

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT

SPECIAL MEETING OF COUNCIL – 31 MAY, 2017

REPORT OF THE CHIEF EXECUTIVE

1. Introduction

1.1 The main purpose of the Annual Meeting of Council, held on 26 May 2017, was to elect the Mayor and Deputy Mayor for the Civic Year 2017/18, together with the Leader and Deputy Leader of the Council.

1.2 There were also a number of other administrative issues on the above Agenda, which are now referred to this adjourned meeting of Council for determination. These matters are summarised in Paragraph 2 below.

2. Administrative Decisions Required for the Civic Year 2017/18

2.1 Various decisions are required to be taken by Council today, in respect of the following matters:

Section A Policy and Budget Framework;

Section B: Executive Arrangements;

Section C: Political Proportionality

Section D: Scrutiny Arrangements;

Section E: Member representation on Other Committees;

Section F: Staff Council and Other Member/Officer Groups;

Section G: Joint Committees, Outside and Other Public Bodies;

Section H: Cycle and Timetable of Meetings plus schedule of Seminar Dates for 2017/18

Section I: AM/MP Protocol

Section J Officer/Member Protocol;

Section K Absence Policy

Section L Distribution of Senior Salaries

3. **Policy and Budget Framework**

In order to reflect changes in Welsh Government Policy and Legislation, an updated version of the Authority's Constitution in relation to the Policy and Budget Framework is attached for approval at Annex A

3.1 **Recommendation**

Council is requested to approve the proposals set out in Annex A.

4. **Executive Arrangements**

4.1 Currently, the Council has a Constitution based on a Leader and a Cabinet Executive of eight other Members. Part 3 of the Constitution summarises the current discharge of functions of the Cabinet and the five Cabinet Boards.

4.2 Council is now required to make decisions for the Civic Year 2017/18, in respect of:

- the size of the Cabinet (number of Executive Posts);
- the relevant Portfolios for each of the Executive Posts; and
- the number and size of Cabinet Boards and their respective Functions.

4.3 **For Council's consideration, the proposed Executive Structure for the Civic Year 2017/18 is to establish a Cabinet of ten Members, including the Leader.**

4.4 Council is also required to receive and approve the Leader's recommendations in respect of the updated Cabinet portfolios proposed for the Municipal Year 2017/18, together with the appointment of Members thereto. These details are set out at Annex B.

4.5 **Recommendations**

Council is requested to approve the proposals set out in Annex B.

5. **Political Proportionality**

The proposed proportional allocation to each relevant Committee is enclosed at Annex C.

6. **Scrutiny Arrangements**

6.1 Part 3 of the Constitution summarises the Authority's Scrutiny functions - which "mirror" Cabinet or their respective Cabinet Boards. For Members' information, details of these functions are contained in **Appendix 1(i)**.

6.2 Council is now required to make decisions for the Civic Year 2017/18, in respect of:

- the proposed appointment of the five Scrutiny Committees and their functions; and
- the number of Members on each Scrutiny Committee and the apportionment of seats-amongst the constituted Political Groups.
- To designate the Community Safety and Public Protection Scrutiny Sub Committee in respect of Crime and Disorder matters and to be authorised to make a report or recommendation under Section 19 (1)(b) and (3)(a) of the Police and Justice Act 2006.

6.3 **For Council's consideration, the proposed Scrutiny Committee Structure for 2017/18 is set out in Annex D of this report (To Follow) – the functions to "mirror" the Cabinet Boards as set out in Annex B.**

6.4 Following approval of the above, Council then needs to consider the allocation of the Chairs to the Scrutiny Committees, taking into account the Political Constitution of the Council and the requirements of Section 21(1) of the Local Government (Wales) Measure 2011, as given below:

- Chairs of the Scrutiny Committees are allocated on a proportional basis i.e. the proportion of Scrutiny Chairs allocated to the Executive (Majority) Group; and the proportion of Scrutiny Chairs allocated amongst the remaining eligible Opposition Political Groups.
- The Executive Group (Labour Group) is to be allocated 3 Chairs of Scrutiny Committees, whilst the proportion allocated to the Plaid Cymru Group is to be 1 Scrutiny Chair and the Independent Democrats is to be 1 Scrutiny Chair.

6.5 The Member appointments to the Scrutiny Committees, including Chairs and Vice Chairs, are then received by Council, in accordance with the wishes of the respective Political Groups. The co-optees to

the Education, Skills and Culture Scrutiny Committee are also required to be re-appointed by Council.

6.6 **Recommendation**

Council is requested to consider the Recommendations in respect of the above, as set out in Annex C and D of this report.

7. **Other Committees of the Council**

7.1 Part 3 of the Constitution summarises the current discharge of functions of the Other Committees of the Council:

- **Planning Committee**
- **Registration and Licensing Committee**
- **Licensing and Gambling Acts Committee**
- **Personnel Committee**
- **Special Appointments Committee**
- **Audit Committee**
- **Democratic Services Committee**
- **Standards Committee**
- **Appeals Panel**

7.2 Council is now required to make decisions for the Civic Year 2017/18, in respect of:

- the continuation of, or any changes to, the existing Constitutional arrangements for each Committee;
- the number of Members on each Committee and the apportionment of seats amongst the constituted Political Groups; and
- the Chairs and Vice Chairs of each Committee (subject to 7.4 below)

7.3 For Council's consideration, the recommendation in **Annex E** of this report proposes the following "Other Committees" be re-constituted under the existing arrangements:

- **Planning Committee**
- **Registration and Licensing Committee**
- **Licensing and Gambling Acts Committee**
- **Personnel Committee**
- **Special Appointments Committee**

- **Appeals Panel**
- **Standards Committee**

For the remaining Committees, the following changes were approved with effect from 2012/13.

7.4 In order to comply with the Local Government (Wales) Measure 2011:

Audit Committee: To comprise at least two-thirds of the Membership as elected Members, with no more than one Executive (Cabinet) Member (who is not the Leader), and with at least one of the members to be a voting lay member. The Committee may recommend to Council the appointment of a number of voting co-optees. **Annex E** identifies a Committee of 12 Members. The Chair and Vice Chair, who must be Opposition Members, are to be appointed by the Committee.

7.5 In order to comply with the Local Government (Wales) Measure 2011:

Democratic Services Committee: to comprise elected Members only, with no more than one Executive (Cabinet) Member (who is not the Leader) and with the Committee Membership reflecting the political balance of the Council, including an Opposition Chair (appointed by Council). The recommendations in **Annex D** identifies a Committee of 12 Members with the Chair to be the same Opposition Chair as the Audit Committee.

7.6 Finally, the Member appointments to the above Committees, including Chairs and Vice Chairs, are received by Council, in accordance with the wishes of the respective Political Groups - taking into account the requirements of the Local Government (Wales) Measure 2011 where applicable.

In addition Council is asked to authorise the Head of Legal Services to receive nominations from the Town and Community Councils for a Community Council member of the Standards Committee together with a deputy and for those persons nominated to be appointed in that capacity provided that the Head of Legal Services certifies that they are eligible for appointment.

7.7 **Recommendations**

Council is requested to consider the Recommendations in respect of the revised “Other Committees” arrangements for 2017/18 as set out in Annex E of this report. In addition, Council is asked to authorise the Head of Legal Services to receive nominations from the Town and Community Councils for a Community Council member of the Standards Committee together with a deputy and for those persons nominated to be appointed in that capacity provided that the Head of Legal Services certifies that they are eligible for appointment.

8. **Distribution of Senior Salaries**

Recommendation

That Council Approves the proposed distribution of the available Senior Salaries (18) as set out in Annex L.

9. **Staff Council and Other Member/Officer Groups**

9.1 Council is required to consider the re-appointment of the following Groups, the number of Members thereon and the respective Chairs for the Civic Year 2017/18:

- Staff Council;
- Communities First Member Briefing Group;
- Corporate Parenting Panel
- Schools Standards Partnership Group

and to receive the Member appointments to the same, according to the wishes of the Political Groups and to confirm the Terms of Reference of both the Corporate Parenting Panel and the Schools Standards Partnership Group

9.2 **Recommendations**

Council is requested to consider the Recommendations in respect of the above Member/Officer Groups for 2017/18 as set out in **Annex F** and confirm the Terms of Reference of both the Corporate Parenting Panel and the Schools Standards Partnership Group

10. **Joint Committees, Outside and Other Public Bodies**

10.1 Council is required to appoint the Member/Officer representation on the above bodies for the Civic Year 2017/18.

10.2 It should be noted that, for Joint Committees, the Assembly now permits Non Executive Members to serve on such Committees where they deal with Executive functions. The Members will however represent the Executive, be accountable to the Executive and thus the Cabinet is responsible for making such appointments.

The Outside Body Representation is contained in Annex G.

10.3 **Recommendations**

Council is requested to consider the Recommendation in **Annex G** for the approval of the above Member/Officer appointments.

11. **Cycle and Timetable of Meetings**

11.1 Council is required to approve the provisional Committee Cycle and Timetable of Meetings for the Civic Year 2017/18. Full details are given in **Annex G** and are subject to the approval of the proposals in Sections 3 to 9 above.

