cllr S.Rahaman, Cllr E E Jones, Cllr Mrs A Wingrave,
Members: Plaid Cymru	Cllr R.Davies and Cllr Mrs R Phillips
Members: Independent Democrats	Cllr S K Hunt
Member: Unaffiliated	

Other Committees

Planning Committee (12 Members)

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

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

Personnel Committee (12 Members)

Special Appointments Committee (9/10 Members)

Appeals Panel (5 Members) (with 20 Substitutes)

Audit Committee (12 Members)

Democratic Services Committee (12 Members)

Standards Committee (8 Members)

REGULATORY AND OTHER COMMITTEES

PLANNING (12)	
Chairman:	Cllr R.G.Jones
Vice Chairman:	Cllr E.E.Jones
Members Labour:	Cllr Mrs A Chaves, Cllr D W Davies, Cllr D Keogh, Cllr.Mrs S.Paddison, Cllr.H.N.James, Cllr.R.Thomas, Cllr Mrs L G Williams,
Members Plaid Cymru:	Cllr Mrs R Davies, Cllr Mrs J Dudley
Members Independent Democrats:	Cllr S K Hunt
	<i>Note: the Cabinet UDP/LDP Member to be invited to attend as a non voting Member</i>

*REGISTRATION AND LICENSING COMMITTEE (15)	
Chairman:	Cllr H G Rawlings
Vice Chairman:	Cllr H Bebell
Members: Labour	Cllr J Evans, Cllr J Warman, Cllr.R.James, Cllr A Jenkins, Cllr.Mrs.D.Jones, Cllr E E Jones, Cllr J Miller, Cllr Ms.C Morgans, Cllr D Whitelock and Cllr.Mrs.A.Wingrave
Members: Plaid Cymru	Cllr J R Bryant, Cllr D M Peters
Members: Independent Democrats	
Member: Unaffiliated	Cllr C.Morgan

* Same Membership for both these Committees

* LICENSING AND GAMBLING ACTS COMMITTEE (15)	
Chairman:	Cllr H G Rawlings
Vice Chairman:	Cllr H Bebell
Members: Labour	Cllr J Evans, Cllr J Warman, Cllr.R.James, Cllr A Jenkins, Cllr.Mrs D.Jones,Cllr E E Jones, Cllr J Miller, Cllr Ms C Morgans, Cllr D Whitelock and Cllrs.MrsA.Wingrave
Members: Plaid Cymru	Cllr J R Bryant, Cllr D M Peters
Members: Independent Democrats	
Member: Unaffiliated	Cllr C.Morgan

LICENSING AND GAMBLING ACTS Sub Committee (3)	
Chairman:	Cllr H.G.Rawlings
Vice Chairman:	Cllr H Bebell
Members:	<p>Plus one Member drawn on a rota/availability basis from the remainder of the Members of the Licensing and Gambling Acts Committee</p> <p><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></p>

PERSONNEL COMMITTEE (12)	
Chairman:	Cllr A N Woolcock
Vice Chairman:	Cllr S Jones
Members: Labour	Cllr.K.Lloyd, Cllr E V Latham, Cllr Ms C Morgans, Cllr S Rahaman, Cllr A H Thomas, Cllr A L Thomas, Cllr P A Rees
Members: Plaid Cymru	Cllr Mrs R Davies and Cllr Mrs J Dudley
Members: Independent Democrats	Cllr Mrs L H James
	<i>Note: Cllrs J Rogers, P D Richards, M L James A.J.Taylor and Mrs S Miller to attend as non-voting advisers as necessary</i>

SPECIAL APPOINTMENTS COMMITTEE (10/11)	
Chairman:	Cllr A N Woolcock
Vice Chairman:	Cllr A R Lockyer
Members: Labour	<p>Cllr Mrs P Bebell, Cllr Mrs A Chaves, Cllr M Harvey, Cllr H G Rawlings, Cllr A H Thomas, and one of the following for Heads of Service appointments: two of the following for Corporate Directors appointments</p> <p><i>Chief Executive's and Finance and Corporate Services</i> Any one/two of the voting Members below: <i>Social Services Health and Housing</i> Cllr J. Rogers and Cllr P.D.Richards <i>Education, Leisure and Lifelong Learning</i> Cllr Peter Rees <i>Economic and Community Regeneration</i> Cllr.M.L.James and Cllr.A.J.Taylor <i>Environment</i> Cllr Sandra Miller and E.V.Latham,</p>
Members: Plaid Cymru	Cllr Mrs L M Purcell
Members: Independent Democrats	Cllr S K Hunt
	<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>

AUDIT COMMITTEE (12) + 1	
Chairman:	Cllr.Mrs.L.H.James
Vice Chairman:	Cllr.J.D.Morgan
Members: Labour	Cllr Ms C Clement-Williams, Cllr.D.W.Davies, Cllr J S Evans, Cllr M Harvey, Cllr I B James, Cllr.D.Keogh, Cllr A R Lockyer, Cllr.Mrs.K.Lloyd, Cllr S.Rahaman
Members: Plaid Cymru	Cllr Mrs R Davies
Members: Independent Democrats	
Voting Lay Member:	Mrs J Jenkins

