

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/Wellbeing Objectives and Wellbeing Statement
- Regional Transport Plan;
- Unitary Development Plan;
- Local Development Plan;
- Welsh Language Scheme/Standards;
- Youth Justice Plan;

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

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

- Such plans, strategies or policies not listed in this Appendix which are otherwise for determination by the Executive, but which the Executive considers should be referred to the full Council for its decision on whether it should, pursuant to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 (as amended), adopt such plans, strategies or policies as part of the Policy and Budget Framework (this being without prejudice to the right of the Council at any time under the above Regulations to add any plans, strategies or policies, to this Appendix).
- (b) **Budget.** The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits. Members to also take account of Forward Financial Planning, use of Reserves and Treasury Management
- (c) **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the National Assembly for Wales for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

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
- Wellbeing Plan/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/Wellbeing Plan
- Communications Strategy
- Freedom of Information
- Corporate Improvement Plan/Wellbeing Objectives and Wellbeing Statement
- Procurement Strategy
- People Management Strategy
- Strategic Equality Plan (Service delivery/employment; Race; Disability)
- Welsh Language Scheme/Standards
- Digital By Choice 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
- 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/Wellbeing Plan
- Older Persons Strategy
- Retained Strategic Housing Responsibilities
- Local Housing Strategy and relevant substrategies
- 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:-
- Social Services and Wellbeing Act 2014
- 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
- Children’s Rights
- Children’s 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
- School Governors
- Adult Community Learning Delivery Plan
- School Reorganisation

(c) Related Strategies/Community Plan Theme

- Single Integrated Plan/Wellbeing Pllan
- 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)

- Social Services and Wellbeing Act 2014

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/ Workways
- Europe and European Funding
- UDP/ Local Development Plan and any associated matters
- 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
- Energy Management
- Enterprise Zone

(c) Related Strategies/ Single Integrated Plan Themes

- Community Development Delivery Plan
- Leisure and Cultural Strategy
- Regional Economic Development Strategy/ City Region
- Unitary Development Plan/Local Development Plan and associated matters
- 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
- Dog and Animal Impounding
- Animal Welfare

- Environmental Health inc Housing Enforcement, Food Safety Health and Safety, Private Drains and Sewers
- Trading Standards
- Pest Control
- Litter/Waste Enforcement
- Tobacco Protection

(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
- 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
- Local Transport Plan
- Single Integrated Plan Themes – Environment and Transport
- Trading Standards Performance Plan
- Food Law Enforcement Plan

- Tobacco Protection Plan

(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
 - 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)
- 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 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 variations 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/Wellbeing 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
 - ICT/Digital By Choice
 - Risk Management
 - Business Continuity Planning
 - Civil Contingencies/Emergency Planning
 - Related Strategies as under Policy and Resources (A) (see Annex G)
- Community Cohesion

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
 - 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*)
- Children in Need and Families
- Children's Rights
- Children's 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
- Single Integrated Plan – all matters concerned with children and young people

Cabinet Member Portfolio 5
Education and Lifelong Learning

- School Improvement and Inclusion/SEN
- Lifelong Learning/Adult Education
- Training Centres (Milland Road; ITEC; Tawe Terrace)
- 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
- School Catering
- Home to School Transport

Cabinet Member Portfolio 6
Community and Leisure Services

- Communities First
- Social Inclusion
- Single Integrated Plan/Wellbeing Plan
- 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)
- Single Integrated Plan – Community Safety (in conjunction with Cabinet Member No. 4)
- Related Strategies as under Economic and Community Regeneration (D) (*see Annex G*)
- Violence Against Women, Domestic Abuse and Sexual Violence Strategy
- Counter Terrorism and Extremism

Cabinet Member Portfolio 7
Economic Development and Property Services

- Economic Development/Regeneration
- Business Services and grants/loans
- Industrial Estates
- Baglan Energy Park
- Coed Darcy
- Tourism/Business Support
- Aberavon Seafront Strategy
- Town Centre Strategies
- Employment/ /Workways
- Europe/ European Funding
- UDP/ /Local Development Plan and any associated matters
- 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*)
- Street Naming
- 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
- Dog and Animal Impounding
- Litter/Waste Enforcement
- Animal Welfare
- Pest Control
- Trading Standards
- Environmental Health including Housing Enforcement, Food Safety, Health and Safety, Private Drains and Sewers
- 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
- On/Off Street Parking
- Highways Asset Management
- Bus Shelters