11.2 It should be noted that the Cycle includes the usual four-weekly recess during August for all meetings, other than the “Regulatory” meetings – Planning and Licensing Committees and Appeals Panel. Members are also asked to note that dates for Members’ Seminars included in the Cycle to aid Members in planning their own diary commitments and to promote maximum attendance at Seminars.

11.3 Consultation will continue to be undertaken as appropriate regarding the start time of meetings. Further consultation will be carried out when appropriate to comply with the Local Government Measure 2011 and related Statutory Guidance.

11.4 **Recommendations**

Council is requested to consider and approve the new Committee Cycle and Timetable set out at Annex H.

12. **AM/MP's Protocol**

Council is asked to consider and approve the amended Protocol for dealing with Assembly Members and Members of Parliament as contained in Annex I.

Recommendation

That the amended AM/MP's Protocol as contained in Annex I be approved.

13. **Councillor/Officer Relationships**

In order to promote Officer/Member working relationships a revised protocol has been developed for the consideration of Council, contained in Annex J.

Recommendation

Council is requested to consider and approve the revised Councillor/Officer Relationships contained in Annex J.

14. **Policy for Submitting Apologies for Council Meetings**

During the last administration the Democratic Services Committee carried out a piece of work in developing a draft absence policy. This draft Policy is before Council today for adoption.

Recommendation

Council is requested to consider and adopt the draft Policy for Submitting Apologies for Council Meetings contained in Annex K.

15. **Recommendations**

- (1) Council is requested to approve the amended Policy and Budget Framework as set out in **Annex A**.
- (2) Council is requested to approve the proposals for the Executive arrangements for the Civic Year 2017/18 as set out in **Annex B** .
- (3) Council is requested to approve the proposed size of Council Committees and apportionment of seats to the political groups together

with proposals for the Scrutiny arrangements for the Civic Year 2017/18 as set out in **Annexes C and D**.

- (4) Council is requested to approve the proposals in respect of the revised “Other Committees” , arrangements for the Civic Year 2017/18 as set out in **Annex E** to authorise the Head of Legal Services to receive nominations from the Town and Community Councils for a Community Council member of the Standards Committee together with a deputy and for those persons nominated to be appointed in that capacity provided that the Head of Legal Services certifies that they are eligible for appointment.
- (5) That Council Approves the proposed distribution of the available Senior Salaries (18) as set out in Annexe L.
- (6) Council is requested to approve the proposals in respect of the Staff Council and other Member/Officer Groups as set out in **Annex F**
- (7) Council is requested to approve the proposals in respect of the Joint Committees, Outside and Other Public Bodies as set out in **Annex G** subject to the membership appointment to Joint Committees being approved by Cabinet at its meeting following Council.
- (8) That the Cycle and Timetable of Meetings for 2017/18, as set out in **Annex H** be approved;
- (9) That the amended AM/MP’s Protocol as contained in Annex I be approved.
- (10) Council is requested to consider and approve the revised Councillor/Officer relationships Protocol contained in Annex J .
- (11) Council is requested to consider and adopt the Policy for submitting apologies for Council meetings as contained in Annex K .

16. **List of Background Papers**

Local Government (Wales) Measure 2011 and Guidance Notes.
The Council's Constitution Document.

17. **Wards Affected**

All

18. **Officer Contacts**

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FOR INFORMATION: Extract from Council's Constitution –

“6. FUNCTIONS OF OVERVIEW AND SCRUTINY COMMITTEES

6.1. The functions of Overview and Scrutiny Committees are:-

6.1.1. To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,

6.1.2. To make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,

6.1.3. To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,

6.1.4. To make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,

6.1.5. To make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area (insofar as the committee is not, or committees are not, under a duty to do those things by virtue of section 22A of the Local Government Act 2000,

- 6.1.6. In the case of the overview and scrutiny committee or committees of an authority to which section 224 of the National Health Service Act 2006 or section 184 of the National Health Service (Wales) Act 2006 applies, to review and scrutinise, in accordance with regulations under whether of those sections , matters relating to the health service (within the meaning given by the Act concerned, and as extended by the section concerned) in the authority’s area, and to make reports and recommendations on such matters in accordance with the regulations.
- 6.1.7. To make reports or recommendations on matters which relate to Designated Persons and affect the Council’s area or the inhabitants of that area.¹
- 6.1.7.1. A Designated Person is a person:-
- 6.1.7.2. Who is designated by the Welsh Ministers in accordance with Section 21G of the Local Government Act 2000 or
- 6.1.7.3. Who falls within a category of person so designated.²
- 6.2. In exercising its functions an Overview and Scrutiny Committee must take into account any views brought to its attention under paragraph 14.1.4.³
- 6.3. An Overview and Scrutiny Committee must take account of guidance issued by the Welsh Ministers.⁴

¹ Section 21 (2ZA) LGA 2000

² Section 21 (18) LGA 2000

³ Section 62(3) Local Government Act 2000 (“LGA 2000”)

⁴ Section 62(5) Local Government (Wales) Measure 2011

ANNEX A

POLICY AND BUDGET FRAMEWORK

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/Well-being Plan
- Corporate Improvement Plan and Annual Report/Well-being Objectives and Well-being 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

EXECUTIVE ARRANGEMENTS

Executive Arrangements

RECOMMENDED

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

Note: the Cabinet Boards are "Cabinet Committees" under the Local Government Act 2000

ANNEX B

CABINET FUNCTIONS

To discharge with delegated authority the following functions :-

General

- (1) strategic leadership and direction; responsibility for the economic, social and environmental well-being of the area within the Council's policy and budgetary framework, and the three guiding principles of sustainability, social inclusion and equalities.
- (2) developing and proposing to the full Council, those plans and strategies which are set out under the Council's terms of reference as the policy and budget framework (*2007 Regulations*) or approving such other executive plans or strategies which are for the executive to determine
- (3) proposing the annual budget to the full Council for approval, including the allocations to different services and projects, proposed taxation levels and contingency funds (*2007 Regulations*)
- (4) consulting the relevant Overview and Scrutiny Committees in the development of the policy and budget framework, and such other matters as deemed appropriate
- (5) the search for Improvement and receiving the outcome of reviews from Overview and Scrutiny Committees
- (6) taking in-year decisions on resources and priorities (together with other stakeholders and partners in the local community as appropriate) to deliver the budget and policies decided by the full Council i.e. implementing the policies and spending the budget in accordance with the policy framework and the Council's financial rules and regulations. The Executive will then be accountable to the Council and the public for its decisions – and it will be able to take decisions within a virement limit set out in financial procedure rules of the requisite budget if the decisions are in line with the policy and budget framework.
- (7) dealing with emerging issues.
- (8) dealing with unexpected events (e.g. civil contingencies/emergencies).
- (9) continuing to develop partnerships with other public, private, voluntary and community sector organisations to address local needs.

(10) delivering services in line with the adopted policies and budgets, including electronic service delivery

(11) consulting other relevant Committees of the Council in other matters e.g. Planning Committee in the case of the Local Development Plan.

(12) responding to any recommendations of Overview and Scrutiny Committees

(13) compulsory purchase orders where appropriate to executive functions.

(14) to determine any arrangements for the discharge of executive functions directly by or jointly with another Authority or Authorities (unless being matters within the purview of the Council)

(15) to deal with the following functions on a “local choice basis” (*Schedule 2 of 2007 regulations*) :-

- receive and approve the outcome of Reviews from Overview and Scrutiny Committees or from Officers
- any local Act functions delegated by the Council other than a function specified or referred to in Schedule 1 of the 2007 Regulations.
- make appointments to outside bodies if relevant to executive functions
- control of pollution (air, water, land), related statutory nuisances and other environmental protection functions, incorporating in particular the functions 10-15 of schedule 2 of the “local choice” regulations 2007.
- Making of agreements for execution of highway works – s 278 Highways Act 1980.
- Obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976
- functions in respect of Council Tax base as specified in the Regulations

- functions in relation to the revision of decisions made in connection with claims for housing benefit or Council Tax benefits (note: appeals under section 68 and Schedule 7 to the Child Support Pensions & Security Act 2000 are to an independent tribunal)
- maladministration issues under section 92 of the Local Government Act 2000 (except for section 19 Ombudsman reports under the 2005 Act) – and also under sections 21 & 34 of the Public Services Ombudsman (Wales) Act 2005.

(16) draft the Corporate Plan, including the identification of the Council's Well-being objectives, well-being statement and priorities for improvement during the plan period; consult the Cabinet Overview and Scrutiny Committee and any other Scrutiny Committee as deemed appropriate and recommend to Council.

“ draft the Annual Report, accounting for the extent to which the Council has delivered the 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.

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

Three members holding cabinet portfolios 1,3 and 4

All matters under 1,2 3 and 4 above and any other related matters not so listed. If deemed urgent by the Leader or in his absence the Deputy Leader any matters under 5,6,7,8,9 or 10, 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).

Social Care, Health and Well-being Cabinet Committee

Two members holding cabinet portfolios 6 and 7.

All matters under 6 and 7 and any other related matters not so listed.

Education, Skills and Culture Cabinet Committee

Two members holding portfolios 7 and 8.

All matters under 8 and any other related matters not so listed.

Regeneration and Sustainable Development Cabinet Committee

Two members holding portfolios 5 and 10.