DEMOCRATIC SERVICES COMMITTEE (12)	
Chairman:	Cllr. Mrs.L.H.James
Vice Chairman:	Cllr. Mrs. C Morgans
Members: Labour	Cllr C P Golding, Cllr M Harvey, Cllr E E Jones, Cllr R G Jones, Cllr H G Rawlings, Cllr A J Siddley, Cllr A L Thomas, Cllr A N Woolcock
Members: Plaid Cymru	Cllr J D Morgan
Members: Unaffiliated	Cllr.D.Lewis
Members: Independent Democrats	

APPEALS PANEL (5)	
Chairman:	Cllr Mrs L G Williams
Vice Chairman:	Cllr A L Thomas
Members: Labour	Cllr Mrs S Paddison, Cllr Mrs A Wingrave
Members: Plaid Cymru	Cllr Mrs J Dudley
Substitutes: Labour	Cllr Mrs P Bebell, Cllr A Carter, Cllr A Chaves, Cllr A P H Davies, Cllr C P Golding, Cllr P Greenaway, Cllr M Harvey, Cllr R James, Cllr A Jenkins, Cllr M Jones, Cllr R G Jones, Cllr D Keogh, Cllr Ms C Morgans, Cllr Mrs K Pearson, Cllr S Rahaman, Cllr Mrs.D.Jones
Substitutes: Plaid Cymru	Cllr J R Bryant, Cllr Mrs R Davies, Cllr R Lewis, Cllr Mrs L M Purcell

STANDARDS COMMITTEE (8)	
*Chairman:	Mr G T Pullen
*Vice Chairman:	Mrs J E Howells
*Independent Members:	C L Jones, Mrs B Richards and 1 vacancy
NPTCBC Members:	Cllr A L Thomas and Cllr. D.Keogh
Community Council Member: <i>(* independent members)</i>	Comm Councillor Sandra Davies
Substitutes: For NPTCBC Members: For Community Council Member:	Cllr C.M.Crowley Community Councillor Mary Gunter

OTHER MEMBER GROUPS

STAFF COUNCIL (12)	
Chairman:	Cllr A N Woolcock
Members:	Cllr M L James, Cllr E V Latham, Cllr P D Richards, Cllr J Rogers, Cllr A H Thomas, Cllr Mrs L G Williams, Cllr Mrs R Davies and Cllr S K Hunt, Cllr P A Rees, Cllr S.Jones and Cllr.Mrs.D.Jones <i>Note: Mrs S Miller to attend as a non-voting member</i>

COMMUNITIES FIRST MEMBER BRIEFING GROUP (39)	
Chairman:	Cllr M L James
Members:	All Ward Members or the Communities first areas (see attached list A)

MODERNISATION GROUP (10)	
Chairman:	Cllr A H Thomas
Members:	Cllr H M Bebell, Cllr A Carter, Cllr Ms C Clement-Williams, Cllr M L James, Cllr R James, Cllr M Protheroe, Cllr P A Rees, Cllr Mrs L M Purcell, Cllr S K Hunt

CORPORATE PARENTING PANEL (13)	
Chairman:	Cllr A H Thomas
Members:	Cllr P A Rees, Cllr P D Richards, Cllr Mrs K Pearson, Cllr M Harvey, Cllr A.Lockyer, Cllr Ms C Morgans, Cllr S Paddison, Cllr S Rahaman, Cllr I B James, Cllr D Keogh, Cllr M.Ellis, Cllr J D Morgan

SCHOOLS STANDARDS PARTNERSHIP GROUP (6)	
Chairman:	Cllr P.A.Rees (Sub Cllr P.D.Richards)
Members:	Cllr A.Lockyer (Sub Cllr Mrs D.Jones) Cllr M.Crowley (Sub Cllr A.Jenkins) Cllr J.D.Morgan (Sub Cllr Mrs J.Dudley) Cllr M.Ellis (Sub Cllr S.Hunt) Cllr.Mrs.K.Lloyd

COMMUNITIES FIRST MEMBER BRIEFING GROUP (LIST A)

<u>ABERAVON DIVISION</u>		NEATH NORTH DIVISION	
Councillor C.P.Golding	Labour	Councillor A.R.Lockyer	Labour
Councillor M.Jones	Labour	Councillor M.Protheroe	Labour
Councillor A.Taylor	Social Democratic	<u>NEATH SOUTH DIVISION</u>	
<u>BRITON FERRY EAST DIVISION</u>		Councillor A.Jenkins	Labour
Councillor C.Morgan	Independent	Councillor P.A.Rees	Labour
<u>BRITON FERRY WEST DIVISION</u>		NEATH EAST DIVISION	
Councillor H.N.James	Labour	Councillor J.Miller	Labour
<u>BRYN AND CWMAVON</u>		Councillor Mrs.S.Miller	Labour
Councillor Mrs.M.A.Lewis	Labour	Councillor Mrs.S.M.Penry	Labour
Councillor D.Whitelock	Labour	ONLLWYN DIVISION	
Councillor I.D.Williams	Labour	Councillor A.H.Thomas	Labour
CIMLA		PELENNA DIVISION	
Councillor J.Warman	Labour	Councillor M.Ellis	Independent
Councillor A.Carter	Labour	PONTARDAWE DIVISION	
CYMMER DIVISION		Councillor M.L.James	Labour
Councillor S.Jones	Labour	Councillor L.M.Purcell	Plaid Cymru

