

ANNEX B

EXECUTIVE ARRANGEMENTS

LEADER / CABINET EXECUTIVE
(Cabinet – 10)

Portfolio Number	Portfolio Title	Portfolio Holder
Portfolio 1	Community and Strategic Leadership / Leader	Cllr Steve Hunt
Portfolio 2	Finance, Performance and Social Justice	Cllr Simon Knoyle
Portfolio 3	Education and early years	Cllr Nia Jenkins
Portfolio 4	Climate Change and Economic Growth	Cllr Jeremy Hurley
Portfolio 5	Nature, Tourism, and Well-being	Cllr Cen Phillips
Portfolio 6	Children and Family Services	Cllr Sian Harris
Portfolio 7	Adult Social Services and Health	Cllr Jo Hale
Portfolio 8	Housing and Community Safety	Cllr Alun Llewelyn
Portfolio 9	Strategic Planning, Transport and Connectivity	Cllr Wyndham Griffiths
Portfolio 10	Streetscene	Cllr Scott Jones

CABINET

Cabinet (10)

All Cabinet Members

Major plans, policies, service change and budgets, including Decarbonisation and Renewable Energy Policy and strategic response to the nature emergency

CABINET (SUB COMMITTEE)

Cabinet (Policy and Resources) Sub Committee (3)

Holder of Portfolio 2 (Leader and Deputy Leader to attend as voting members)

CABINET COMMITTEES/BOARDS

Social Services, Housing and Community Safety (3):

Holders of Portfolio 6, Portfolio 7 and Portfolio 8

Education, Skills and Wellbeing (3):

Holders of Portfolio 3, Portfolio 4 (for regional education, skills and training arrangements; lifelong learning, adult education and post-16 provision; employability) and Portfolio 5

Environment, Regeneration and Streetscene Services (3):

Holders of Portfolio 4 (functions not covered in Education, Skills and Wellbeing), Portfolio 9 and Portfolio 10 (excluding decarbonisation and renewable energy policy and the strategic response to the nature emergency)

- 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.*

Portfolio 1 - Community and Strategic Leadership

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

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

Deputy Leader

- Deputising for the Leader
- Co-ordination of Council Business/Forward Work Programme
- Town and Community Councils Charter
- Portfolio 7 – Housing and Community Safety

Portfolio 2 - Finance, performance and social justice

- Revenue and Capital Budget strategy
- Medium Term Financial Plan
- Investment Strategy
- Budget monitoring
- Treasury Management
- Income Generation – Policy and Strategy
- Revenues and housing benefits
- Debt write off

- Corporate Performance Management oversight
- Social inclusion policies/strategies, including Strategic Equalities Plan, cost of living/anti-poverty policies, Welsh Language standards, plans and policies, support to equality/diversity networks and groups
- Executive personnel policy/strategy, including pay policy
- Trade Union relationships/Staff Council
- Occupational Health and Safety oversight (as an employer)
- Customer Services policies and strategies
- Digital Strategy, including cyber security
- Procurement Strategy
- Voluntary Sector compact and relationships
- Licensing – executive functions
- Business Continuity Planning and Emergency Planning oversight

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, Digital Services, Legal Services and People Services departments as a whole

Portfolio 3 - Education, Skills and Training

- 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)
- Families First Plan
- Children's Rights
- Play Strategy
- Childcare Strategy
- Youth engagement and progression framework, Youth Service, Youth Council
- School Improvement and Inclusion
- Welsh in Education Strategic Plan
- School governors
- School reorganisation (Strategic School Improvement Programme)
- Additional Learning Needs
- Access managed services, including catering, cleaning etc

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

Portfolio 4 – Climate Change and Economic Growth

- Climate change policy, including decarbonisation and renewable energy strategy
- Corporate Joint Committee – economy and energy lead member
- City Deal oversight
- Local and regional economic development and regeneration strategies
- Relationship with the private and not-for-profit businesses

- Freeport policy
- Foundational/circular economy strategies
- Business services and grants/loans to businesses
- Industrial estates
- Baglan Energy Park
- Coed Darcy
- Town Centres Strategies
- Valleys and villages strategies
- Europe and European Funding
- Levelling Up and Shared Prosperity programmes
- Architectural Design
- Construction project management
- Promotion of high quality design
- Asset Management
- Canals
- Estate Management (non-housing/non-operational property)
- Estates and Valuation (including acquisition and disposal of land/property)
- Facilities Management
- Energy Management, including renewable energy strategies
- Enterprise Zone
- Regional education, skills and training arrangements – lead member
- Lifelong Learning, adult education, post-16 provision
- Employability

Other:

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

Portfolio 5 – Nature, Tourism and Wellbeing

- Strategic response to the nature emergency
- Culture and Heritage Strategy
- Leisure Strategy
- Tourism and Destination Management Strategy
- Aberavon Seafront Strategy
- Indoor leisure services

- Community Centres
- Libraries and Archives
- Country Parks
- Sports Development and outdoor leisure services
- Cultural services
- Lead member for wellbeing