All matters under 5 and 10 and any other related matters not so listed.

Streetscene and Engineering

Two members holding portfolios 9 and 10.

All matters under 9 and any other related matters not so listed.

The Cabinet Committees are also delegated to discharge executive functions as follows in relation to the matters referred to above:

- a) Deal with any matters referred from Cabinet
- b) Work closely with the relevant Overview and Scrutiny Committees, particularly in pre-scrutiny
- c)
 - Monitor the performance of services, paying particular attention to the priorities for improvement set out in the Corporate Plan;
 - Compare the performance of the Council's services over time and with other authorities who provide similar services;
 - From time to time, consider whether to exercise the power to collaborate;
- d) Implement and monitor improvement actions following improvement or efficiency reviews
- e) Implement and monitor recommendations arising from the Wales Audit Office reports;
- f) Implement and monitor service-related requirements arising from the Wales Audit Office Annual Improvement Report
- g) Manage operational land and property
- h) Authorise expenditure from approved budget limits on matters within their purview and recommend any virements, where appropriate, to Cabinet and Council;
- i) Any executive matters which are otherwise delegated to officers which relate to the functions of the committee;
- j) The other general matters specified for the Cabinet in Annex G as it relates to the functions of the Cabinet Committees

Cabinet Portfolios

The Council may determine at any time that individual cabinet members can discharge executive functions. But in the absence of any such formal delegations, the Council will in any event determine "cabinet portfolios" for individual cabinet members – a "portfolio" being a range of issues apportioned to a cabinet member but without authority to formally discharge executive functions individually unless so authorised by Council in this Constitution. Such delegated authority is not currently given under

this Constitution to cabinet members to discharge executive functions individually. The broad range of cabinet portfolio issues are set out below:

1. Community and Strategic Leadership

- Political Leadership
- Policy and Strategic Resource Planning
- Democratic Services/Member Support
- Well-being Plan/Public Services Board
- Overview of regional and wider area collaborative working arrangements
- Corporate Governance and Risk Management

Related Strategies/Themes

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

Other:

- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Chief Executive's Office as a whole
- Public Services Board matters

2. Transformation/Deputy Leader

- Transformation
- Innovation and Best Practice
- Income Generation - Policy and Strategy
- Digital Champion
- Deputising for the Leader of Council
- Co-ordination of the forward work programme
- Communications and community/public relations

- Voluntary Sector and External Partnerships overview

Related Strategies/Themes

- Communications Strategy
- Voluntary Sector Compact
- Digital by Choice

3. Finance

- Budget strategy and Forward Financial Plan
- Budget monitoring
- Treasury Management
- Income Generation – Policy implementation
- Revenues and housing benefits
- Debt write off

Related Strategies/Themes

- Forward Financial Plan
- Budget
- Income Generation Policy

Other

- Functions in respect of calculation of council tax base, as specified in Schedule 2 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 as amended hereafter the 2007 Regulations being Sections 33 (1), 44 (1), 34 (3), 45 (3), 48 (3) and (4) of the Local Government Act 1992
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Finance and Corporate Services Directorate as a whole

4. Corporate Services and Equalities

- Corporate Support and Performance Management
- Social inclusion, including welfare reform, poverty, equalities, Welsh Language, community development, BME Forum, Disability Groups and Lesbian/Gay/Bisexual/Transgender Forum
- Legal Services, including Coroner, Registration and Margam Crematorium
- Executive personnel policy/issues
- Occupational Health and Safety as an employer
- Customer Services
- ICT
- Procurement
- Trade Union relationships/Staff Council

Related Strategies/Themes

- Procurement Strategy
- Freedom of Information and Data Protection
- People Management Strategy
- Strategic Equality Plan
- Welsh Language Standards

Other

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

5. Community Safety and Public Protection

- Community Safety matters
- Counter-terrorism and extremism
- Violence Against Women, Domestic Abuse and Sexual Violence
- Anti-Social Behaviour
- Substance Misuse and Area Planning Board
- Business Continuity Planning and Emergency Planning
- CCTV
- Environmental Health, including pollution control and contaminated land, food safety, private drains and sewers, housing enforcement and tobacco protection

- Trading Standards, including animal welfare

Related Strategies/Themes

- Trading Standards Performance Plan
- Food Law Enforcement Plan
- Tobacco Protection Plan
- Community Safety Strategy
- Violence Against Women, Domestic Abuse and Sexual Violence Strategy
- Area Planning Board Commissioning Strategy
- Major Incident Plan and related plans
- Air Quality Strategy

Other

- Functions
- Functions of Schedule 2 of the 2007 Regulations as follows:
 - Any function relating to contaminated land.
 - The discharge of any function relating to the control of pollution or the management of air quality.
 - The service of an abatement notice in respect of a statutory nuisance.
 - The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
 - The inspection of the authority's area to detect any statutory nuisance.
 - The investigation of any complaint as to the existence of a statutory nuisance.
 -
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Community safety and related community safety partnership matters, including drug and alcohol misuse, anti-social behaviour enforcement
- Area Planning Board
- Violence Against Women, Domestic Abuse and Sexual Violence Leadership Group

6. Adult Social Services and Health

- Adult community care services
- Older people's community care services
- Welfare Rights
- Older persons generally, including Older Persons Council
- Health partnerships and integrated services
- Homelessness
- Supporting People
- Safeguarding
- Support to Fostering and Adoption Panels

Related Strategies/Themes

- Older Persons Strategy
- Supporting People, Older Persons and Carers Champion
- Population Assessment and Area Plan

Other

- Adult Social Services functions under the Social Services and Well-being (Wales) Act 2014
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Social Services, Health and Housing Directorate as a whole
- Western Bay Health and Social Services Collaborative

7. Children's Social Services

- Children in Need and families
- Youth Offending Service
- Hillside Secure Unit
- Team Around the Family
- Corporate Parenting
- Safeguarding
- Adoption and Fostering arrangements

Related strategies/Themes

- Youth Justice Plan
- Population Assessment and Area Plan

Other

- Children and Young People Social Services functions under the Social Services and Well-being (Wales) Act 2014
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Western Bay Health and Social Services Collaborative

8. Education, Skills and Culture

- Integrated Planning and Commissioning for Children's Services – under Part 5 - Children's Act 2004 (Cabinet Member is Lead Member as required in the Act)
- Think Families Partnership
- Children's Rights
- Children's Playschemes
- Youth Service
- Youth Council
- School Improvement and Inclusion
- Lifelong Learning, adult education, post-16 provision
- School governors
- School reorganisation (Strategic School Improvement Programme)

- Communities First and community development
- Children's Zones
- Community Centres
- Libraries
- Margam Park, Gnoll Park, Afan Argoed
- Sports Development and Leisure Services
- Cultural services
- Additional Learning Needs

Related Strategies/Themes

- Play Strategy
- Childcare Strategy
- Welsh in Education Strategic Plan
- Youth Engagement and Progression Framework
- Families First Plan
- Leisure and Culture Strategy

Other

- Education Trust Fund
- As Local Education Authority
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Education, Leisure and Lifelong Learning Directorate as a whole
- Education Regional Working (ERW)
- Functions specified in Schedule 2 of the 2007 Regulations in respect of approval by a local authority under Section 51 or a determination by a local authority under Section 53 of the Schools Standards and Organisation (Wales) Act 2013

WESP Forum

9. Streetscene and Engineering

- Engineering and Highways
- South Wales Trunk Road Agency
- Coastal Protection
- Road Safety
- Highway Development Control

- Traffic Orders
- Transport Policy
- Concessionary Fares
- Passenger/community transport
- Land Drainage
- Flood Defence
- Fleet Management and Maintenance
- Highways Maintenance and Operations
- In-house Building Services
- Public Lighting
- Neighbourhood Services and Management
- Grass Verge and associated landscaping
- On and off street parking
- Highway Asset Management
- Maintenance and management of other parks, playgrounds, sports fields, bowling greens etc
- Grounds maintenance, arboricultural services
- Japanese Knotweed
- Cemeteries
- Waste management, including recycling
- Regional Waste Plan
- Dog and animal impounding
- Pest Control
- Litter enforcement
- Bus Shelters

Related Strategies/Themes

- Local Transport Plan
- Waste Strategy
- Active Travel Plan

Other

- Functions of Schedule 2 of the 2007 Regulations in respect of the making of agreements for the execution of highways works
 - NPT Waste Management Company Limited (as shareholder)
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above

10. Regeneration and Sustainable Development

- Sustainability
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Active Travel
- Canals
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy
- Economic Development and Regeneration
- Business services and grants/loans to businesses
- Industrial Estates
- Baglan Energy Park
- Coed Darcy
- Aberavon Seafront Strategy
- Town Centre Strategies
- Valley Strategies
- Employability programmes
- Europe and European Funding
- Planning Policy and Guidance
- Regional Plan
- High Hedges
- Architectural Design
- Construction project management
- Promotion of high quality design
- Asset Management and Asset Sponsorship
- Estate Management (non-housing/non-operational property)
- Estates and Valuation (including acquisition and disposal of land/property)
- Facilities Management, including catering and cleaning
- Energy Management
- Enterprise Zone
- Street Naming
- Development Management
- Building Control