GLYNCORRWG DIVISION		SANFIELDS EAST DIVISION	
Councillor H.G.Rawlings	Labour	Councillor C.M.Crowley	
GLYNNEATH		Councillor Mrs.L.H.James	Independent
Councillor E.E.Jones	Labour	Councillor E.V.Latham	Labour
Councillor J.D.Morgan	Plaid Cymru	SANFIELDS WEST DIVISION	
COEDFFRANC CENTRAL		Councillor Mrs.A.Chaves	Labour
Councillor Mrs.P.Bebell	Labour	Councillor J.S.Evans	Labour
Councillor A.P.H.Davies	Labour	Councillor Mrs.S.Paddison	Labour
GODRE'RGRAIG DIVISION		SEVEN SISTERS DIVISION	
Councillor Mrs.R.Davies	Plaid Cymru	Councillor S.K.Hunt	Independent
<u>GWYNFI DIVISION</u>		YSTALYFERA	
Councillor R.Thomas	Labour	Councillor A.Llewelyn	Plaid Cymru
		YSTRADGYNLAIS	
		Councillor H.Williams	
		Chairman: Cllr M.L.James	

Annex G

Name of Outside Body	Reason for Outside Body	Recommendation
<p>New name the Pension Fund - Committee P.A.Rees (Co Opted Voting Member)</p>		<p>Reviewed - Retain</p>
<p>South Wales Police and Crime Panel P.A.Rees</p>	<p>Statutory Body created by Section 28 and Schedule 6 of the Police Reform and Social Responsibility Act 2011. Nomination invited by the Secretary of State (Home Office) and made under Paragraph 16 of Schedule 6. Terms of appointment determined by Panel Members.</p>	<p>Reviewed - Retain</p>
<p>Mid and West Wales Fire Authority Mrs S Paddison, Mrs K.Pearson, Mrs J.Dudley and J.Warman</p>	<p>Statutory Body created by the Mid and West Wales Fire Service (Combination Scheme) Order 1995. Appointment under Paragraph 12 of the Schedule to the Order. Number of appointments proportionate to electorate in each constituent authority. Period of appointment determined by the appointing constituent authority.</p>	<p>Reviewed - Retain</p>
<p>NEW NAME Valuation Tribunal for Wales J.Rogers (Six years to 31/03/16), Mrs A.Wingrave (Two years to 31/03/16)</p>	<p>Statutory Body created by the Valuation Tribunal for Wales Regs 2010 Regulation 9 prescribes that 4 Councillors may be Members of the Tribunal. Their Term of office is prescribed by the Tribunal and cannot exceed a period of 6 years per term. Councillors may be</p>	<p>Reviewed - Retain</p>

<p>A.Jenkins (Two years to 31/03/16) and J.S.Evans (until 31March 2015)</p>	<p>re appointed for further terms.</p>	
<p>West Wales Valuation Tribunal Appointments Panel H.M.Bebell and P.A.Rees(Deputies:A.H.Thomas and Mrs M.A.Lewis)</p>	<p>Appointment Panel established by the president of the tribunal jointly with the local Authority for the purpose of appointing Members of the Tribunal. 2 Councillors sit on the Panel.</p>	<p>Reviewed - Retain</p>
<p>Celtic Leisure Board M.L.James and A.R.Lockyer</p>	<p>Registered name Neath Port Talbot Leisure Ltd an Industrial and Provident Society Reg No 2952812 Financial Conduct Authority. Rule 8 (E) founder members include three reps from NPTCBC. Rule 30 Management Board three persons from those admitted to membership under 8 (E) members serve from their AGM to AGM for a max of 6 years. NPTCBC has requested a change to a company format.</p>	<p>Reviewed - Retain</p>
<p><u>SWW Trade Union Consultative Committee</u> A.H.Thomas</p>	<p>For about three years the CEX and Leader meets counterparts from 5 other LA's (including the local/ regional TU reps) regarding regional workforce aspects of collaborative working and for logistical reasons the Mid and West Wales grouping of 6LA's has been split into 2 for TU consultation. The SWW TU Consultative Group is Chaired by our Leader with the CCoS CEX supporting.</p>	<p>Reviewed - Retain</p>

<p>NEATH PORT TALBOT COLLEGE CORPORATION BOARD formerly known as Neath Port Talbot College Board</p> <p>P.A.Rees and C.Millis (Head of Planning and Performance)</p>	<p>The Head of Partnership and Community Development was a governor with decision making powers. He sat on HR Sub Cttee (x3 pa) Learning and Performance Sub Cttee (x5pa) and the main cttee (x4 pa) Cllr. P.A.Rees is a member of the South Neath Port Talbot Senate which a Community Consultation Group and meets quarterly. Dir of ELLL is responsible for 6th form in Ystalyfera and St Josephs Comps. At present 1 rep for each of the LA on the Senedd and 1 each on the Board (formerly the Head of Sevice) There have been changes from WG.</p>	<p>Reviewed - Retain</p>
<p>S.A.C.R.E. (Neath Port Talbot) D.W. Davies, P.A.Rees, H.N.James, M.L.James, H.G. Rawlings, Mrs. K. Pearson, Mrs. J.Dudley and A Evans (Director of Education, Leisure and Lifelong Learning.</p>	<p>This body advises on matters relating to collective worship in schools and on religious education given in accordance with the locally agreed syllabus. It is set up in accordance with Section 390 of the Education Act 1996.The SACRE monitors the effectiveness and appropriateness of the agreed syllabus which is formally reviewed on a regular basis. All 22 Local Authorities in Wales have a Standing Advisory Council for Religious Education (SACRE). There are statutory duties on every LA to establish a SACRE, which is a permanent</p>	<p>Reviewed - Retain</p>