- Environmental Health, including pollution control and contaminated land, food safety, private drains and sewers, housing enforcement and tobacco protection
- Pest Control policy
- Air Quality Strategy
- Trading Standards, including animal welfare
- Trading Standards Performance Plan
- Food Law Enforcement Plan
- Tobacco Protection Plan
- Test, Trace, Protect oversight

Other:

- 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

Portfolio 6 - Children and Families

- Children in Need and families policy
- Youth Justice Plan and Youth Offending Service
- Hillside Secure Unit

- Team Around the Family policy
- Corporate Parenting policy
- Safeguarding policy
- Support to adoption and fostering panels
- Regional Partnership Board - lead member for children and family services

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

Portfolio 7 - Adult Social Services and Health

- Adult community care services policy
- Older people's community care services policy
- Local Area Co-ordination and early intervention/prevention policy
- Welfare Rights
- Health partnerships and integrated services oversight
- Safeguarding policy
- Support to Fostering and Adoption panels
- Older persons and carers champion
- Regional Partnership Board - lead member for adults/older persons and carers services

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

Portfolio 8 - Housing and Community Safety

- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies [with links to LDP and regeneration]

- Policy to support asylum seekers and refugees
- Homelessness policy
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy
- Community Safety strategy
- Counter-terrorism and extremism policy
- Violence Against Women, Domestic Abuse and Sexual Violence strategy
- Anti-Social Behaviour policy
- Substance Misuse and Area Planning Board oversight
- CCTV policy

Other:

- 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

Portfolio 9 - Strategic Planning, Transport and Connectivity

- Place making charter oversight
- Planning policy and guidance
- Local Development Plan
- Regional Development Plan
- Environmental Strategy
- Local and regional transport plans and policies
- Active travel plans and policy
- Existing Route Map (ERM)
- Integrated Network Map
- Corporate Joint Committee – lead member for strategic development plan and transport theme
- Sustainability policy
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Street Naming
- Development Management
- Building Control

- High Hedges
- Engineering and Highways functions oversight
- South Wales Trunk Road Agency oversight
- Coastal Protection policy
- Road Safety policy
- Highway Development Control – including Sustainable Urban Drainage (SUD'S) approval body oversight
- Traffic Orders
- Bus shelters
- Concessionary Fares
- Passenger/community transport
- Fleet Management and Maintenance
- On and off street parking policy– including CCTV mobile enforcement
- Highway Asset Management oversight
- Biodiversity policy
- Japanese Knotweed

Other

- 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.

Portfolio 10 - Streetscene

- Regional and local waste plans and policies
- Neighbourhood Services and Management oversight

- Town centre management oversight
- Grass verge and associated landscaping oversight
- Land Drainage oversight
- Flood Defence oversight
- In-house Building Services oversight
- Public Lighting oversight
- Maintenance and management of parks, playgrounds, sports fields, bowling greens etc. oversight
- Grounds maintenance, arboricultural services oversight
- Cemeteries and Margam Crematorium oversight
- Waste management, including recycling oversight
- Dog and animal impounding policy
- Waste transfer station
- Highways Maintenance and Operations
- Litter enforcement policy

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

General Cabinet Functions

Cabinet are to discharge with delegated authority the following general functions:-

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 Scrutiny Committees in the development of the policy and budget framework.
5. To comply with the performance measures and duties incorporated within the Local Government and Elections (Wales) Act 2021 and to ensure compliance with the duty to promote the wellbeing of the Neath Port Talbot locality as set out in the Wellbeing of Future Generations Act 2015 search for Improvement and receiving the outcome of reviews from 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 Local Development Plan.
12. Responding to any recommendations of 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 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 – Section 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);
 - Mal-administration 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 during the plan period; consult the Cabinet Scrutiny Committee and any other Scrutiny Committees as deemed appropriate and recommend to Council.
 17. Draft the Annual Report, accounting for the extent to which the Council has delivered the programme identified in the Corporate Plan.
 18. 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" Scrutiny Committee.
 19. 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).

20. Initiate planning applications as appropriate to executive functions.
21. 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.
22. 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 COMMITTEE FUNCTIONS

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

Cabinet (Policy and Resources) Sub-Committee

(Three Members - Member Holding Portfolio 2 with Leader and Deputy Leader attending as voting members)

Social Services, Housing and Community Safety Cabinet Committee

(Three members Holders of Portfolio 6, Portfolio 7 and Portfolio 8 below)

Education, Skills and Wellbeing Cabinet Committee

(Three members holding Cabinet Portfolios Numbers 3, 4 (as detailed above) and 5 below)

Environment, Regeneration and Streetscene Cabinet Committee

(Three members holding Cabinet Portfolios Numbers 4 (as detailed above), 9 and 10 below)

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) Continuously review whether the Council is:
 - exercising its functions effectively,
 - using its resources economically, efficiently and effectively, and
 - ensuring its governance is effective for securing the matters above
- (d) implement and monitor improvement actions following improvement or efficiency reviews
- (e) implement and monitor recommendations arising from Audit Wales Reports.

- (f) Implement and monitor recommendations arising from other inspection or review activity
- (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 or Council
- (i) any executive matters which are otherwise delegated to officers which relate to the functions of the Committee
- (j) the other general matters specified for the Cabinet in as far as they relate to the functions of the Cabinet Committees.