MEMBERSHIP ARRANGEMENTS

***LEADER / CABINET EXECUTIVE
(Cabinet – 9)***

Portfolio 1	Community and Strategic Leadership	Councillor A.H.Thomas (Leader)
Portfolio 2	Finance and Corporate Services	Councillor A.N.Woolcock
Portfolio 3	Social Care, Health and Housing	Councillor J.Rogers
Portfolio 4	Children and Young People	Councillor P.D.Richards
Portfolio 5	Education and Lifelong Learning	Councillor P.A.Rees (Deputy Leader)
Portfolio 6	Community and Leisure Services	Councillor M.L.James
Portfolio 7	Economic Development and Property Development	Councillor A.J.Taylor
Portfolio 8	Environment	Councillor E.V.Latham
Portfolio 9	Streetcare and Highways	Councillor 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 - 2016/2017

COUNCIL COMMITTEES	TOTAL NO. OF SEATS 64 (63)	Labour (51) (80.95%)	Plaid Cymru (8) (12.69 %)	Indepen dent Democr ats (4) (6.35%)	Unaffili ated Member (1) (-)
CABINET/POLICY AND RESOURCES SCRUTINY COMMITTEE	16	13	2	1	0
SOCIAL CARE, HEALTH AND HOUSING SCRUTINY COMMITTEE	13	11	1	1	0
CHILDREN, YOUNG PEOPLE AND EDUCATION SCRUTINY COMMITTEE	15† (+8)	12	2	1	0
ECONOMIC AND COMMUNITY REGENERATION SCRUTINY COMMITTEE	12	10	1	1	0
ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE	12	10	1	1	0

PLANNING COMMITTEE	12	10	1	1	0
REGISTRATION AND LICENSING COMMITTEE φ	15	12	2	1	0
*LICENSING AND GAMBLING ACTS COMMITTEE φ	15	12	2	1	0
<i>*Licensing and Gambling Acts Sub Committee</i>	3				
AUDIT COMMITTEE	12†(+1)	9	2	1	0
DEMOCRATIC SERVICES COMMITTEE	12	9	1	1	1
PERSONNEL COMMITTEE	12	9	2	1	0
SPECIAL APPOINTMENTS COMMITTEE	9	7	1	1	0
<i>*APPEALS PANEL</i>	(5)	4	1	0	0
<i>*(Appeals Panel Substitutes)</i>	(20)	(16)	(4)	(0)	

<i>*(STANDARDS COMMITTEE)</i>	(2)	2	0	0	0
<i>*(Standards Committee Substitute)</i>	(1)	(1)	(0)	(0)	
TOTALS		155	124	18	12

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.

\$IN THE INTERESTS OF DEMOCRATIC ACCOUNTABILITY THE LABOUR GROUP HAVE AGREED TO OFFER ONE SEAT TO THE UNAFFILIATED MEMBER 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.
 - (3) That the Chairs to the Scrutiny Committees be proportionally allocated as follows: Executive (Majority) Party: 4 Scrutiny Chairs (Labour Group); remaining other eligible Opposition Political Group: 1 Scrutiny Chair (Plaid Cymru Group).
 - (4) That the Member appointments to the Scrutiny Committees, including Chairs and Vice Chairs, be confirmed in accordance with the wishes of the respective Political Groups as set out in **Appendix 3**, tabled at the adjourned Meeting:
 - (5) That the current voting and non voting co-optees on the Children, Young People and Education Scrutiny Committee for Education matters be re-appointed as given in this Annex.

SCRUTINY COMMITTEES

CABINET / POLICY AND RESOURCES (16)

Chairperson:	Cllr D W Davies
Vice Chairperson:	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

Note: Cabinet Member for Community Safety to be invited to attend the Policy and Resources Cabinet Board/ Scrutiny Committee for Community Safety matters, in a non-voting capacity

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

CHILDREN YOUNG PEOPLE AND EDUCATION (15)	
Chairperson:	Cllr A R Lockyer
Vice Chairperson:	Cllr. H.N.James
Members: Labour	Cllr H M Bebell, Cllr Mrs A.Chaves, Cllr P Greenaway, Cllr R G Jones, Cllr Mrs K Pearson, Cllr M Protheroe, Cllr A L Thomas, Cllr R Thomas Cllr Mrs L G Williams, and Cllr D.Whitelock
Members: Plaid Cymru	Cllr A.Llewelyn Cllr J D Morgan
Members: Independent Democrats	Cllr M Ellis
*Co-opted Voting Members: (4)	Helen Dale, Donna Vaughan, Marie Caddick and 1 vacancy
*Co-opted Non-Voting Members: (4) <i>(*for education matters)</i>	Anthony Hughes, Roberto De Benedictus and Mrs Cheryl Jones and 1 vacancy