	<p>body, to advise the LA on matters concerned with provision of RE and Collective worship. (Please see Welsh Government Circular 10/94 point 88 for further legal confirmation)</p> <p>All 22 SACREs are members of the Wales Association of SACREs (WASACRE). The purpose of WASACRE is to provide a forum for the exchange of good practice and to represent the aims, work, and views of its member SACREs.</p> <p>This is achieved by:</p> <ul style="list-style-type: none">◦member SACREs sending representation to the termly meetings of WASACRE◦organising relevant national initiatives and projects in the areas of religious education and collective worship◦speaking on behalf of all SACREs in Wales through engaging with relevant bodies and agencies, including the Welsh Government◦collating relevant key SACRE documents◦maintaining working relationships with equivalent bodies in England <p>WASACRE has a website which is regularly used by SACREs and the wider community, including Welsh Government and Estyn, to access WASACRE's publications, projects and events, news items and useful links, as well as documents for the Association's meetings.</p>	
--	---	--

<p>Welsh Association of S.A.C.R.E. P.A.Rees</p>	<p>See above</p>	<p>Reviewed - Retain</p>
<p>NPT Homes J.Rogers, E.V.Latham A.R.Lockyer and Mrs R.Davies</p>	<p>The Constitution of NPT Homes allows for the Authority to nominate 4 Members.</p>	<p>Reviewed - Retain</p>
<p>Abertawe Bro Morgannwg Community Health Council Mrs.M.A.Lewis (until 31st March, 2016) C.M.Crowley and R.James</p>	<p>Statutory Body The nomination rights for local authorities to appoint Members to Community Health Councils are found in regulation 6 and schedule 2 of the Community Health Councils (Constitution, Membership and Procedures) (Wales) Regulations 2010 (No 288). Under those Regulations the local authority is entitled to appoint three Members.</p>	<p>Reviewed - Retain</p>

<p>Local Government Association (England & Wales) Groups A.H. Thomas, P.A.Rees and A.N.Woolcock</p>	<p>We are no longer a Member To be Reviewed</p>
<p>Neath Port Talbot Council for Voluntary Service Mrs.A.Wingrave, A.Carter and Mrs K.Jones</p>	<p>Reviewed withdraw from April 2016</p>
<p>Swansea Bay Regional Equality Council E.E.Jones and A.N.Woolcock Mrs Karen Jones</p>	<p>Reviewed withdraw from April 2016</p>
<p>Welsh Local Government Council/General Assembly A.H.Thomas, P.A.Rees and A.N Woolcock (substitute)</p>	<p>Reviewed Retain</p>
<p>Welsh Local Government Association Co-ordinating Committee A.H.Thomas</p>	<p>Reviewed Retain</p>
<p>WLGA – South West Wales Regional Board A.H.Thomas</p>	<p>Reviewed Retain</p>
<p><u>WLGA Member Appointments to Outside Bodies</u> (subject to confirmation by WLGA)</p>	<p>Reviewed Retain</p>
<p>Care and Repair NPT Board of Management J.Rogers</p>	<p>To be reviewed He is a Board Member</p>

<p>Neath Port Talbot Shopmobility P.D.Richards and A.Lockyer</p>	<p>Members are not Trustees or Company Directors just observers Reviewed withdraw from April 2016</p>
<p>ATC Port Talbot 499 Squadron Mrs S.Paddison</p>	<p>Reviewed Retain</p>
<p>Wales Territorial Auxiliary and Volunteer Reserve Association A.R.Lockyer</p>	<p>Reviewed Retain</p>
<p>NPT Mentre Iaith formerly Neath Port Talbot Welsh Language Initiative A.N.Woolcock</p>	<p>Reviewed Retain</p>
<p>Swansea Bay Futures Limited Leader (Director) and Chief Executive (Adviser/Observer)</p>	<p>Reviewed Retain</p>
<p>Welsh Purchasing Consortium A N Woolcock (Deputy D.W.Davies) and S.John (Head of ICT)</p>	<p>Reviewed Retain</p>
<p>Afan Tawe Nedd Crime Prevention Panel M.L.James, I.B.James and H.N.James</p>	<p>To be Reviewed</p>
<p>Neath Town Centre Consortium Executive Group Members (4): A.H.Thomas, P A Rees, A.Lockyer, Mrs S.M.Penry and M.Protheroe</p>	<p>Reviewed Retain</p>
<p>South West Wales Regional Partnership Forum A.H.Thomas</p>	<p>To be Reviewed</p>
<p>SWW Regional Forum formerly called South West Wales Regional Tourism Partnership A J Taylor</p>	<p>To be Reviewed</p>

