

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

**SPECIAL MEETING OF COUNCIL – 2 May 2018**

**REPORT OF THE CHIEF EXECUTIVE**

**1. Introduction**

1.1 The main purpose of the Annual Meeting of Council, held on 26 April 2018, was to elect the Mayor and Deputy Mayor for the Civic Year 2018/19, 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 in this adjourned meeting of Council for determination. These matters are summarised in Paragraph 2 below.

**2. Administrative Decisions Required for the Civic Year 2018/19**

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 2018/19
- Section I: Distribution of Senior Salaries
- Section J: Democratic Services Structure and Staffing Resources

### 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** and authorise the Head of Legal Services to amend the Constitution accordingly to reflect these changes.

### 4. **Executive Arrangements**

4.1 Currently, the Council has a Constitution based on a Leader and a Cabinet Executive of nine 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 2018/19, 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 2018/19 is to confirm a Cabinet of ten Members, including the Leader.**

4.4. Council is requested to establish a Sub Committee of the Cabinet to deal with decisions concerning grants and other routine Cabinet matters in place of the Policy and Resources Cabinet Board. All other decisions of the Policy and Resources Cabinet Board to be vested in the Cabinet.

4.5 Council is also required to receive and approve the Leader's recommendations in respect of the updated Cabinet portfolios proposed for the Municipal Year 2018/19, together with the appointment of Members thereto. These details are set out at **Annex B. (To Follow)**

#### 4.6 **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**. Council is asked to approve the allocation of seats for each Committee to the political Groups as set out in 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 **Appendix1(i)**.

6.2 Council is now required to make decisions for the Civic Year 2018/19, 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.
- To designate the Cabinet Scrutiny Committee to discharge the power under s35 of the Wellbeing of Future Generations (Wales) Act 2015.

6.3 **For Council's consideration, the proposed Scrutiny Committee Structure for 2018/19 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 approve 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 2018/19, 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** (To Follow) 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.

#### 7.7 **Recommendations**

Council is requested to approve the Recommendations in respect of the revised “Other Committees” arrangements for 2018/19 as set out in **Annex E** of this report

#### 8. **Staff Council and Other Member/Officer Groups**

8.1 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 2018/19:

- Staff Council;
- 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

#### 8.2 **Recommendations**

Council is requested to approve the Recommendations in respect of the above Member/Officer Groups for 2018/19 as set out in **Annex F** (To Follow) and confirm the Terms of Reference of both the Corporate Parenting Panel and the Schools Standards Partnership Group

## 9. **Joint Committees, Outside and Other Public Bodies**

9.1 Council is required to appoint the Member/Officer representation on the above bodies for the Civic Year 2018/19.

9.2 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** (To Follow).

### 9.3 **Recommendations**

Council is requested to approve the Recommendation in **Annex G** for the appointment of Member/Officer appointments to Joint Committees, Outside and Other Public Bodies.

## 10. **Cycle and Timetable of Meetings**

10.1 Council is required to approve the provisional Committee Cycle and Timetable of Meetings for the Civic Year 2018/19. Consultation has been carried out in accordance with Section 6 of the Local Government Measure 2011 and related Statutory Guidance. The outcome of the consultation was considered by the Democratic Services Committee which has ensured the survey outcomes have informed the Cycle of Meetings for the Civic Year 2018/19. Full details are given in **Annex H** and are subject to the approval of the proposals in Sections 3 to 9 above. Members are asked to note that Council will now commence at 2pm.

10.2 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.

10.3 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.

10.4 **Recommendations**

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

11. **Distribution of Senior Salaries**

11.1 **Recommendation**

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

12. **Democratic Services Structure and Staffing Resource**

Section 9(h) of the Local Government (Wales) Measure 2011 places a duty on the statutory Head of Democratic Services to make reports and recommendations in respect of the number and grades of staff required to discharge democratic services functions. The structure set out in **Annex J** has been considered and supported by the Democratic Services Committee. Council is now asked to endorse the structure as set out in **Annex J**.

13. **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 2018/19 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 2018/19 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 2018/19 as set out in **Annex E**
- (5) Council is requested to approve the proposals in respect of the Staff Council and other Member/Officer Groups as set out in **Annex F**
- (6) 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.
- (7) That the Cycle and Timetable of Meetings for 2018/19, as set out in **Annex H** be approved;
- (8) That Council Approves the proposed distribution of the available Senior Salaries (18) as set out in **Annex I.**
- (9) That Council endorse the Democratic Services Structure and Staffing Resources, as set out in **Annex J.**
- (10) That the Head of Legal Services be authorised to amend the Neath Port Talbot County Borough Council Constitution in light of the changes highlighted in this report.