ECONOMIC AND COMMUNITY REGENERATION (12)	
Chairperson:	Cllr A Llewelyn
Vice Chairperson:	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	(Chairperson)
Members: Independent Democrats	Cllr A.Taylor

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

Other Committees

Planning Committee (12 Members)

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

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

Personnel Committee (12 Members)

Special Appointments Committee (9/10 Members)

Appeals Panel (5 Members) (with 20 Substitutes)

Audit Committee (12 Members)

Democratic Services Committee (12 Members)

Standards Committee (8 Members)

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

REGULATORY AND OTHER COMMITTEES

PLANNING COMMITTEE (12)

Chairperson:

Cllr R.G.Jones

Vice Chairperson:

Cllr E.E.Jones

Members Labour:

Cllr Mrs A Chaves,
Cllr D W Davies, Cllr D Keogh,
Cllr C Morgan,
Cllr Mrs S.Paddison,
Cllr H.N.James, Cllr R.Thomas,
Cllr Mrs L G Williams

Members Plaid Cymru:

Cllr Mrs R Davies

**Members Independent
Democrats:**

Cllr S K Hunt

Note: the Cabinet UDP/LDP Member to be invited to attend as a non voting Member.

*REGISTRATION AND LICENSING COMMITTEE (15)	
Chairperson:	Cllr E E Jones,
Vice Chairperson:	Cllr H Bebell
Members: Labour	Cllr J Evans, Cllr J Warman, Cllr R.James, Cllr A Jenkins, Cllr Mrs.D.Jones, Cllr J Miller, Cllr Ms.C Morgans, Cllr A.P.H.Davies, Cllr D Whitelock and Cllr Mrs.A.Wingrave
Members: Plaid Cymru	Cllr.Mrs.R.Davies, Cllr D M Peters
Members: Independent Democrats	Cllr. A Taylor

* Same Membership for both these Committees

* LICENSING AND GAMBLING ACTS COMMITTEE (15)	
Chairperson:	Cllr E E Jones,
Vice Chairperson:	Cllr H Bebell
Members: Labour	Cllr J Evans, Cllr J Warman, Cllr R.James, Cllr A Jenkins, Cllr Mrs D.Jones, Cllr J Miller, Cllr Ms C Morgans, Cllr A.P.H.Davies, Cllr D Whitelock and Cllr Mrs.A.Wingrave
Members: Plaid Cymru	Cllr.Mrs.R.Davies, Cllr D M Peters
Members: Independent Democrats	Cllr. A Taylor

LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)	
Chairperson:	Cllr E E Jones
Vice Chairperson:	Cllr H Bebell
Members:	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>	

PERSONNEL COMMITTEE (12)	
Chairperson:	Cllr A N Woolcock
Vice Chairperson:	Cllr S Jones
Members: Labour	Cllr Mrs D.Jones, 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 R.Phillips
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)	
Chairperson:	Cllr A N Woolcock
Vice Chairperson:	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 <u>one</u> of the following for Heads of Service appointments: <u>two</u> 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
<p><i>Note: the relevant Regulatory Chairs or relevant Scrutiny Chair to be invited to attend as a non voting advisers as appropriate to the appointment</i></p>	

AUDIT COMMITTEE (12) + 1	
Chairperson:	Cllr.Mrs.L.H.James
Vice Chairperson:	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 plus Vice Chairman
Members: Independent Democrats	See Chairman
Voting Lay Member:	Mrs J Jenkins

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

APPEALS PANEL (5)	
Chairperson:	Cllr Mrs L G Williams
Vice Chairperson:	Cllr A L Thomas
Members: Labour	Cllr Mrs S Paddison, Cllr Mrs A Wingrave
Members: Plaid Cymru	Cllr R.Phillips
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)	
*Chairperson:	Mr G T Pullen
*Vice Chairperson:	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)

Chairperson:

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

Note: Mrs S Miller to attend as a non-voting member

COMMUNITIES FIRST MEMBER BRIEFING GROUP (39)