SWW Strategic Planning Group A.J.Taylor	To be Reviewed
S.P.O.R.T.L.O.T. Community Chest Committee M.Harvey, Mrs.L.G.Williams and E.V.Latham	To be Reviewed
The Alliance (<i>incorporating CC/SteelAction</i>) A.J.Siddley, E.E.Jones, A.H.Thomas * (Vice Chair-Wales) and G.Nutt (Director of Environment)	Reviewed Retain

Theatre West Glamorgan A.R.Lockyer and A Evans (Director of Education, Leisure and Lifelong Learning) as observers	To be Reviewed
Welsh Books Council Mrs.L.G.Williams	To be Reviewed
West Glamorgan Crimebeat Committee S.Jones	To be Reviewed
South Wales Chamber of Commerce G.Nutt (Director of Environment)	To be Reviewed
Court of Coleg Harlech/WEA North Councillor P A Rees	To be Reviewed
Swansea University (Court of Governors) P A Rees and A. Evans (Director of Education, Leisure and Lifelong Learning)	To be Reviewed
Welsh Joint Education Committee Ltd. P A Rees (Representative Director)	To be Reviewed
<u>Strategy and Resources Committee</u> P A Rees (Representative Director)	To be Reviewed
<u>National Youth Orchestra of Wales</u> <u>Advisory Panel</u> P A Rees	To be Reviewed

<p>Home Safety Council for Wales J.Rogers, H.N.James and Mrs A.Thomas (Head of Community Care and Commissioning)</p>	<p>To be Reviewed</p>
<p>Llewellyn Almshouses Trustees H.N.James, J.Warman and A.R.Lockyer</p>	<p>To be Reviewed</p>
<p>NHS Continuing Health Care Independent Review Panel J.Rogers and M.Protheroe</p>	<p>To be Reviewed</p>
<p>Swansea Bay Port Health Authority H.M.Bebell, A.P.H.Davies, D.W.Davies, J.Warman, Mrs S.M.Penry and S.K.Hunt</p>	<p>To be Reviewed</p>
<p>Swansea and South Wales Workshops for the Blind A.H.Thomas (Advisor to the Trustees)</p>	<p>To be Reviewed</p>
<p>Vision Impaired West Glamorgan I.D.Williams, Mrs.L.G.Williams, A.H.Thomas and M Protheroe</p>	<p>To be Reviewed</p>
<p>Wales Council for the Deaf H.G.Rawlings and N.Jarman (Director of Social Services, Health and Housing)</p>	<p>To be Reviewed</p>
<p>Association for Public Service Excellence * (and APSE Wales) E.V.Latham, A.J.Siddley, I.D.Williams and A.N.Woolcock and M.Roberts, Head of Streetcare.</p>	<p>To be Reviewed</p>
<p>Consortium of Local Authorities Wales (C.L.A.W.) E.V.Latham, A.Wingrave and S.Brennan (Head of Property and Regeneration)</p>	<p>To be Reviewed</p>

<p>Joint Working Party On Animal Trespass A.N.Woolcock, Mrs L.G.Williams and Mrs K.Lloyd</p>	<p>Reviewed Retain</p>
<p>PATROLAJC (formerly National Parking Adjudication Service Joint Committee) Mrs.S.Miller (Substitute: I.D.Williams) *</p>	<p>To be Reviewed</p>
<p><u>Management Board</u> G.Nutt (Director of Environment)</p>	<p>To be Reviewed</p>
<p>Neath Harbour Commissioners – Now called Neath Port Authority A J Taylor and G.Nutt (Director of Environment)</p>	<p>To be Reviewed</p>
<p>Neath Port Talbot Local Access Forum E.V.Latham and S Miller</p>	<p>To be Reviewed</p>
<p>Shoreline Management Plan 2 Swansea and Carmarthen Bay Coastal Engineering Group (Members Group) * Cabinet Member - Environment (E.V.Latham) Cabinet Member - Economic Development and Property Services (A J Taylor)</p>	<p>To be Reviewed</p>
<p>Wales Members All Party Group on Waterways E.V.Latham</p>	<p>To be Reviewed</p>
<p>National Eisteddfod Court A.N.Woolcock</p>	<p>To be Reviewed</p>
<p>NIACE Dysgu Cymru Management Group P A Rees</p>	<p>To be Reviewed</p>