Related Strategies/Themes

- Regional Economic Development Strategy/City Region
- Local Development Plan
- Regional Plan
- Asset Management Strategy
- Environmental Strategy
- Biodiversity Plan
- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies

Others

- Residual planning functions – eg preparation of supplementary planning guidance, designation of conservation areas, areas of archaeological interest and nature reserves, removal of permitted development rights through Article 4 directions
- Obtaining particulars of persons interested in land (s16 Local Government[Miscellaneous Provisions] Act 1976)
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Environment Directorate as a whole
- Obtaining of information under s 300 Town and Country Planning Act 1990 as to interest in land.
- Functions of Schedule 2 of the 2007 Regulations relating to The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land and the obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
 -
- City Region Partnership

The Cabinet Committees are also delegated to discharge executive functions as follows in relation to the matters referred to above:-

- (a) deal with any matters referred from Cabinet
- (b) work closely with the relevant Overview and Scrutiny Committees, particularly in pre decision-scrutiny.
- (c)
 - Monitor the performance of services, paying particular attention to the priorities for improvement set out in the Corporate Plan;
 - Compare the performance of the Council's services over time and with other authorities who provide similar services;
 - From time to time consider whether to exercise the power to collaborate
- (d) implement and monitor improvement actions following improvement or efficiency reviews
- (a) implement and monitor recommendations arising from the Wales Audit Office Reports.
- (b) implement and monitor service related requirements arising from the Wales Audit Office Annual Improvement Report
- (c) manage operational land and property
- (d) authorise expenditure from approved budget limits on matters within their purview, and recommend any virements where appropriate to Cabinet or Council
- (e) any executive matters which are otherwise delegated to officers which relate to the functions of the Committee
- (f) the other general matters specified for the Cabinet in Annex G as they relate to the functions of the Cabinet Committees.

MEMBERSHIP ARRANGEMENTS

LEADER / CABINET EXECUTIVE (Cabinet – 10)

Portfolio 1	Community and Strategic Leadership	(Leader) Cllr R G Jones
Portfolio 2	Transformation	(Deputy Leader) Cllr A J Taylor
Portfolio 3	Finance	Cllr C Clement-Williams
Portfolio 4	Corporate Services and Equalities	Cllr D Jones
Portfolio 5	Community Safety and Public Protection	Cllr D W Davies
Portfolio 6	Adult Social Services and Health	Cllr P D Richards
Portfolio 7	Children's Social Services	Cllr A Lockyer
Portfolio 8	Education, Skills and Culture	Cllr P A Rees
Portfolio 9	Streetscene and Engineering	Cllr E V Latham
Portfolio 10	Regeneration and Sustainable Development	Cllr A Wingrave

CABINET BOARDS

Policy and Resources Cabinet Board (3):

Cllr R G Jones (OR Cllr A.J.Taylor) and Cllr C Clement-Williams and
Cllr D Jones

Social Care, Health and Wellbeing (2):

Cllr P D Richards and Cllr A Lockyer

Education, Skills and Culture Cabinet Board (2):

Cllr A Lockyer and Cllr P A Rees

Regeneration and Sustainable Development Cabinet Board (2):

Cllr D W Davies and Cllr A Wingrave

Streetscene and Engineering Cabinet Board (2):

Cllr E V Latham and Cllr A Wingrave

- Notes: (1) If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Cabinet Board.*
- (2) Leader and Deputy Leader, as of right, may attend any Cabinet Board; other Cabinet Members may also be invited to attend other Cabinet Boards depending on the issues.*

ANNEX C

POLITICAL PROPORTIONALITY

SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS - 2017/2018 as at 11 May 2017

COUNCIL COMMITTEES	TOTAL NO. OF SEATS 64	Labour (43) 67.19%	Plaid Cymru (15) 23.44%	Independent Democrats (6) 9.38%
POLICY AND RESOURCES SCRUTINY COMMITTEE	16	11	4	1
SOCIAL CARE, HEALTH AND WELLBEING SCRUTINY COMMITTEE	13	9	3	1
EDUCATION AND CULTURE SCRUTINY COMMITTEE	15† (+8)	10	3	2
LEISURE AND CULTURE SCRUTINY SUB-COMMITTEE	9	6	2	1
REGENERATION AND SUSTAINABLE DEVELOPMENT SCRUTINY COMMITTEE	12	8	3	1
COMMUNITY SAFETY AND PUBLIC PROTECTION SUB-COMMITTEE	9	6	2	1
STREETSCENE AND ENGINEERING SCRUTINY COMMITTEE	12	8	3	1
PLANNING COMMITTEE	12	8	3	1

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

STAFF COUNCIL	12	Cabinet Members	Opposition Leader or sub	Opposition Leader or sub
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- Notes:**
- (1) † In context of voting co-optees - 4 voting Co-optees (with 4 non voting Co-optees) for the Scrutiny Committee; 1 voting Lay Member for the Audit Committee.
 - (2) φ Registration and Licensing / Licensing and Gambling Acts Committees – same Chair/Vice Chair and Committee Membership.
 - (3) # Comprises Chair & Vice Chair of the Committee plus one other Member on a rota/availability basis
 - (4) * 1989 Act does not apply. Separate substitute arrangements also.

ANNEX D

SCRUTINY ARRANGEMENTS

SCRUTINY COMMITTEES

POLICY AND RESOURCES (including Cabinet Scrutiny) (16)	
Chairperson:	A N Woolcock
Vice Chairperson:	S Rahaman
Members: Labour	M.Crowley, S.Freeguard, M.Harvey,H.N.James, L.Jones, S.Miller, S.M.Penry, A.L.Thomas, J.Warman
Members: Plaid Cymru	L.M.Purcell, A.Llewelyn, J.D.Morgan, C.Edwards
Members: Independent Democrats	S.K.Hunt

SOCIAL CARE HEALTH AND WELLBEING (13)

Chairperson:	A.Llewelyn
Vice Chairperson:	S.Freeguard
Members: Labour	C.Galsworthy, H.N.James, J.Miller, S.Paddison, M.Protheroe, S.Reynolds, J.Warman, D.Whitelock
Members: Plaid Cymru	L.M.Purcell and C.Williams
Members: Independent Democrats	H.C.Clarke

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

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

Leisure And Culture Sub Committee (9)	
Chairperson:	A.L.Thomas
Vice Chairperson:	M.Crowley
Members: Labour	D.Whitelock, S.Miller, S.Renkes, R.Taylor

Members: Plaid Cymru	To Be Confirmed
Members: Independent Democrats	M.Ellis

REGENERATION AND SUSTAINABLE DEVELOPMENT(12)	
Chairperson:	S.K.Hunt
Vice Chairperson:	L.Jones
Members: Labour	D.Cawsey, C.Jones, S.Jones, D.Keogh, R.Taylor, S.Pursey, S.Rahaman
Members: Plaid Cymru	A.Richards,D.M.Peters, J.Evans
Members: Independent Democrats	CHAIRMAN

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

Community Safety And Public Protection Sub Committee (9)	
Chairperson:	S.K.Hunt
Vice Chairperson:	L.Jones
Members: Labour	C.Jones, S.Jones, D.Keogh, R.Taylor, S.Rahaman
Members: Plaid Cymru	To Be Confirmed
Members: Independent Democrats	CHAIRMAN

STREETSCENE AND ENGINEERING (12)

Chairperson:	S M Penry
Vice Chairperson:	S.Jones
Members: Labour	A.Aubrey, A.P.H.Davies, C.James, A.McGrath, R.Thomas, R.Wood
Members: Plaid Cymru	W.Griffiths, R.Davies, H.Jones
Members: Independent Democrats	N.J.Davies

ANNEX E
OTHER COMMITTEES

Other Committees

RECOMMENDED

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

Planning Committee (12 Members)

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

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

Personnel Committee (12 Members)

Special Appointments Committee (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.

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

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

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

* Same Membership for both these Committees

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

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

LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)

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

Note: if the Chair or Vice Chair are unavailable, then other Members of the Sub-Committee be utilised for the purpose of maintaining a quorum of three Members for each Sub Committee meeting.