14. **List of Background Papers**

Local Government (Wales) Measure 2011 and Guidance Notes.  
The Constitution of Neath Port Talbot County Borough Council.

15. **Wards Affected**

All

16. **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.<sup>1</sup>
- 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.<sup>2</sup>
- 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.<sup>3</sup>
- 6.3. An Overview and Scrutiny Committee must take account of guidance issued by the Welsh Ministers.<sup>4</sup>”

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<sup>1</sup> Section 21 (2ZA) LGA 2000

<sup>2</sup> Section 21 (18) LGA 2000

<sup>3</sup> Section 62(3) Local Government Act 2000 (“LGA 2000”)

<sup>4</sup> 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:

- Well-being Plan
- Corporate Plan and Annual Report/Well-being Objectives and Well-being Statement
- Regional Transport Plan;
- Unitary Development Plan;
- Local Development Plan;
- Welsh Language 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
- Digital by Choice
- Air Quality Strategy
- Equalities Strategies
- Welsh in Education Strategic Plan (WESP)
- Director of Social Services Annual Report
- Corporate Parenting Policy and Annual Report
- Freedom of Information Publication Scheme
- Families First Plan
- Corporate Communications and Community Relations Strategy
- Community Development Delivery Plan
- Communities First Delivery Plans and Performance Report
- Older Persons' Strategy
- Licensing Policy
- Social Services and Wellbeing (Wales) Act 2014 – Population Assessment

- 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 programme identified in the Corporate 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:**

**Cabinet (Finance) Sub Committee**

Two members holding cabinet portfolios 3 and 4

Sundry Debt Write Offs, Education Trust Fund Matters, Tender Decisions (where not covered by delegated authority), Harold and Joyce Charles Trust Fund, Business Rates Write Offs, Housing Benefit Write Offs, Welsh Church Act Fund Trust Applications, Miscellaneous Grant Application, Rate Relief, Community Council Minor Projects Scheme, Hardship Relief, Council Tax Write Offs and Third Sector Grant Funding Applications.

**Social Care, Health and Well-being Cabinet Committee**

Two members holding cabinet portfolios 6 and 7.

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

**Education, Skills and Culture Cabinet Committee**

Two members holding portfolios 7 and 8.

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

**Regeneration and Sustainable Development Cabinet Committee**

Two members holding portfolios 5 and 10.

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

**Streetscene and Engineering Cabinet Committee**

Two members holding portfolios 9 and 10.

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

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

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

### **Cabinet Portfolios**

The Council may determine at any time that individual cabinet members can discharge executive functions. But in the absence of any such formal delegations, the Council will in any event determine "cabinet portfolios" for individual cabinet members – a "portfolio" being a range of issues apportioned to a cabinet member but without authority to formally discharge executive

functions individually unless so authorised by Council in this Constitution. Such delegated authority is not currently given under this Constitution to cabinet members to discharge executive functions individually. The broad range of cabinet portfolio issues are set out below:

## **1. Community and Strategic Leadership**

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

### 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
- Corporate Workforce Plan
- Strategic Equality Plan
- Welsh Language Standards
- Pay Policy

#### 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.

## ANNEX C

# POLITICAL PROPORTIONALITY

**SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS - 2018/2019 as at 2 May  
2018**

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

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

*(STANDARDS COMMITTEE) *(Standards Committee Substitute)	(2)	2	0	0
	(1)	1	0	0
STAFF COUNCIL	12	Cabinet Members	Opposition Leader or sub	Opposition Leader or sub

- 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 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** (10/11 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 **Annex C**, 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 **Annex E**, 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 **Annex D**, 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.