<p>County Borough Council/Community Councils Liaison Forum Cabinet Members, Leaders of other Political Groups and Corporate Directors</p>	<p>Reviewed Retain</p>
<p>Cross Border Collaboration Meeting Leader of the Council (Sub: Deputy Leader), E.V.Latham with Ward Members for Ystalyfera and Godrergraig, plus S. Phillips (Chief Executive)</p>	<p>Reviewed Retain</p>
<p>Local Service Board Leader, Deputy Leader and S. Phillips (Chief Executive) and Chairman of Cabinet Scrutiny Cttee/Scrutiny Champion (as observer only)</p>	<p>Reviewed Retain</p>
<p>NPT/Older Persons Council Liaison Forum All Cabinet Members, Corporate Directors and Representatives of Older Persons Council</p>	<p>Review Retain</p>
<p>NPT/Youth Council Liaison Forum All Cabinet Members, Corporate Directors, C.Millis (Head of Planning and Performance) and Representatives of Youth Council</p>	<p>Review Retain</p>
<p>Voluntary Sector Liaison Committee Cabinet Members, E.E.Jones, M.Harvey, S.Rahaman, Mrs R.Davies and M.Ellis</p>	<p>Reviewed Retain</p>
<p>Regeneration NPT formerly Neath Port Talbot Local Regeneration Partnership Board A J Taylor (Chair)(*Substitute:VACANT)</p>	<p>Reviewed Retain</p>
<p>Neath Port Talbot Biodiversity Forum E.V.Latham</p>	<p>Reviewed Retain</p>
<p>Think Families Board Leader, Cabinet Member for Children and Young People. Cabinet Member for Education and Lifelong Learning and the Chairman of Children and Young People Services Scrutiny Committee</p>	<p>Reviewed Retain</p>

<p>B.M.E. Forum A.N.Woolcock, S.Rahaman and E.E.Jones</p>	<p>Reviewed Retain</p>
<p>Western Bay Youth Justice and Early Intervention Service Management Board Cabinet Member for Children and Young People and the Director of Social Services, Health and Housing</p>	<p>To be Reviewed</p>
<p>DISABLED PERSONS ADVISORY GROUP Cllr. A.N. Woolcock and Mrs K. Jones</p>	<p>Reviewed Retain</p>
<p><u>JOINT MEETINGS</u></p>	
<p>*Joint Archives Committee P A Rees, M.L.James, D.W.Davies, Mrs.A.Wingrave and Mrs J.Dudley</p>	<p>Reviewed Retain</p>
<p>*Joint Resilience Committee A N Woolcock, Mrs.S.M.Penry, Mrs D.Jones, R.G.Jones and J.R.Bryant</p>	<p>Reviewed Retain</p>
<p>*ERW Joint Committee A.H.Thomas</p>	<p>Reviewed Retain</p>
<p>*Margam Joint Crematorium Committee E.V.Latham, J.S.Evans, R.G.Jones, P.Greenaway and A.Taylor</p>	<p>Reviewed Retain</p>
<p>*South West Wales Regional Waste Management Joint Committee E.V.Latham, Mrs.S.Miller and I.D.Williams</p>	<p>To be Reviewed</p>
<p>Tata Steel Joint Consultative Group S Miller, E.V. Latham, J.Rogers, S.Rahaman, I B James, A.J.Taylor, D.Keogh, R.G.Jones, S.K.Hunt and Mrs L.H.James</p>	<p>Reviewed Retain</p>
<p>The Joint Council for Wales P.A. Rees and A.L.Thomas (Deputy: A.N.Woolcock)</p>	<p>Reviewed Retain</p>

<p><u>INTERNAL MEETINGS</u> Neath Town Centre Redevelopment Group The Leader (A.H.Thomas), Deputy Leader (P.A.Rees), Cabinet Members: Economic Development and Property Services (A.J.Taylor), Streetcare and Highways (Mrs.S.Miller), Community and Leisure Services (M.L.James), Local Member (M.Protheroe), Scrutiny Member (Mrs.S.M.Penry) Opposition Member (J.R.Bryant), Chief Executive, Director of Environment and Director of Finance and Corporate Services</p>	<p>Reviewed Retain</p>
<p>Adoption Panel P.D.Richards J.Rogers</p>	<p>Reviewed-Retain</p>
<p>Foster Panel P.D.Richards J.Rogers</p>	
<p>Secure Review Panel P.D.Richards, Head of Children and Young People Services, Legal Childcare Services Manager, Member of Panel of Independent Persons</p>	<p>Reviewed Retain</p>
<p>The Schools Admissions Forum P A Rees, A.R.Lockyer, Mrs D.Jones and Mrs J.Dudley</p>	<p>Reviewed- Retain</p>

* Cabinet Appointments

Minutes on file in Planning Section

<p>Aberpergwm Colliery Site Liaison Committee J.D.Morgan, A.H. Thomas and A.J. Siddley</p>	<p>Reviewed Retain</p>
<p>Bwlch Ffos Mining Site Liaison Committee A.J. Siddley and D.W. Davies</p>	<p>Reviewed Retain</p>
<p>Cwm Nant Lleici Quarry Liaison Committee Mrs. L.G. Williams and A.L.Thomas</p>	<p>Reviewed Retain</p>
<p>East Pit East Revised Site Liaison Committee Mrs L.G. Williams, A. N.Woolcock And Mrs K.Lloyd</p>	<p>Reviewed Retain</p>
<p>East Pit East Revised Gwaun Cae Gurwen Rail Pad Site Liaison Committee Mrs. L.G. Williams and A.N. Woolcock</p>	<p>Reviewed Retain</p>
<p>Ffynon Oer Wind Farm – Community Fund A. Carter, S.Jones, D.W. Davies and H.G. Rawlings plus one Community representative from each of the relevant Wards</p>	<p>Reviewed Retain</p>
<p>Gilfach Quarry Liaison R.James and A.L.Thomas</p>	<p>Reviewed Retain</p>
<p>Gwrhyd Quarry Site Liaison Committee M.L.James and R.James</p>	<p>Reviewed Retain</p>
<p>Margam Opencast Site Liaison Committee D. Keogh, R.G. Jones and Mrs. N. Pearce (Head of Planning)</p>	<p>Reviewed Retain</p>
<p>Nant Helen Remainder Liaison Committee A.H. Thomas</p>	<p>Reviewed Retain</p>