Chairperson:

Cllr M L James

Members:

All Ward Members of the
Communities first areas (see
attached list A)

MODERNISATION GROUP (10)

Chairperson:

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)	
Chairperson:	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)	
Chairperson:	Cllr P.A.Rees (Sub Cllr P.D.Richards)
Members:	Cllr A.Lockyer (Sub Cllr H.N.James) Cllr M.Crowley (Sub Cllr A.Jenkins) Cllr J.D.Morgan (Sub Cllr A.Llewelyn (Cllr M.Ellis (Sub Cllr S.Hunt) Cllr Mrs.D.Jones

COMMUNITIES FIRST MEMBER BRIEFING GROUP

<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 DIVISION</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		PELENNNA 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		SANDFIELDS EAST DIVISION	
Councillor H.G.Rawlings	Labour	Councillor C.M.Crowley	Labour
GLYNNEATH		Councillor Mrs.L.H.James	Independent
Councillor E.E.Jones	Labour	Councillor E.V.Latham	Labour
Councillor J.D.Morgan	Plaid Cymru	SANDFIELDS 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
GWYNFI DIVISION		YSTALYFERA	
Councillor R.Thomas	Labour	Councillor A.Llewelyn	Plaid Cymru
		YSTRADGYNLAIS	
		Councillor H.Williams	
		Chairman: Cllr M.L.James	

Annex G

<u>Name of Outside Body</u>	<u>Councillor Reps</u>	<u>Retain/ Withdraw</u>
The Pension Fund Committee (City and County of Swansea)	P.A.Rees	Retain
Local Pension Fund Board (City and County of Swansea)	A.R.Lockyer	Retain
South Wales Police and Crime Panel	P.A.Rees	Retain
Mid and West Wales Fire Authority	Mrs S Paddison, Mrs K.Pearson, Mrs J.Dudley and J.Warman	Retain
Valuation Tribunal for Wales	J.Rogers (4 year period - until 31 st March 2020 - to be confirmed with GC) A.Wingrave (6 year period - until 31 st March 2022) A.Jenkins (6 year period - until 31 st March 2022)	Retain
West Wales Valuation Tribunal Appointments Panel	H.M.Bebell and P.A.Rees (Deputies: A.H.Thomas and Mrs M.A.Lewis)	Retain
SWW Trade Union Consultative Committee	A.H.Thomas	Retain

Neath Port Talbot College Corporation Board	P.A.Rees and Head of Planning and Performance (C.Millis)	Retain
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 Director of Education, Leisure and Lifelong Learning (A Evans)	Retain
Welsh Association of S.A.C.R.E.	P.A.Rees	Retain
NPT Homes	J.Rogers, A.R.Lockyer, Mrs R.Davies and C.Clement-Williams	Retain
Abertawe Bro Morgannwg Community Health Council	E.E.Jones, A.Carter and Mrs.S.Paddision	Retain
Local Government Association (England & Wales) Groups	A.H.Thomas, P.A.Rees and A.N.Woolcock	Retain
Welsh Local Government Council/General Assembly	A.H.Thomas and, P.A.Rees A.N Woolcock (substitute)	Retain
Welsh Local Government Association Co-ordinating Committee	A.H.Thomas	Retain

WLGA – South West Wales Regional Board	A.H.Thomas	Retain
Care and Repair NPT Board of Management	J.Rogers	Retain
ATC Port Talbot 499 Squadron	Mrs S.Paddison	Retain
Wales Territorial Auxiliary and Volunteer Reserve Association	A.R.Lockyer	Retain
NPT Menter Iaith (formerly Neath Port Talbot Welsh Language Initiative)	A.N.Woolcock	Retain
Swansea Bay Futures Limited	A.H.Thomas (Leader -Director) and S.Phillips (Chief Executive - Adviser/Observer)	Retain
Afan Tawe Nedd Crime Prevention Panel	M.L.James, I.B.James, H.N.James and Community Safety Manager (Sian Morris)	Retain
Council for Voluntary Services	Alan Carter, Mrs S.Miller and Mrs Karen Jones	Retain