PERSONNEL COMMITTEE (12)**Chairperson:**

D Jones

Vice Chairperson:

S.Paddison

Members: LabourR.Jones, A.Taylor, E.V.Latham,
S.Renkes, D.Cawsey, S.Miller**Members: Plaid Cymru**

To Be Confirmed

**Members: Independent
Democrats**

S.Knoyle

Note: Remaining Cabinet Members to attend as non-voting advisers as necessary

SPECIAL APPOINTMENTS COMMITTEE (10/11)**Chairperson:**

D Jones

Vice Chairperson:

M.Harvey

Members: LabourM.Crowley, S.Paddison, S.Reynolds,
A.Woolcockand **one** of the following for Heads of
Service appointments: **two** of the
following for Corporate Directors
appointments*Chief Executive's and Finance and
Corporate Services*Any one/two of the voting Members
below:*Social Care, Health and Well-being**Education, Skills and Culture**Regeneration and Sustainable**Development**Streetscene and Engineering***Members: Plaid Cymru**

To Be Confirmed

**Members: Independent
Democrats**

S.Knoyle

*Note: the relevant Regulatory Chairs or relevant Scrutiny Chair to be
invited to attend as a non voting advisers as appropriate to the
appointment*

AUDIT COMMITTEE (12) + 1	
Chairperson:	J.D.Morgan
Vice Chairperson:	L.M.Purcell
Members: Labour	A.Aubrey, M.Crowley, S.Freeguard, H.N.James, J.Miller, S.Reynolds, J.Warman, R.Wood
Members: Plaid Cymru	A.Richards
Members: Independent Democrats	H.Clarke
Voting Lay Member:	Mrs J Jenkins

DEMOCRATIC SERVICES COMMITTEE (12)	
Chairperson:	J.D.Morgan
Vice Chairperson:	M.Harvey
Members: Labour	A.J.Taylor, S. ap Dafydd, S.Miller, M.Protheroe, S.Pursey, S.Renkes, R.Taylor
Members: Plaid Cymru	L.M.Purcell, A.Richards
Members: Independent Democrats	S.K.Hunt

APPEALS PANEL (5)	
Chairperson:	S Reynolds
Vice Chairperson:	D.Keogh
Members: Labour	D.Cawsey,
Members: Plaid Cymru	A.Llewelyn
Substitutes: Labour	C.Galsworthy, A.McGrath
Substitutes: Plaid Cymru	R.Phillips, R.Davies, L.Purcell, N.Hunt, S.Bamsey
Members: Independent Democrats	M.Ellis
Substitute: Independent Democrats	S.Knoyle, S.Harris

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:	A.L.Thomas, D.Keogh
Community Council Member: <i>(* independent members)</i>	To Be Confirmed
Substitutes: For NPTCBC Members: For Community Council Member:	To Be Confirmed

ANNEX F

STAFF COUNCIL AND OTHER MEMBER/OFFICER GROUPS

Staff Council and Other Member/Officer Groups

- (6) That the existing Groups under the current Constitution be re-appointed as follows:
- (i) A Staff Council of 12 Members be appointed for the Civic Year 2017/18, together with a Local Government Services Sub Group (7 Members) and a Schools Sub Group (7 Members). Council is asked to appoint a Chairman and Members thereto. There will also be appropriate Trade Union representatives;
 - (ii) Three Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-
 - Communities First Member Briefing Group (all ward Members for the Communities First areas);
 - Corporate Parenting Panel (9 Members) See Terms of Reference below;
 - School Standards Partnership Group (14 Members). See Terms of Reference below
- (7) that the Members to serve on each of the above, for the Civic Year 2017/18 (in accordance with the wishes of each Political Group, as indicated to the Chief Executive), including the respective Chairs, be approved as set out in Appendix 4.

CORPORATE PARENTING PANEL TERMS OF REFERENCE/MEMBERSHIP

1. A Corporate Parenting Panel is formally established as part of the Annual Meeting arrangements with clear terms of reference, membership and reporting lines.

2. The Panel to meet six weekly in the first year.

3. The terms of reference are:

- To ensure looked after children and young people are seen as a priority by the whole of the Council and its partners.
- Scrutinise the policies, opportunities and procedures in place across the Council to support looked after children and young people in achieving their potential and make recommendations, where appropriate to the Cabinet, for improvement.
- Gather the views of, and act as advocate for looked after children and young people and care leavers.
- To monitor and evaluate the responsiveness of partners in supporting children and young people looked after to achieve their potential.
- To hold officers and partners to account.

4. Membership

- Chairman: A.R.Lockyer (Cabinet Member for Children's Social Services)
- Cllr P A Rees (Cabinet Member for Education, Skills and Culture)
- Cllr A.L.Thomas (Chair of Education, Skills and Culture Scrutiny Committee)
- Cllr S.Rahaman (Vice Chair of Policy and Resources Scrutiny Committee)
- Cllr L.Jones (Vice Chair of Regeneration and Sustainable DevelopmentScrutiny Committee)
- Cllr S.Jones (Vice Chair of Streetscene and Engineering Scrutiny Committee)
- Cllr S Freeguard (Vice Chair of Social Care, Health and Well-being Scrutiny Committee)
- Plaid Cymru Group -To Be Confirmed
- Independent Democrats Group– M.Ellis
- Labour Group (4) Cllrs S.Paddison, S.Miller, M.Harvey, A.J.Taylor

-

Attendees to include:

- Foster Parent
- Care Leaver
- Director of Social Services, Health and Housing
- Head of Children and Young People
- Principal Officer with responsibility for looked after children
- Education Co-ordinator
- Others subject to the business of the Committee (to include wider partners)

5. Initial Work Programme

To include:

- To prepare a corporate parenting policy statement.
- To understand the outcomes being achieved by looked after children in Neath Port Talbot and identify areas where improvement work should be concentrated in the first instance, starting with improving educational achievements.
- Ensuring all elected members have appropriate opportunities to ensure they fully understand their corporate parenting responsibilities. This is to include initial induction, clear role descriptions, and suitable training and guidance.
- To commission suitable information to support Elected Members in their corporate parenting roles. To include identifying what information is important, what insight it provides for Members and how to determine if the information is highlighting good or poor performance.
- Reporting Arrangement –letter from Panel Chairperson to the Cabinet Member for Children and Young People. Letter from chairperson to other Members as appropriate. Annual report from the Panel to full Council.

Schools Standards Partnership Group

TERMS OF REFERENCE

Neath Port Talbot Schools Standards Partnership Group was set up as a working party to support the improvement of school standards. The Group gives Head-teachers and Chairs of Governors the opportunity to discuss the performance and standards of a school with Councillors and Senior Officers in a non-public forum in an informal and flexible manner.

Membership of the Group

- Lead Member for Education, Skills and Culture (to be substituted by the Lead Member for Children's Social Services in the case of schools under the Lead Member for Education, Skills and Culture governance remit being considered)
- Chair of Education, Skills and Culture Scrutiny Committee (to be substituted by the Vice Chair of Education, Skills and Culture Scrutiny Committee in the case of schools under the Chair of Education, Skills and Culture Scrutiny Committees governance remit being considered)
- Cross Party Representatives to include 1 Labour, 1 Independent and 1 Plaid Cymru Member (with named substitutes in the case of schools under their governance remit being considered)
- Head of Participation
- Appropriate School Challenge Advisor
- Representative from Data Team () Support
- Administrator (Democratic Services) ()

The Group will:

1. Monitor the performance of every school on a 3 yearly basis or more frequently as the Group deems appropriate and will monitor 3 schools per half term.
2. Consider the following information:
 - Key Stage results
 - Other attainment information
 - Attendance
 - Exclusions rata
 - School context
 - Safeguarding
 - Regional School Improvement Data
 - Complaints to schools
3. Receive a presentation from the Head teacher on the context of the school and school standards.
4. Question the Head teacher, Chair of Governors and one other representative from the Governing Body in relation to school performance and achievements.
5. Identify areas of good practice and support its dissemination.
6. Identify areas and actions for improvement.
7. Provide Head teachers and Chairs of Governors with the opportunity to comment on the support received from the Council.

Each school who is invited to attend SSMG will be asked to complete a proforma containing information on their school.

Following the meeting, notes and action points from the meeting will be circulated to all members of the Group, the Head teacher, Chair of Governors and the Governing Body. The appropriate School Challenge Advisor will visit the school to go through the action points. The School Challenge Advisor will then attend the next SSMG to update the Group on how the actions have/will progress.

Issues raised through SSMG will be dealt with through the appropriate processes and protocols.

The SSMG will report back termly to the Education, Skills and Culture Scrutiny Committee on:

- Schools monitored in the period
- Key emerging themes
- Escalations of concerns

If the school due to be subject to the SSMG has received an inspection notice there will be an option to defer the visit by agreement of the Chair of the Group.

<i>OTHER MEMBER GROUPS</i>

STAFF COUNCIL (12)	
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Chairperson:	D.Jones
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Members:	R.G.Jones, A.J.Taylor, P.D.Richards, D.W.Davies, A.Wingrave, C.Clement- Williams, P.A.Rees, A.R.Lockyer, E.V.Latham, S.K.Hunt
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	Plaid Cymru – To Be Confirmed
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COMMUNITIES FIRST MEMBER BRIEFING GROUP (39)**Chairperson:**

A.Wingrave

Members:All Ward Members of the
Communities first areas (see
attached list A)**CORPORATE PARENTING PANEL (13)****Chairperson:**

A.R. Lockyer

Members:A.L.Thomas, S.Rahaman,
S.Freeguard, P.A.Rees, S.Paddison,
S.Miller, M.Harvey, A.J.Taylor,
L.Jones, S.Jones, H.Jones, M.Ellis