Selar Trust Fund Blaengwrach A.J. Siddley and E.E. Jones	Reviewed Retain
Selar Trust Fund Glynneath J.D.Morgan and E.E. Jones	Reviewed Retain
Selar Site Liaison Committee A.J.Siddley and J.D. Morgan	Reviewed Retain
Maesgwyn Wind Farm Liaison Committee-Glynneath J.D.Morgan and E.E.Jones	Reviewed Retain
Maesgwyn Wind Farm Liaison Committee-Onllwyn Washery A H Thomas	Reviewed Retain
Pwllfawatkin Landfill site (Last Known membership from NPTCBC – Cllr L Purcell and Cllr A Woolcock)	Reviewed Retain
Newlands Community Fund Cllr R.G.Jones also an observer which will be determined by the Officer on an ad hoc basis	Reviewed Retain
South Wales Regional Aggregates Working Party – Regional Technical Statement Member Forum –A.J.Taylor	To be Reviewed

List of Outside Bodies where no nominations are required from May 2015

Quality Assurance Panel for Mental Health Services	Meetings never convened Reviewed withdraw
Triennial Review of Day Care Services	Meetings never convened Reviewed withdraw
Dove Workshop	Councillors serve in their own right Reviewed no Council nomination required
Glyncorrwg Ponds Co-operative	Councillors serve in their own right Reviewed no Council nomination required
West Glamorgan Council on Alcohol and Drug Abuse	No elected Members on the Board Reviewed withdraw
Age Connect (Neath Port Talbot Executive Committee) No longer Age ‘Concern’	Members never been invited to meetings Reviewed withdraw
Age Cymru Afan Nedd	Members not invited for several years Reviewed withdraw
Crossroads	Members not on the Board Reviewed withdraw
Vision Wales (formerly Wales Council for the Blind) Now called Wales Council of the Blind	Rep has never been to a meeting, would only attend AGM as observer Reviewed withdraw

Arts Council for Wales Mid and West Wales Committee	No Longer Elected Members on the Committee Reviewed withdraw
Arts Council for Wales – South Wales Regional Committee	No Longer Elected Members on the Committee Reviewed withdraw
District Sports Council – Grants Panel	NPTCBC no longer provides grant – no Member reps Reviewed withdraw
Guiding Hand Association	No information Reviewed withdraw
Centre for Business	Environment asked for this to be deleted as of no use Reviewed withdraw
Green Sea Forum *	Member has never been invited to a meeting Reviewed withdraw
Kenfig Corporation Trust	Change in its Constitution Reviewed no Council nomination required
Swansea Environment Centre	Only concerns Swansea we no longer provide financial support Reviewed withdraw
Neath Port Talbot Environment Forum	No Benefit to NPT Reviewed withdraw
South West Wales Waste Management Forum	Meeting no longer exists Reviewed withdraw
South West Wales Regional Waste Plan Forum	Meeting no longer exists Reviewed withdraw
Appeals Panel - Home Care Charges	No meetings taking place Reviewed withdraw
Older Person’s Forum	No meetings taking place Reviewed withdraw

ANNEX H

CYCLE OF MEETINGS - 2015/16

CYCLE	MEETINGS	VENUES
6 weekly	Council *Cabinet and Cabinet Scrutiny Committee Policy and Resources Cabinet Board and Policy and Resources Scrutiny Committee *Social Care, Health and Housing Cabinet Board and Scrutiny Committee *Children, Young People and Education Cabinet Board and Scrutiny Committee Economic and Community Regeneration Cabinet Board and Scrutiny Committee Environment and Highways Cabinet Board and Scrutiny Committee Personnel Committee Licensing and Gambling Acts Committee *Additional meetings have been put into the cycle to accommodate workload	Port Talbot Port Talbot Port Talbot Neath Port Talbot Neath Neath Port Talbot Port Talbot
3 weekly	Planning Committee Registration and Licensing Committee Licensing and Gambling Acts Sub Committee	Port Talbot Port Talbot Port Talbot
Quarterly	Audit Committee Staff Council Communities First Member Briefing Group Corporate Parenting Panel School Monitoring Partnership Group	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot
4 monthly	Standards Committee	Neath
Annual	Annual Meeting of Council Democratic Services Committee (at least one per year)	Port Talbot Port Talbot
Ad hoc	Appeals Panel Special Appointments Committee Modernisation Group	Port Talbot Alternate N/PT Alternate N/PT
Notes: <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 2015/16 (to be approved by Council 20/05/15)