Neath Town Centre Consortium Executive Group Members	A.Lockyer, Mrs S.M.Penry and M.Protheroe	Retain
Central and South West Wales Regional Partnership Forum	A.H.Thomas	Retain
S.P.O.R.T.L.O.T. Community Chest Committee	M.Harvey, Mrs.L.G.Williams, E.V.Latham and the PASS Development Officer (Derek Jones)	Retain
The Industrial Communities Alliance (incorporating CC/SteelAction)	A.J.Siddley, E.E.Jones, A.H.Thomas (Vice Chair- Wales) and G.Nutt (Director of Environment)	Retain
Welsh Books Council	Mrs.L.G.Williams	Retain
West Glamorgan Crimebeat Committee	S.Jones and Community Safety Manager (Sian Morris)	Retain
Swansea University (Court of Governors)	P A Rees and Director of Education, Leisure and Lifelong Learning (A.Evans)	Retain

Welsh Joint Education Committee Ltd.	P A Rees	Retain
National Youth Orchestra of Wales Advisory Panel	P A Rees	Retain
Llewellyn Almshouses Trustees	H.N.James, J.Warman and A.R.Lockyer	Retain
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	Retain
Vision Impaired West Glamorgan	I.D.Williams, Mrs.L.G.Williams, A.H.Thomas and M.Protheroe	Retain
Wales Council for the Deaf	H.G.Rawlings and Director of Social Services, Health and Housing (N.Jarman)	Retain

Association for Public Service Excellence (and APSE Wales)	E.V.Latham, A.J.Siddley, I.D.Williams and A.N.Woolcock and Head of Streetcare (M.Roberts)	Retain
Consortium of Local Authorities Wales (C.L.A.W.)	E.V.Latham, A.Wingrave and Head of Property and Regeneration (S.Brennan)	Retain
Joint Working Party On Animal Trespass	A.N.Woolcock, Mrs L.G.Williams and Mrs K.Lloyd	Retain
PATROLAJC (formerly National Parking Adjudication Service Joint Committee)	Mrs.S.Miller (Substitute - I.D.Williams)	Retain
Neath Port Authority (Previously Neath Harbour Commissioners)	A J Taylor and Director of Environment (G.Nutt)	Retain
Neath Port Talbot Local Access Forum	E.V.Latham and John Griffiths (Officer)	Retain
National Eisteddfod Court	A.N.Woolcock	Retain
NIACE (National Institute of Adult Continuing Education), Dysgu Cymru Management Group	P A Rees	Retain
County Borough Council/Community	Cabinet Members, Leaders of other Political Groups	Retain

Councils Liaison Forum	and Corporate Directors	
Cross Border Collaboration Meeting	Leader of the Council (Sub: Deputy Leader), E.V.Latham with Ward Members for Ystalyfera and Godrergraig plus CEX (S.Phillips)	Retain
Public Services Board	Leader and Chief Executive	
NPT/Older Persons Council Liaison Forum	All Cabinet Members, Corporate Directors and Representatives from Older Persons Council	Retain
NPT/Youth Council Liaison Forum	All Cabinet Members, Corporate Directors, Head of Planning and Performance (C.Millis) and Representatives from Youth Council	Retain
Voluntary Sector Liaison Committee	Cabinet Members, E.E.Jones, M.Harvey, S.Rahaman, Mrs R.Davies and M.Ellis	Retain
Neath Port Talbot Biodiversity Forum	E.V.Latham	Retain
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	Retain
B.M.E. Forum	A.N.Woolcock, S.Rahaman and E.E.Jones	Retain

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	Retain
Business Improvement District (BID)	Alan Lockyer, Mark Protheroe and Mike Harvey	Add

<u>JOINT MEETINGS</u>		
Joint Archives Committee	P A Rees, M.L.James, D.W.Davies, Mrs.A.Wingrave and Mrs J.Dudley	Retain
Joint Resilience Committee	A N Woolcock, Mrs.S.M.Penry, Mrs D.Jones, R.G.Jones and Mrs.J.Dudley	Retain
ERW Joint Committee	A.H.Thomas	Retain
Margam Joint Crematorium Committee	E.V.Latham, J.S.Evans, R.G.Jones, P.Greenaway and A.Taylor	Retain
South West Wales Regional Waste Management Joint Committee	E.V.Latham, Mrs.S.Miller and I.D.Williams	Retain
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	Retain
The Joint Council for Wales	P.A. Rees and A.L.Thomas (Deputy: A.N.Woolcock)	Retain