SCHOOLS STANDARDS PARTNERSHIP GROUP (6)**Chairperson:**

P.A.Rees

Members:A.L.Thomas, M.Crowley,
M.Ellis, plus 2 Plaid Cymru Members

COMMUNITIES FIRST MEMBER BRIEFING GROUP

<u>ABERAVON DIVISION</u>		NEATH NORTH DIVISION	
Councillor S.Bamsey	Plaid Cymru	Councillor A.R.Lockyer	Labour
Councillor S.ap Dafydd	Labour	Councillor M.Protheroe	Labour
Councillor N.Hunt	Plaid Cymru	<u>NEATH SOUTH DIVISION</u>	
<u>BRITON FERRY EAST DIVISION</u>		Councillor J.Evans	Plaid Cymru
Councillor C.James	Labour	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 S.Miller	Labour
Councillor C.Galsworthy	Labour	Councillor S.M.Penry	Labour
Councillor R.Mizen	Labour	ONLLWYN DIVISION	
Councillor D.Whitelock	Labour	Councillor D.Cawsey	Labour
CIMLA		PELENNA DIVISION	
Councillor A.McGrath	Labour	Councillor M.Ellis	Independent
Councillor J.Warman	Labour	PONTARDAWE DIVISION	
CYMMER DIVISION		Councillor L.M.Purcell	Plaid Cymru
Councillor S.Jones	Labour	Councillor A.J.Richards	Plaid Cymru

GLYNCORRWG DIVISION		SANDFIELDS EAST DIVISION	
Councillor J.E.Davies	Independent	Councillor M.Crowley	Labour
GLYNNEATH		Councillor E.V.Latham	Labour
Councillor S Knoyle	Independent	Councillor S.Pursey	Labour
Councillor J.D.Morgan	Plaid Cymru	SANDFIELDS WEST DIVISION	
COEDFFRANC CENTRAL		Councillor O.S.Davies	Labour
Councillor A.Aubrey	Labour	Councillor S.Paddison	Labour
Councillor A.P.H.Davies	Labour	Councillor R.W.Wood	Labour
GODRE'RGRAIG DIVISION		SEVEN SISTERS DIVISION	
Councillor R.Davies	Plaid Cymru	Councillor S.Hunt	Independent
GWYNFI DIVISION		YSTALYFERA	
Councillor R.Thomas	Labour	Councillor A.Llewelyn	Plaid Cymru
		YSTRADGYNLAIS	
		Councillor H Williams	
		Chairman: A.Wingrave	

ANNEX G

JOINT COMMITTEES, OUTSIDE AND OTHER PUBLIC BODY ARRANGEMENTS

Joint Committees, Outside and Other Public Bodies

- (8) That the above Member/Officer Representative appointments for the Civic Year 2017/18 (where appropriate, in accordance with the wishes of each Political Group, as indicated to the Chief Executive), and tabled as Appendix 4 at the adjourned meeting, be approved, subject to the Membership appointment to the Joint Committees being approved by Cabinet at its meeting following Council.

<u>Name of Outside Body</u>	<u>Councillor Reps</u>
The Pension Fund Committee (City and County of Swansea)	P.A.Rees
Local Pension Board (City and County of Swansea)	A.R.Lockyer
South Wales Police and Crime Panel	P.A.Rees
Mid and West Wales Fire Authority	A.N.Woolcock, M.Crowley, J.Warman, A.Llewelyn
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) J.Evans (6 year period - until 31 st March 2023)
West Wales Valuation Tribunal Appointments Panel	A.P.H.Davies and H.N.James (Deputies R.Wood and S.Renkes)
SWW Trade Union Consultative Committee	D.Jones

S.A.C.R.E. (Neath Port Talbot)	D.W.Davies, S.Freeguard, P.A.Rees, H.N.James, A.L.Thomas, A.Aubrey, J.Dudley and Director of Education, Leisure and Lifelong Learning
Welsh Association of S.A.C.R.E.	P.A.Rees
NPT Homes	A.Wingrave, A.R.Lockyer, R.Davies and S.ap Dafydd
Abertawe Bro Morgannwg Community Health Council	S.Jones and C.Edwards
Local Government Association (England & Wales) Groups	R.G.Jones, A.J.Taylor and C.Clement-Williams
Welsh Local Government Council/General Assembly	R.G.Jones, A.J.Taylor and C.Clement-Williams (substitute)
Welsh Local Government Association Co-ordinating Committee	R.G.Jones

WLGA – South West Wales Regional Board	R.G.Jones
Care and Repair Western Bay – Board of Management	P.D.Richards
ATC Port Talbot 499 Squadron	S.Paddison
Wales Territorial Auxiliary and Volunteer Reserve Association	A.R.Lockyer
NPT Menter Iaith (formerly Neath Port Talbot Welsh Language Initiative)	A.N.Woolcock
Swansea Bay Futures Limited	R.G.Jones (Leader -Director) and S.Phillips (Chief Executive - Adviser/Observer)
Afan Tawe Nedd Crime Prevention Panel	D.W.Davies, H.N.James and Scrutiny Chair and Community Safety Manager
Neath Port Talbot Council for Voluntary Services	S.Rahaman, S.M.Penry and Head of Corporate Strategy and Democratic Services

Regeneration NPT (Formerly NPT Local Regeneration Partnership Board)	A Wingrave (Chair) (Sub Vacant)
Neath Town Centre Consortium Executive Group Members	R.G.Jones/A.J.Taylor, A.R.Lockyer, S.M.Penry and M.Protheroe
Central and South West Wales Regional Partnership Forum	R.G.Jones
S.P.O.R.T.L.O.T. Community Chest Committee	M.Harvey, E.V.Latham, P.A.Rees and the PASS Development Officer
The Industrial Communities Alliance (incorporating CC/SteelAction)	A.Wingrave, D.Cawsey and D.Keogh And Director of Environment
Welsh Books Council	S.Reynolds
West Glamorgan Crimebeat Committee	S.Pursesey and Community Safety Manager
Swansea University (Court of Governors)	P A Rees and Director of Education, Leisure and Lifelong Learning

Welsh Joint Education Committee Ltd.	P A Rees
National Youth Orchestra of Wales Advisory Panel	P A Rees
Llewellyn Almshouses Trustees	H.N.James, J.Warman and A.R.Lockyer
Swansea Bay Port Health Authority	O.Davies, A.P.H.Davies J.Warman, C.Galsworthy, and S.K.Hunt
Vision Impaired West Glamorgan	C.James, R.Mizen, R.Taylor and M.Protheroe
Wales Council for the Deaf	A.L.Thomas and Director of Social Services, Health and Housing

Association for Public Service Excellence (and APSE Wales)	D.Jones, A.J.Taylor, E.V.Latham and A.N.Woolcock and Head of Streetcare
Consortium of Local Authorities Wales (C.L.A.W.)	E.V.Latham, A.Wingrave and Head of Property and Regeneration
Joint Working Party On Animal Trespass	A.N.Woolcock and S.Reynolds
PATROLAJC (formerly National Parking Adjudication Service Joint Committee)	E.V.Latham (Substitute – S.M.Penry)
Neath Port Authority (Previously Neath Harbour Commissioners)	A.Wingrave and Director of Environment
Neath Port Talbot Local Access Forum	A.Wingrave and John Griffiths (Officer)
National Eisteddfod Court	A.N.Woolcock

County Borough Council/Community Councils Liaison Forum	Cabinet Members, Leaders of other Political Groups and Corporate Directors
Public Services Board	Leader
(Required under the Well-being of Future Generations (Wales) Act 2015)	

NPT/Older Persons Council Liaison Forum	All Cabinet Members, Corporate Directors and Representatives from Older Persons Council
NPT/Youth Council Liaison Forum	All Cabinet Members, Corporate Directors, Head of Participation and Representatives from Youth Council
Voluntary Sector Liaison Committee	Cabinet Members, M.Harvey, S.M.Penry, S.Rahaman, R.Davies and M.Ellis
Neath Port Talbot Biodiversity Forum	A.Wingrave
Think Families Board	R.G.Jones, A.R.Lockyer and A.L.Thomas
B.M.E. Forum	D.Jones, S.Rahaman and A.McGrath
Western Bay Youth Justice and Early Intervention Service Management Board	A.R.Lockyer and the Director of Social Services, Health and Housing
Neath Inspired (formerly Neath Business Improvement District (BID))	M.Protheroe (until 19 th January 2017)

Joint Archives Committee	P A Rees, A.N.Woolcock, H.N.James, R.Taylor and J.Dudley
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ERW Joint Committee	P.A.Rees
Margam Joint Crematorium Committee	E.V.Latham, R.Taylor, S.M.Penry, R.G.Jones, and Opposition Member
South West Wales Regional Waste Management Joint Committee	E.V.Latham, S.M.Penry
Tata Steel Joint Consultative Group	A.Wingrave, R.Taylor, S.Freeguard, D.Keogh, S.Rahaman, M.Crowley, E.V.Latham, S.Pursey, S.ap Dafydd, R.Wood, S.K.Hunt and N.Hunt
The Joint Council for Wales	D.Jones and A.L.Thomas (Deputy: A.N.Woolcock)

Neath Town Centre Redevelopment Group	R.G.Jones,(Leader), (A.J.Taylor), Cabinet Members for Regeneration and Sustainable Development(A.Wingrave), Streetscene and Engineering (E.V.Latham), Education, Skills and Culture (P.A.Rees), Local Member (M.Protheroe), Scrutiny Member (S.M.Penry) Opposition Member (J.Dudley), Chief Executive, Director of Environment and Director of Finance and Corporate Services
Adoption Panel	P.D.Richards and A.R.Lockyer

Foster Panel	P.D.Richards and A.R.Lockyer
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Secure Review Panel	A.R.Lockyer and Head of Children and Young People Services, Legal Childcare Services Manager, Member of Panel of Independent Persons
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The Schools Admissions Forum	P.A.Rees, A.L.Thomas, M.Crowley and J.Dudley
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ANNEX H

CYCLE AND TIMETABLE OF MEETINGS FOR 2017/18 AND SCHEDULE OF MEMBER SEMINARS

Cycle and Timetable of Meetings and Member Seminar Dates

RECOMMENDED

That the Cycle and Timetable of Meetings for 2017/18, as set out herein, be approved, together with the schedule of Member Seminars.