<i>MEETINGS OF COUNCIL</i>	TIME	V	2015 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016 JAN	FEB	MAR	APR	MAY
COUNCIL (6 weekly cycle)	2.30pm (10.00am)	PT		1		2	14	25		27	3S 17 (26S)	30		11 25S
ANNUAL MTG/SPECIAL COUNCILS	2.30pm	PT												20
CABINET & EXECUTIVE BOARDS														
CABINET <i>start time denotes <u>Cabinet Scrutiny Committee</u> with Cabinet to follow.</i>	9.30am	PT	3 10 17 24	15 22 29		9 16 23 30	7 21 28	4 11	2 9 16 23	13 20	2S 10 24	2 9 16 23	6 13 20 27	4
EXECUTIVE BOARDS	† Venue=Neath due to Election *Special Meeting to follow corresponding Scrutiny Committees – see dates below													
SCRUTINY COMMITTEES														
CABINET	9.30am	PT	3 10 17 24	15 22 29		9 16 23 30	7 21 28	4 11	2 9 16 23	13 20	2S 10 24	2 9 16 23	6 13 20 27	4
POLICY AND RESOURCES	10.00am *2pm	PT		9 Sp23*		3	15	19		7	18	31		19
SOCIAL CARE, HEALTH AND HOUSING	2.00pm	N	11	2, 30		10	8	5, 26	17	21	19 FRI	17	14	12
CHILDREN, YOUNG PEOPLE AND EDUCATION	2.00pm	PT	18	16		4 (FRI) 24	22	12	3	14	11	10	7 28	

ECONOMIC AND COMMUNITY REGENERATION	10.00am	N	19	31		11	23		4	29		11	22	
ENVIRONMENT AND HIGHWAYS	10.00am	N	4	23		17	29		10	28		3	14	26

TIMETABLE/CYCLE OF MEETINGS 2015/16 (approved by Council 20/5/2015)

<i>OTHER COUNCIL COMMITTEES</i>	TIME	V	2015 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016 JAN	FEB	MAR	APR	MAY
PLANNING COMMITTEE	2.00pm	PT	16	7, 28	18	8 29	20	10	1 22	19	9	1 22	12	3
REGISTRATION AND LICENSING COMMITTEE*	10.00am (2.00pm)	PT	15	13	10	(7)	5	2,30		4,25	22	21	18	16
LICENSING AND GAMBLING ACTS COMMITTEE Licensing & Gambling Acts Sub Committee	<i>*to follow</i> 10.00am (2.00pm)	PT PT	15 1, 29	13 27	10 24	(7) 21	5 19	2,30 16		25 4 11	22 8	21 (7)	18 4	16 3
PERSONNEL COMMITTEE	(10.00am) 2.00pm	PT	1	20		(1)	12	23		11	22		4	16
AUDIT COMMITTEE	10.00am (2.00pm)	PT	26			24 (th)			11			18		
DEMOCRATIC SERVICES CTTEE	9.00am	PT		17					18					
STANDARDS COMMITTEE	9.30am	PT				4				15			15	

OTHER GROUPS														
Staff Council <i>(Briefings 1 hr before)</i>	2.30pm	PT		13			19			18			18	
Communities First Member Briefing Group	10.00am	PT	8			7			7			7		
Schools Standards Monitoring Group	1.00pm	PT	25				1	19				3		
Notes: (1) See Weekly List of Meetings for any changes to the Timetable (3) Four week recess 3/8/15 -28/8/15 (except for Regulatory mtgs)														

TIMETABLE FOR OTHER MEMBER MEETINGS - 2015/16 (as at 20th May 2015)

MEETINGS	TIME	V	2015 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016 JAN	FEB	MAR	APR	MAY
Joint Resilience Committee (Swansea) \$	10.00am	PT/S		24			30				12		29	
Margam Joint Crematorium Committee \$	2.15pm	on site	26			25			11			18		
South West Wales Regional Joint Waste Cttee \$	2.00pm	N												
Joint Archives Committee† \$	11.00am	PT/N/S	19			18			18			18		
Cross Border Collaboration Group	10.00am	Ystaly/ Ystrad		3			9				5		8	
Tata Steel Joint Consultative Group	10.30am	on site				18		27				4		
*NPT/Youth Council Forum	6.00pm	N/PT	3				7			13				
*NPT/Older Persons Council Forum	10.30am	PT				14						14		
*CBC/Comm. Councils Liaison Forum	3.30/4pm	N		27				16			1(S) Budg	14		
*Voluntary Sector Liaison Forum	2.00pm	N		6		28						21		
Local Service Board	2.00pm	PT	15			14			14			7		
Think Families Partnership Board	2.00pm	PT	10			9		18				2		
Corporate Parenting Panel	2.00pm (10am)	N		8		(2)	28		9	28		16	20	

* 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

2015/2016

Day	Date	Time
Thursday	11 th June	9am
Wednesday	24 th June	3pm
Thursday	16 th July	9am
Wednesday	29 th July	3pm
Thursday	10 th September	9am
Friday	25 th September	9am
Tuesday	6 th October	3pm
Thursday	22 nd October	9am
Wednesday	4 th November	3pm
Thursday	26 th November	9am
Wednesday	16 th December	3pm
Thursday	21 st January	9am
Thursday	4 th February	3pm
Thursday	25 th February	9am
Wednesday	9 th March	3pm
Thursday	24 th March	9am
Wednesday	6 th April	3pm
Thursday	21 st April	9am

***PLEASE NOTE THAT THE MORNING SESSIONS START AT 9AM AND THE AFTERNOON SESSIONS START AT 3PM.**