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<u>INTERNAL MEETINGS</u>		
Neath Town Centre Redevelopment Group	A.H.Thomas (Leader), (P.A.Rees), Cabinet Members for 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.Dudley), Chief Executive, Director of Environment and Director of Finance and Corporate Services	Retain
Adoption Panel	P.D.Richards and J.Rogers	Retain
Foster Panel	P.D.Richards and J.Rogers	Retain

Secure Review Panel	P.D.Richards and Head of Children and Young People Services, Legal Childcare Services Manager, Member of Panel of Independent Persons	Retain
The Schools Admissions Forum	P.A.Rees, A.R.Lockyer, Mrs D.Jones and Mrs J.Dudley	Retain

REPRESENTATIONS TO BE REMOVED

Celtic Leisure Board	M.L.James and A.R.Lockyer	Remove
Welsh Purchasing Consortium	A.N.Woolcock	Remove
Local Service Board	Leader, Deputy Leader and D.W.Davies	Remove
SWW Regional Forum (formerly South West Wales Regional Tourism Partnership)	A.J.Taylor	Remove
SWW Strategic Planning Group	A.J.Taylor	Remove
Theatre Na Nog (previously Theatre West Glamorgan)	A.R.Lockyer and Director of Education, Leisure and Lifelong Learning (A.Evans) as observers	Remove
South Wales Chamber of Commerce	G.Nutt (Director of Environment)	Remove
Court of Coleg Harlech/WEA North	P.A.Rees	Remove
Strategy and Resources Committee	P A Rees	Remove
Home Safety Council for Wales	J.Rogers, H.N.James and Head of Community Care and Commissioning (Mrs A.Thomas)	Remove

NHS Continuing Health Care Independent Review Panel	Officer Only from SS No Cllr reps	Remove
Swansea and South Wales Workshops for the Blind	A.H.Thomas (Advisor to the Trustees)	Remove
PATROLAJC Management Board	G.Nutt (Director of Environment)	Remove
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)	Remove
Disabled Persons Advisory Group	A.N. Woolcock and Mrs K. Jones	Remove
Wales Members All Party Group on Waterways	E.V.Latham	Remove

Annex H

CYCLE OF MEETINGS - 2016/17

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 <i>*Additional meetings have been put into the cycle to accommodate workload</i>	Port Talbot Port Talbot Port Talbot Neath Port Talbot Neath Neath Port Talbot Port Talbot
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 Standards 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)	Orangery Port Talbot
Ad hoc	Appeals Panel Special Appointments Committee Modernisation Group	Port Talbot/Neath Alternate N/PT Alternate N/PT
<u>Notes:</u>	<ol style="list-style-type: none"> 1. The usual four weekly August recess applies to all meetings except Planning & Licensing Committees and Appeals Panel. 2. The above cycles may alter to accommodate the recess, bank holiday arrangements etc. 3. Special meetings may be convened as necessary. 	

TIMETABLE/CYCLE OF MEETINGS 2016/17 (approved by Council 25/05/16)

<i>MEETINGS OF COUNCIL</i>	TIME	V	2016 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2017 JAN	FEB	MAR	APR	MAY
COUNCIL (6 weekly cycle)	2.30pm	PT		6	31		12	23		25	1	1/ 29		31 Rec
ANNUAL MTG/SPECIAL COUNCILS	2.30pm	PT												19
CABINET & EXECUTIVE BOARDS														
CABINET <i>start time denotes <u>Cabinet Scrutiny Committee</u> with Cabinet to follow.</i>	9.30am	PT	1/8/ 15	13/20		7/14/ 28	5/ 19/ 26	9/ 16/ 30	7/ 21	4/18/ 31	8/15/ 22	1/15/ 22/29		
EXECUTIVE BOARDS	† Venue=Neath due to Election *Special Meeting to follow corresponding Scrutiny Committees – see dates below													
SCRUTINY COMMITTEES														
CABINET	9.30am	PT	1/8/15	13/20		7/14/ 28	5/ 19/ 26	9/ 16/ 30	7/ 21	4/18/ 31	8/15/ 22	1/15/ 22/29		
POLICY AND RESOURCES	10.00am	PT	29	27		21	12#	2	14	11		8 21^	5	
SOCIAL CARE, HEALTH AND HOUSING	2.00pm	N	9	14		15	20	17	15	19	9	16		