## 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 2018/19, 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) Two Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-
    - Corporate Parenting Panel (9 Members) See Terms of Reference below;
    - School Standards Partnership Group (14 Members). See Terms of Reference below (Check Membership)
- (7) that the Members to serve on each of the above, for the Civic Year 2018/19 (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: Cabinet Member for Children's Social Services

Cabinet Member for Education, Skills and Culture

Chair of Education, Skills and Culture Scrutiny Committee

Vice Chair of Policy and Resources Scrutiny Committee

Vice Chair of Regeneration and Sustainable Development Scrutiny Committee

Vice Chair of Streetscene and Engineering Scrutiny Committee

Vice Chair of Social Care, Health and Well-being Scrutiny Committee

Plaid Cymru Group – C.Edwards

Independent Democrats Group– M.Ellis

Labour Group (4) To Be Advised

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. Work Programme

To include:

- To keep the corporate parenting policy statement under review
- 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.





## 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 2018/19 (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.



## ANNEX H

### CYCLE AND TIMETABLE OF MEETINGS FOR 2018/19 AND SCHEDULE OF MEMBER SEMINARS

**Cycle and Timetable of Meetings and Member Seminar Dates**

**RECOMMENDED**

That the Cycle and Timetable of Meetings for 2018/19, as set out herein, be approved, together with the schedule of Member Seminars.

## PROVISIONAL CYCLE OF MEETINGS - 2018/19

<b>CYCLE</b>	<b>MEETINGS</b>	<b>VENUES</b>
<b>6 weekly</b>	Council  Education, Skills and Culture Cabinet Board and Scrutiny Committee Regeneration and Sustainable Development Cabinet Board and Scrutiny Committee Streetscene and Engineering Cabinet Board and Scrutiny Committee Personnel Committee	Port Talbot  Port Talbot Neath  Neath Port Talbot
<b>4 weekly</b>	Social Care, Health and Well-being Cabinet Board and Scrutiny Committee	Neath
<b>3 weekly</b>	Cabinet and Scrutiny Committee Cabinet (Finance) Sub Committee Planning Committee Registration and Licensing Committee Licensing and Gambling Acts Sub Committee Licensing and Gambling Acts Committee	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot
<b>Quarterly</b>	Leisure and Cultural Scrutiny Sub Committee Community Safety and Public Protection Scrutiny Sub Committee Audit Committee Staff Council Corporate Parenting Panel School Standards Partnership Group	Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot Port Talbot

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



**TIMETABLE/CYCLE OF MEETINGS FOR 2018/19 AS APPROVED IN COUNCIL OF 2<sup>ND</sup> APR 2018 (AS AT 6<sup>TH</sup> April 2018)**

			2018								2019				
MEETINGS OF COUNCIL	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>COUNCIL</b>	2.00pm	PT		2/30	13	25		26		7	19	30	14/27	13	24 22 <sup>nd</sup> May
<b>ANNUAL MTG</b>	2.30pm	Orangery	26												17 <sup>th</sup> May
Cabinet and Executive Boards	The start time denotes the start of the 'mirror' Scrutiny Committee. The Cabinet (Finance) Sub Committee will follow Cabinet.														
<b>CABINET</b>	9.30am	PT	25	16/23	6/27	18	1	12	3/24/ 31	21	5	16/23	13/20	6/ 27	17/ 8 <sup>th</sup> May/29 <sup>th</sup> May
Cabinet (Finance) Sub Committee			25	16/23	6/27	18	1	12	3/24/ 31	21	5	16/23	13/20	6/ 27	17/ 8 <sup>th</sup> May/29 <sup>th</sup> May
<b>SOCIAL CARE, HEALTH AND WELLBEING</b>	2.00pm	N		10	7	5	2	13	11	8	6	10	7	7	4/ 2 <sup>nd</sup> May 30 <sup>th</sup> May
<b>EDUCATION, SKILLS AND CULTURE</b>	2.00pm	PT		3	14	26		6	18	29		17	28		11 23 <sup>rd</sup> May
Leisure and Culture Scrutiny Committee	10am	PT			26					6		29			23
<b>REGENERATION AND SUSTAINABLE DEVELOPMENT</b>	10am	N		18	22	27		14	26		7	18	25	1	12 31 <sup>st</sup> May

