



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.00 pm on

WEDNESDAY 22 May 2019

in the

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.

--- A G E N D A ---

PART A

1. *Mayor's Announcements.*
2. *Declarations of Interest*

PART B

3. *Administration Issues for the Civic Year 2019/20 (Pages 3 - 68)*
-Council will now adjourn for a Special Meeting of the Audit Committee to take place. At the close of the Audit Committee, Council will reconvene to complete its agenda-
4. *To receive, for information, the Appointments of the Chairman and Vice Chairman of the Audit Committee*

5. To appoint the Chairman and Vice Chairman of the Democratic Services Committee.
6. **Urgent Items**
Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.

The Mayor will then declare the meeting closed.

Please note that the following Special meetings will be held at the close of Council - will Members please remain seated after the Mayoral party departs:-

Cabinet

Education, Skills and Culture Scrutiny Committee

Regeneration and Sustainable Development Scrutiny Committee

Licensing and Gambling Acts Committee



Chief Executive

**Civic Centre
Port Talbot**

Thursday, 16 May 2019

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

SPECIAL MEETING OF COUNCIL – 22 May 2019

REPORT OF THE CHIEF EXECUTIVE

1. Introduction

- 1.1 The main purpose of the Annual Meeting of Council, held on 17 May 2019, was to elect the Mayor and Deputy Mayor for the Civic Year 2019/20, 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 2019/20

- 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 2019/20
- Section I: Distribution of Senior Salaries
- Section J: Democratic Services Structure and Staffing Resources
- Section K: Election of a Youth Mayor

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 2019/20, 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 2019/20 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 former 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 2019/20, 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 2019/20, 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 2019/20 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 2019/20, 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 2019/20 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 2019/20:

- Staff Council;
- Corporate Parenting Panel
- Schools Standards Partnership Group
- Income Generation Panel

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, the Schools Standards Partnership Group and the Income Generation Panel.

8.2 **Recommendations**

Council is requested to approve the Recommendations in respect of the above Member/Officer Groups for 2019/20 as set out in **Annex F** (To Follow) and confirm the Terms of Reference of both the Corporate Parenting Panel, the Schools Standards Partnership Group and the Income Generation Panel.

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 2019/20.

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 2019/20. Consultation has been carried out in accordance with Section 6 of the Local Government Measure 2011 and related Statutory Guidance. The Democratic Services Committee has requested that the first cycle of morning scrutiny committee meetings commence at 10am and that following those first meetings the Committees to confirm, or otherwise future start times, within 1 hour either side of 10am. Full details are given in **Annex H** and are subject to the approval of the proposals in Sections 3 to 9 above.

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. **Youth Mayor**

The Mayor of Council signalled his wish to create a youth mayor as a further commitment of this Council to children's rights. The Executive is supportive of such a development and have approved the establishment of such a role but within existing budget guidelines. Council is invited to endorse the creation of a youth mayor.

14. **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 2019/20 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 2019/20 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 2019/20 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 2019/20, 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 establishment of a Youth Mayor be endorsed.
- (11) 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.

15. **List of Background Papers**

Local Government (Wales) Measure 2011 and Guidance Notes.

The Constitution of Neath Port Talbot County Borough Council.

16. **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.¹
- 6.1.7.1. A Designated Person is a person:-
- 6.1.7.2. Who is designated by the Welsh Ministers in accordance with Section 21G of the Local Government Act 2000 or
- 6.1.7.3. Who falls within a category of person so designated.²
- 6.2. In exercising its functions an Overview and Scrutiny Committee must take into account any views brought to its attention under paragraph 14.1.4. ³
- 6.3. An Overview and Scrutiny Committee must take account of guidance issued by the Welsh Ministers.⁴

¹ Section 21 (2ZA) LGA 2000

² Section 21 (18) LGA 2000

³ Section 62(3) Local Government Act 2000 ("LGA 2000")

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

ANNEX A

POLICY AND BUDGET FRAMEWORK

Meanings – Policy and Budget Framework

(a) **Policy framework.** The policy framework means the following plans and strategies:-

(i) those required by The Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations (Schedule 3) to be adopted by the Council:

- Well-being Plan
- Corporate Plan and Annual Report/Well-being Objectives and Well-being Statement
- Regional Transport Plan;
- Local Development Plan (LDP);
- 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
- Smart and Connected (Digital Strategy)
- 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
- Area Plan of the Regional Partnership Board
- Supplementary Planning Guidance to support the LDP

- 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 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

- 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
- 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

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
- Licensing Executive Function

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
- 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

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
- 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
 - 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 – 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

- 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.