CHILDREN, YOUNG PEOPLE AND EDUCATION	2.00pm	PT	2/30	28		8	6	3	1	5/ 26		2/30		
ECONOMIC AND COMMUNITY REGENERATION	10.00am	N	3	15		16	28		9	20		3		
ENVIRONMENT AND HIGHWAYS	10.00am	N		7		1	13	24		5	16	30		

TIMETABLE/CYCLE OF MEETINGS 2016/17 (approved by Council 25/05/2016)

<i>OTHER COUNCIL COMMITTEES</i>	TIME	V	<u>2016</u> JUN	JUL	AUG	SEP	OCT	NOV	DEC	<u>2017</u> JAN	FEB	MAR	APR	MAY
PLANNING COMMITTEE Site Visit (if needed) 10am morning of	2.00pm	PT	31/5 21	12	2/23	13	4/25	15	6	3/31*	14	7/28	18	
REGISTRATION AND LICENSING COMMITTEE*	10.00am	PT	6	5	1/30	26	24	21	19	16	13	13	10	
LICENSING AND GAMBLING ACTS COMMITTEE Licensing & Gambling Acts Sub Committee	<i>*to follow</i>	PT	6	5	1/30	26	24	21	19	16	13	13	10	
	<i>*to follow</i>	PT	6	5	1/30	26	24	21	19	16	13	13	10	
PERSONNEL COMMITTEE	2.00pm	PT		4		5	17	28		16	27			
AUDIT COMMITTEE	10.00am	PT	27			23		25			17			

DEMOCRATIC SERVICES CTTEE	9.00am	PT		1						27				
STANDARDS COMMITTEE	9.30am	PT		29			18				10			
<i>OTHER GROUPS</i>														
Staff Council <i>(Briefings 1 hr before)</i>	2.30pm	PT		11			3			9				
Communities First Member Briefing Group	10.00am	PT	7			6		29			21			
Schools Standards Partnership Group	1.00pm	PT	7			29		10			16	23		
<p>Notes: (1) See Weekly List of Meetings for any changes to the Timetable (3) Four week recess 1/8/16 -29/8/16 (except for Regulatory mtgs)</p> <p># Sp P & R re Public Service Board ^Sp P & R Community Safety * Site Visit day before at 10am</p>														

TIMETABLE FOR OTHER MEMBER MEETINGS - 2016/17

MEETINGS	TIME	V	2016 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2017 JAN	FEB	MAR	APR	MAY
Joint Resilience Committee (Swansea) \$	10.00am	PT/S		22			14			6		31		
Margam Joint Crematorium Committee \$	2.15pm	on site	17			23				20		17		
South West Wales Regional Joint Waste Cttee \$	2.00pm	N												
Joint Archives Committee† \$	11.00am	<i>PT/N/S</i>	16(S)			<i>19(PT)</i>			16 (S)		17(N)			
Cross Border Collaboration Group	10.00am	Ystaly/ Ystrad		8			7			13				
Tata Steel Joint Consultative Group	10.30am	on site	10			30			16			17		
*NPT/Youth Council Forum	6.00pm	N/PT	8				5				8			
*NPT/Older Persons Council Forum	10.30am	PT				12						20		
*CBC/Comm. Councils Liaison Forum	3.30/4pm	N				12					6			
*Voluntary Sector Liaison Forum	2.00pm	N		4 am		19						13		
Public Service Board	2.00pm	PT	To be	adv	ised									
Think Families Partnership Board	2.00pm	PT	8			7		30			22			
Corporate Parenting Panel	2.00pm	N	22			21		9		11		22		

* 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

2016/2017

Day	Date	Time	Subject
Thursday	2/6/16	10am	
Wednesday	29/6/16	3pm	Budget 2017/18
Thursday	14/7/16	10am	
Wednesday	27/7/16	3pm	
Wednesday	14/9/16	3pm	
Thursday	22/9/16	10am	Budget 2017/18
Thursday	29/9/16	10am	
Wednesday	19/10/16	3pm	
Thursday	3/11/16	10am	
Wednesday	16/11/16	3pm	
Thursday	8/12/16	10am	
Wednesday	21/12/16	3pm	
Wednesday	18/1/17	3pm	
Tuesday	24/1/17	10am	Budget 2017/18
Tuesday	2/2/17	10am	
Wednesday	8/3/17	3pm	
Thursday	23/3/17	10am	

***PLEASE NOTE THAT THE MORNING SESSIONS START AT 10AM AND THE AFTERNOON SESSIONS START AT 3PM**