Community Safety and Public Protection Sub Committee	10am	N				3		25				8		26	
<b>STREETSCENE AND ENGINEERING</b>	10am	N		25		6		7	19	30		11	22		5 24 <sup>th</sup> May
Other Council Committees	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>PLANNING COMMITTEE SITE VISIT (if needed) 10am that morning</b>	2pm	PT		8/29	19	10/31	21	11	2/23	13	4	15	5/26	19	9/30  28 <sup>th</sup> May
<b>REGISTRATION AND LICENSING COMMITTEE*</b>	10am	PT		14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
<b>LICENSING AND GAMBLING ACTS COMMITTEE</b>	*To follow			14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
<b>LICENSING AND GAMBLING ACTS SUB COMMITTEE</b>	*To follow			14	4/25	16	6	3/24	15	5/26	17	14	4/25	18	8/29
<b>PERSONNEL COMMITTEE</b>	2pm	PT		14	25			3	15	19		14	25		8
<b>AUDIT COMMITTEE</b>	2pm	PT			27	25(sp) 10am		19			5			20	
<b>DEMOCRATIC SERVICES COMMITTEE</b>	9.30am	PT						5						7	

<b>STANDARDS COMMITTEE</b>	10am	PT				13				23				29	
<b>OTHER GROUPS</b>															
<b>STAFF COUNCIL</b> (Briefings 1 hr before)	2pm	PT			11			17			10			25	
<b>SCHOOL STANDARDS PARTNERSHIP GROUP</b>	1pm	PT		23		4			3	28		23		27	8 <sup>th</sup> May

\*Jt Cabinet/EdSC Scrutiny followed by Cabinet re Estyn Inspection 9.30am 9<sup>th</sup> May 2018  
**PLEASE SEE WEEKLY LIST OF MEETINGS FOR ANY CHANGES TO THE TIMETABLE**

**Special Joint Cabinet/Education, Skills and Leisure Scrutiny Committee and Cabinet to be held on 9<sup>th</sup> May at 9.30am re Estyn Inspection**

**Special Appointments Committee to be held on 10<sup>th</sup> May at 10am interviewing for the post of Head of Children and Young People's Services**

**Special Appointments Committee to be held on 20<sup>th</sup> June at 10am shortlisting for the post of Head of Financial Services**

**Special Appointments Committee to be held on 11<sup>th</sup> July at 10am interviewing for the post of Head of Financial Services**

## TIMETABLE FOR OTHER MEMBER MEETINGS - 2018/19

MEETINGS	TIME	V	MAY	2018 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019 JAN	FEB	MAR	APR	MAY
<b>Margam Joint Crematorium Committee \$</b>	2.15pm	on site		22			21			14			22		
<b>South West Wales Regional Joint Waste</b>	2.00pm	N													
<b>Tata Steel Joint Consultative Group</b>	10.30a	on site		8			21			14			15		
<b>*NPT/Youth Council Forum</b>	6.00pm	N/PT			11			10				<b>20</b>			
<b>*NPT/Older Persons Council Forum</b>	10.30am	PT						1					4		
<b>*CBC/Comm. Councils Liaison Forum</b>	3.30/ 4pm	N							26				11		
<b>*Voluntary Sector Liaison Forum</b>	10 am	N	21		9			8		11 (B)	21			15	
<b>Corporate Parenting Panel</b>	2.00pm	<b>N</b>	9			1			21			13			15
<b>Income Generation Working Group</b>	2.00pm	<b>PT</b>		13 10am	18		12	17	14	12					
<b>Joint Archives Committee</b>	11am	S/N/PT		15(S)			21 (PT)			14 (S)			15(N)		

\* 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 2018/2019**

Day	Date	Time	Subject
Thursday	24 <sup>th</sup> May 2018	3pm	
Thursday	14 <sup>th</sup> June 2018	10am	
Thursday	12 <sup>th</sup> July 2018	3pm	
Thursday	2 <sup>nd</sup> August 2018	10am	
Thursday	20 <sup>th</sup> September 2018	10am	
Thursday	4 <sup>th</sup> October 2018	10am	
Thursday	25 <sup>th</sup> October 2018	3pm	
Thursday	15 <sup>th</sup> November 2018	10am	
Thursday	6 <sup>th</sup> December 2018	10am	
Thursday	10 <sup>th</sup> January 2018	10am	
Thursday	7 <sup>th</sup> February 2018	10am	
Thursday	28 <sup>th</sup> February 2018	10am	
Thursday	21 <sup>st</sup> March 2018	3pm	
Thursday	11 <sup>th</sup> April 2018	10am	
Thursday	2 <sup>nd</sup> May 2018	10am	

## 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 2018-19.

<b>Senior Salary Roles</b>	<b>Number</b>
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
<b>Total Number of Senior Salaries</b>	<b>18</b>

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.

**Proposed Electoral and Democratic Services – January 2018**

