

ANNEX B

EXECUTIVE ARRANGEMENTS

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 and Fees and Charges related to portfolios 3 and 4.

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 (Cllr E V Latham)

- Political Leadership
- Policy and Strategic Resource Planning
- Well-being Plan/Public Services Board
- Overview of regional and wider area collaborative working arrangements
- Corporate Governance and Risk Management
- West Glamorgan Trust Fund
- Communications and Marketing
- Corporate Joint Committees (CJC's)
- Covid-19 Response and Recovery

Related Strategies/Themes

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

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 (Cllr L.Jones)

- Transformation
- Innovation and Best Practice
- Deputising for the Leader of Council
- Co-ordination of the forward work programme

- NPT Safe and Well
- Community Development (Strategic Lead)

3. Finance (Cllr C Clement-Williams)

- Budget strategy and Forward Financial Plan
- Budget monitoring
- Treasury Management
- Income Generation – Policy and Strategy
- 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 (Cllr D Jones)

- 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
- Executive personnel policy/issues
- Occupational Health and Safety as an employer
- Customer Services
- ICT
- Procurement
- Trade Union relationships/Staff Council
- Legal Services, including Coroner and Registration
- Digital Champion
- Voluntary Sector relationships

- Cyber Security

Related Strategies/Themes

- Procurement Strategy
- Freedom of Information and Data Protection
- Corporate Workforce Plan
- Strategic Equality Plan
- Welsh Language Standards
- Pay Policy
- Voluntary Sector Compact
- Smart and Connected

Other

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

5. Community Safety and Public Protection (Cllr L Jones)

- 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
- Licensing Executive Function
- Test, Trace, Protect

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 (Cllr P D Richards)

- Adult community care services
- Older people's community care services
- Welfare Rights
- Older persons generally
- Health partnerships and integrated services
- Homelessness
- Supporting People
- Safeguarding
- Support to Fostering and Adoption Panels
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy

Related Strategies/Themes

- Older Persons Strategy
- Supporting People, Older Persons and Carers Champion
- Population Assessment and Area Plan
- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies

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 (Regional Partnership Board)

7. Children's Social Services (Cllr A Lockyer)

- 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 (Cllr P Rees)

- 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)
- Children's Zones
- Community Centres
- Libraries and Archives
- Country Parks including 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
- 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 (Cllr M Harvey)

- Engineering and Highways
- South Wales Trunk Road Agency
- Coastal Protection
- Road Safety
- Highway Development Control – including Sustainable Urban Drainage (SUD'S) approval body
- 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 – including CCTV mobile enforcement
- 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 (Cllr A Wingrave)

- Sustainability
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Active Travel
- Canals
- 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
- Supplementary Planning Guidance
- Regional Plan
- Asset Management Strategy
- Environmental Strategy
- Biodiversity Duty Plan
- Existing Route Map (ERM)
- Integrated Network Map

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.