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

TIMETABLE/CYCLE OF MEETINGS 2017/18 (approved by Council 31/05/17) as of 31 May 2017

<i>MEETINGS OF COUNCIL</i>	TIME	V	<u>2017</u> JUN	JUL	AUG	SEP	OCT	NOV	DEC	<u>2018</u> JAN	FEB	MAR	APR	MAY
COUNCIL (6 weekly cycle)	2.30pm	PT	31 May	19		6/ 28	18	29		10/ 18	7/21/28 (s)		4	30(Re)
ANNUAL MTG/SPECIAL COUNCILS	2.30pm	PT	26 May											18
<i>CABINET & EXECUTIVE BOARDS</i>														
CABINET Start time denoted the start of the Policy and Resources Scrutiny if needed	9.30am	PT	13pm 28	5/26		13/27	4/11/ 25	8/ 15/ 22	6/ 20/	17/ 30	6/14/	14/21/ 28	11/25/	2/9 16
EXECUTIVE BOARDS	† Venue=Neath due to Election *Special Meeting to follow corresponding Scrutiny Committees – see dates below													
<i>SCRUTINY COMMITTEES</i>														
POLICY AND RESOURCES (Including Cabinet Scrutiny)	10.00am	PT	14* 13/28	25 5/26		20 13/27	 4/11/ 25	1 8/ 15/ 22	13 6/ 20	24 17/ 30	 6/14/	7 14/21/ 28	18 11/ 25	 2/9 16
SOCIAL CARE, HEALTH AND WELLBEING	2.00pm	N	30*	13		7	5	2/ 30		11	8	8	5/26	

EDUCATION, SKILLS AND CULTURE	2.00pm	PT	15* /29	20		14	12	9	7	4/ 25 23	15	15	12	3
Leisure and Culture Scrutiny Sub Committee	10am	PT		11			17						24	
REGENERATION AND SUSTAINABLE DEVELOPMENT	10.00am	N	23*	21		22	27		8	26		9	20	
Community Safety and Public Protection Scrutiny Sub Committee	2pm	P T		27			19			17			19	
STREETSCENE AND ENGINEERING	10.00am	N	12* (pm)	14		8	20		1	19		2	13	
<p>*Please note the first meeting in the cycle of each Scrutiny Committee will commence at 11am to enable training for Committee Members to take place prior to the first meetings</p>														

TIMETABLE/CYCLE OF MEETINGS 2017/18 (approved by Council 31/05/2017)

<i>OTHER COUNCIL COMMITTEES</i>	TIME	V	<u>2017</u> JUN	JUL	AUG	SEP	OCT	NOV	DEC	<u>2018</u> JAN	FEB	MAR	APR	MAY
PLANNING COMMITTEE Site Visit (if needed) 10am morning of	2.00pm	PT	6/27	18	8/29	19	10/31	21	12	16	6/27 Site visit 5th	20	10	1
REGISTRATION AND LICENSING COMMITTEE*	10.00am	PT	ALL DAY 19(incl training)	17	14	11	9	6	4	15	12	12	16	14
LICENSING AND GAMBLING ACTS COMMITTEE Licensing & Gambling Acts Sub Committee	<i>*to follow</i> <i>*to follow</i>	PT PT	ALL DAY 19(incl training)	17	14	11	9	6	4	15	12	12	16	14
PERSONNEL COMMITTEE	2.00pm	PT	26	24		4	16	27		8	19		3 Tue am	14
AUDIT COMMITTEE	2.00pm	PT	28(Trai ning)	26		27			13			28		

DEMOCRATIC SERVICES CTTEE	9.00am	PT		27							1			
STANDARDS COMMITTEE	9.30am	PT	30				13				23			
<i>OTHER GROUPS</i>														
Staff Council <i>(Briefings 1 hr before)</i>	2.30pm	PT		3				6		22		26		
Communities First Member Briefing Group	2.00pm	PT				12			5			6		
Schools Standards Partnership Group	1.00pm	PT		4		28 (10 am)		16			15			
<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 - 2017/18 (as at 1st May 2017)

MEETINGS	TIME	V	2017 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018 JAN	FEB	MAR	APR	MAY
Margam Joint Crematorium Committee \$	2.15pm	on site	16			29				19		16		
South West Wales Regional Joint Waste Cttee \$	2.00pm	N												
Joint Archives Committee† \$	11.00am	PT/N/S	16(S)			15(PT)			15S			16(PT)		
Tata Steel Joint Consultative Group	10.30am	on site		7		29					2		27	
*NPT/Youth Council Forum	6.00pm	N/PT					11			31				
*NPT/Older Persons Council Forum	10.30am	PT				18						19		
*CBC/Comm. Councils Liaison Forum	3.30/4pm	N				11		20				5		
*Voluntary Sector Liaison Forum	2.00pm	N					23					12		
Public Services Board	2.00pm	PT	20		2	21						8	19	
Think Families Partnership Board	2.00pm	PT	21			20			20			21		
Corporate Parenting Panel	2.00pm	N		5		13		15		24		7		9

* 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 2017/2018

Day	Date	Time	Subject
Wednesday	19 th July	3.30pm	Budget
Thursday	7 th September	10am	
Wednesday	12 th October	10am	Draft Budget
Thursday	26 th October	3pm	Corporate Plan
Thursday	9 th November	10am	Budget
Thursday	23 rd November	3pm	
Thursday	7 th December	10am	
Wednesday	31 st January	10am	
Wednesday	14 th February	3pm	
Monday	26 th February	10am	
Thursday	15 th March	10am	
Thursday	29 th March	10am	
Wednesday	11 th April	3pm	
Thursday	26 th April	10am	
Thursday	10 th May	3pm	

ANNEX I

AMs and MPs Protocols

1. Correspondence

There is a strongly held view that local authority matters raised by constituents should be dealt with by local Councillors, but if a constituent insists on pursuing a matter with an MP/AM, then the following protocols will apply:

- (a) Queries or requests for information about the constituency matter, or any other local authority matter, should normally be made in writing to the Chief Executive, relevant Director or Head of Service.

A copy of the letter from the MP/AM will be made available to the relevant Cabinet Member or Regulatory Committee Chair, together with a draft response. Where the matter concerns a sensitive issue, a copy of the letter and draft response will also be forwarded to the Leader. The final response, as agreed, will be sent by the Chief Executive, Director or Head of Service. This will also be copied to Local Member(s) as appropriate, i.e. where the matter affects their Ward (e.g. a highway problem of general interest) but not if it concerns a personal or confidential matter involving the constituent, e.g. a Social Services or Housing Benefit matter.

2. Meetings

- (a) Requests for meetings should normally be made in writing to the Chief Executive, relevant Director or Head of Service.
- (b) If an MP/AM contacts the Chief Executive, Director or Head of Service for a meeting on specific local authority matters, or where an Officer proposes to MP's/AM's that a meeting be held, the Leader will be informed to determine whether such a meeting is to be held and, more particularly, whether he and/or the relevant Cabinet Member or Regulatory Committee Chair should be in attendance with the Officer.
- (c) If an MP/AM contacts a Cabinet Member or Regulatory Committee Chair direct, or if one of those members proposes a meeting, then the Leader will similarly be informed.

3. Invitations/Visits

- (a) Any invitations to an MP/AM to an event or visit organised by the Council, will be agreed first by the Leader, with attendance arrangements for relevant Cabinet Member or Regulatory Committee Chair to be determined as in 2 above.

- (b) If an MP/AM requests a public visit to Council land or premises, this will be discussed with the Leader for a decision to be made on the appropriate arrangements.

Note: The reference to MP/AM also includes their staff; MEP's; or any prospective candidate (MP/AM/MEP).

Councillor/Officer Relationships

1. Underlying Principles

The following general principles apply to all relations involving Members and Officers.

All relations shall be conducted:

- with respect for others and in a way which promotes equality
- with honesty and integrity
- acknowledging the duty to uphold the law and act in accordance with the trust placed in them by the public
- in a way that promotes objectivity, accountability and openness
- acknowledging the duty of confidentiality that exists in relation to information given in confidence and information which the Council is entitled by law to treat as confidential
- with a view to establishing and promoting positive working relationships

2. Member/Officer Relationships generally

Both Elected Members and employees are involved in public service. However, their respective roles are quite different:

- Elected members are responsible to the electorate;
- Employees are responsible to the Chief Executive as Head of the Paid Service, and to their respective Corporate Directors.

Individual Elected Members are not permitted to give instructions to employees unless specifically authorised to do so by the Council, the Executive or a Committee.

An employee's job, where it is part of his/her duties, is to provide appropriate advice to elected Members with impartiality. Such advice must be given in an equitable manner, irrespective of the political nature of the elected Member concerned.

Mutual respect between employees and Members is essential to good local government and working relationships should be kept on a professional basis. Close personal familiarity between employees and individual Members can

damage this relationship and prove embarrassing to other employees and other Members.

3. Roles of Members

All Councillors will:

- i. collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- ii. participate in the governance and management of the Council;
- iii. represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- iv. deal with individual casework and act as an advocate for constituents in seeking to resolve particular concerns or grievances;
- v. balance different interests identified within the electoral division and represent the electoral division as a whole;
- vi. contribute to the continual improvement of council services
- vii. be involved in decision-making;
- viii. be available to represent the Council on other bodies; and
- ix. maintain the highest standards of conduct and ethics.

In carrying out their roles, Members should respect the political neutrality and integrity of all officers employed by the Council.

4. Roles of Officers

The role of Officers is to work for and serve the Council as a whole. They shall be responsible for the day-to-day managerial activities and operational decisions which the Council takes and should provide support to all Members in their several roles. Such support must be given in an equitable manner, irrespective of the political nature of the elected Member concerned.

The Chief Executive, Corporate Directors and Statutory Officers shall be entitled to offer advice at meetings of all member bodies if he/she thinks it is necessary to ensure that all relevant matters are taken into account.

Where an Officer feels that his/her political neutrality or integrity is being compromised in any way, he/she shall notify his/her Corporate Director and the Chief Executive.

5. Relationship between Leader; Cabinet Members; Chairs/Members of Scrutiny Committees; other Committees; and Officers

Whilst there is necessarily going to be a close working relationship between certain Members (e.g. the Leader of the Council, Cabinet Members, and Chairs of Scrutiny and other Committees) and the Chief Executive, relevant Corporate Directors, Heads of Service and other senior officers, such relationships should never be allowed to become so close or appear to be so close, as to damage the professional relationship and prove embarrassing to other employees and other Members.

The relevant Director or head of Service will be responsible in all circumstances for the contents of any reports submitted in his or her name.

Given the nature of the respective roles of elected Members and Officers, it is accepted that the Officers, while remaining politically neutral, will inevitably give advice on a wider range of issues and on a more regular basis to the Executive. For their part, the Executive will continue to respect the political neutrality of Officers and accept that Officers are obliged to respond positively to any requests from Members of Scrutiny and other Committees for appropriate advice and information relevant to any issues under consideration.

6. Officer relationship with Party Groups

There is statutory recognition for political groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of consideration by the relevant Council body.

On the invitation of a Group Leader, a Director or his/her nominee may, in exceptional circumstances, attend a Group meeting to give factual information about an issue which is currently being or will shortly be debated by a Council body, provided that:

- The meeting is held on Council premises;
- Notice of attendance is given to the Chief Executive.

Officer support in these circumstances must not extend beyond providing information in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if officers are not expected to be present when matters of party business are discussed.

Conclusions reached at such meetings are not Council decisions and it is essential that they are not interpreted or acted upon as such.

Similarly where officers provide information and advice to a political group in relation to a matter of Council business this cannot act as a substitute for the officer providing all necessary information and advice to the relevant Council body when the matter is considered.

In all dealings with Members, in particular when giving advice to political party groups, officers must demonstrate political impartiality and must not suppress their professional advice in the face of political views.

Officers must respect the confidentiality of any political party group meeting at which they are present. They must not relay the content of any such discussion to another party group.

Any particular cases of difficulty or uncertainty in this area of officer advice to political party groups should be raised with the Chief Executive who will discuss them with the relevant Group Leader(s).

7. Members in their Constituency role and Officers

Local Members have an important role to play in representing the

Council in their constituencies; responding to the concerns of their constituents; in meetings with partners and serving on outside organisations.

It is important that Members have easy and direct access to Directors, Heads of Service or other Officers nominated by Directors on issues of interest/concern to themselves and their constituents. Elected Members have the right to expect the following from officers in response to their enquiries:-

- an acknowledgement;
- a response within a reasonable timescale – 8 working days;
- a progress report, if the issue is a difficult one to respond to fully in the time above.

In return members must accept that their preferred solution may not always be able to be delivered – there may be policy, legal or financial reasons.

It is also important that on key issues affecting a ward, Directorates should keep local members informed, and/or consult Members as appropriate before any report is submitted for decision.

Issues may affect a single ward but others may have a wider impact, in which case other Members will need to be kept informed.

Whenever a public meeting (or one involving residents) is organised by the Council to consider a local issue, all the Members representing the ward(s) affected should as a matter of course be invited to attend the meeting.

If a meeting as above is arranged directly by individual Members (or residents or other organisations), and Officers are asked to attend, the views of the relevant Cabinet Member or Regulatory Chair should be obtained about the question of attendance having regard to the purpose of the meeting. If attendance is considered appropriate, the relevant Cabinet member or Regulatory Chair may also attend with the Officer.

Whenever the Council undertakes any form of consultative exercise, the local Member(s) should be notified at the outset of the exercise.

8. Councillor access to documents and information

Members have certain statutory rights to access documents and arising out of their role as Councillor, as set out in the Access to Information Procedural Rules in this Constitution.

In the absence of a specific statutory right, Members can only access Council documents and information if it is reasonably necessary for the purposes of performing their duties as a Councillor.

There is no automatic right of access, no right to a roving commission to examine documents - the need to know must be demonstrated by the Member concerned. Any matters of dispute are to be resolved by the Monitoring Officer, having regard to legal precedent.

Any Council information provided to a Member must only be used by that Member for the purpose for which it was provided, i.e. in connection with the proper performance of a Member's duties as a Councillor. Members should never disclose or use confidential information, including for their personal advantage or of anyone known to them, or to the disadvantage or the discredit of the Council or anyone else.

9. Other individuals who are members of Council Committees

Other individuals who are members of Council Committees, e.g. through co-option, shall follow and shall be treated in accordance with the underlying principles set out in this Protocol. Additionally, any duties of confidentiality which they owe to the body they are representing shall be respected.

Such individuals shall have the same right to advice from Officers on Council related matters as elected Members have.

Conflicts of interest between a person's personal, professional or business interests and those of the Council may arise from time to time. Such conflicts shall be declared and dealt with in accordance with the Council's procedures.

10. Press and Media Relations

Officers dealing with the press and media, and any press/media releases that are issued, should not seek to further the interests of a political party or a particular Member other than as a representative of the Council.

The Council will follow such national codes and guidance on press and publicity as are in force from time to time.

11. Correspondence

Members may not commit the Council to any contract or course of action, and should ensure in personal correspondence that personal or political views expressed cannot be taken by the recipient to represent those of the Council.

Submission of Apologies for Council Meetings

Purpose of the Report

1. To agree a policy for the recording of apologies for Council Meetings.

Submission of Apologies

2. With the introduction of the Modern.Gov Committee Software System, new functionality is now available that will automatically passport a Councillor's attendance from the minutes of a specific meeting to an information summary located on the Council's corporate website and intranet.
3. Activating the semi-automated recording of member attendance has required a period of testing to clear down any system errors, and assist in establishing back office procedures. Officers are now content that the system is robust and are requesting authorisation to establish a formal policy for submitting apologies for Council meetings.
4. Members have previously been made aware of the requirement to submit apologies for meetings so that the correct information is recorded.

Financial Impact

5. There are no financial impacts associated with this report.

Equality Impact Assessment

6. There are no equality impacts associated with this report.

Workforce Impacts

7. There are no workforce impacts associated with this report.

Legal Powers

8. The Local Government (Wales) Measure 2011 provides the legal framework for the work covered in this report.

<http://www.legislation.gov.uk/mwa/2011/4/contents>

9. Annex A - Policy for submitting apologies for Council meetings.

ANNEX A

Policy for submitting apologies for Council meetings

Background

Elected Members are expected to attend any meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend due to various reasons.

The new Modern.Gov Committee Management System now allows the attendance to be recorded and also published on the Council's website. To ensure that the record is accurate this policy sets out what Members should do to record their absence at specific meetings.

Policy

When a Member is unable to attend a meeting they must submit the apologies prior to or during the meeting to ensure they are correctly recorded and to ensure that the meeting will be quorate. Any apologies submitted after a meeting has been concluded will not be recorded.

The apologies should be communicated to staff within the democratic services unit.

There are two types of apology that can be recorded:-

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)
Apologies due to Council Business	Where clashes with Council and external meetings occur, Members representing the Authority will be expected to highlight the reason so that it is recorded correctly.
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.

Distribution of Senior Salaries

The Impendent Remuneration Panel for Wales has determined the number of Senior Salaries that can be paid by every Local Authority in Wales. For Neath Port Talbot County Borough Council the maximum number of Senior Salaries that can be paid are to 18 members. In line with this determination the following posts will be paid Senior Salaries in 2017-18 following the elections held on 4th May 2017.

Senior Salary Roles	Number
Leader, Deputy Leader and Cabinet Members	10
Chairs of Scrutiny Committees	5
Chairs of Regulatory Committees (Planning & Registration and Licensing, Audit & Democratic Services)	2
Leader of Plaid Group (Largest Opposition Group Leader)	1
Total Number of Senior Salaries	18

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

The Council can also pay the appropriate Civic Salaries payable to the Mayor and Deputy Mayor in addition to the 18 Senior Salaries set out above.