ANNEX C

POLITICAL PROPORTIONALITY

**SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS –
2018/2019 as at 22 May 2019**

COUNCIL COMMITTEES	TOTAL NO. OF SEATS 62	Labour 40	Plaid Cymru 15	Independent Democrats 7
CABINET SCRUTINY COMMITTEE	16	10	4	2
SOCIAL CARE, HEALTH AND WELLBEING SCRUTINY COMMITTEE	13	8	3	2
EDUCATION, SKILLS AND CULTURE SCRUTINY COMMITTEE	15† (+8)	9	4	2
LEISURE AND CULTURE SCRUTINY SUB-COMMITTEE	9	6	2	1
REGENERATION AND SUSTAINABLE DEVELOPMENT SCRUTINY COMMITTEE	12	8	3	1
COMMUNITY SAFETY AND PUBLIC PROTECTION SCRUTINY SUB-COMMITTEE	9	6	2	1
STREETSCENE AND ENGINEERING SCRUTINY COMMITTEE	12	8	3	1

PLANNING COMMITTEE	12	8	3	1
REGISTRATION AND LICENSING COMMITTEE ϕ	15	10	3	2
*LICENSING AND GAMBLING ACTS COMMITTEE ϕ	15	10	3	2
AUDIT COMMITTEE	12†(+1)	8	3	1
DEMOCRATIC SERVICES COMMITTEE	12	8	3	1
PERSONNEL COMMITTEE	12	8	3	1
SPECIAL APPOINTMENTS COMMITTEE	9	6	2	1
<i>*APPEALS PANEL</i>	<i>(5)</i>			
<i>*(Appeals Panel Substitutes)</i>	<i>(20)</i>			
<i>*(STANDARDS COMMITTEE)</i>	<i>(2)</i>			
<i>*(Standards Committee Substitute)</i>	<i>(1)</i>			

STAFF COUNCIL	12	Cabinet Members	Opposition Leader or sub	Opposition Leader or sub
<i>*Licensing and Gambling Acts Sub Committee</i>				

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 2019/20 (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 its 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 appointed as follows:
- (i) A Staff Council of 12 Members be appointed for the Civic Year 2019/20, together with a Local Government Services Sub Group (7 Members) and a Schools Sub Group (7 Members). Council is asked to appoint a Chairman and Members thereto. There will also be appropriate Trade Union representatives;
 - (ii) Three Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-
 - Corporate Parenting Panel (9 Members) See Terms of Reference below;
 - School Standards Partnership Group (14 Members).See Terms of Reference below
 - Income Generation Panel
- (7) that the Members to serve on each of the above, for the Civic Year 2019/20 (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 Cabinet 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

Independent Democrats Group

Labour Group (4)

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.

INCOME GENERATION PANEL

Terms of Reference (TO FOLLOW)

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 2019/20 (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 2019/20 AND SCHEDULE OF MEMBER SEMINARS

Cycle and Timetable of Meetings and Member Seminar Dates

RECOMMENDED

That the Cycle and Timetable of Meetings for 2019/20, as set out herein, be approved, together with the schedule of Member Seminars.

PROVISIONAL CYCLE OF MEETINGS - 2019/20

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

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

TIMETABLE/CYCLE OF MEETINGS FOR 2019/20 AS APPROVED IN COUNCIL OF 22 nd May 2019															
20182019															
MEETINGS OF COUNCIL	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
COUNCIL	2.00pm	PT		22	5	17		4	16	27		29	13(Sp)/ 26	25(Sp)	8 20(May), 3(June)
ANNUAL MTG	2.30pm	Oran gery													15(May)
Cabinet and Executive Boards	The start time denotes the start of the ‘mirror’ Scrutiny Committee. The Cabinet (Finance) Sub Committee will follow Cabinet.														
CABINET	9.30am	PT		*29	19	10/*31		11/25(PSB)	2/*30	20	4	8/22	5(PSB)/ 12/*19	11	1/29 27(May)
Cabinet (Finance) Sub Committee				*29	19	10/*31		11	2/*30	20	4	8/22	12/*19	11	1/29 27(May)
SOCIAL CARE, HEALTH AND WELLBEING	2.00pm	N			10(Scrutiny) ABMU	*25		5	17		5	30		12	30 4(June)
EDUCATION, SKILLS AND CULTURE	2.00pm	PT			6	4		12	24		12	23		5	23
Leisure and Culture Scrutiny Committee	10am	PT			26			5			5		27		
REGENERATION AND SUSTAINABLE DEVELOPMENT	10am	N			7	12		6	18	29		10	14	20	1(May)
Community Safety and Public	10am	N			13			19			12			19	

Protection Sub Committee															
STREETSCENE AND ENGINEERING	10am	N		24		4		20	25		6	17	28		24 5 (June)
Other Council Committees	TIME	VENUE	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
PLANNING COMMITTEE SITE VISIT (if needed) 10am that morning	2pm	PT		*28	11	2/*23	*13	3/24	15	5/26	17	14	4/25	17	7/28
REGISTRATION AND LICENSING COMMITTEE*	10am	PT			3	1/*29		2/30	*28	25	16	13	10	9	6 11(May)
LICENSING AND GAMBLING ACTS COMMITTEE	*To follow				3	1/*29		2/30	*28	25	16	13	10	9	6 11(May)
LICENSING AND GAMBLING ACTS SUB COMMITTEE	*To follow				3	1/*29		2/30	*28	25	16	13	10	9	6 11(May)
PERSONNEL COMMITTEE	2pm	PT			24			9	21		2	13	24		6 11(May)
AUDIT COMMITTEE	2pm	PT			26	*29		25			18			18	
DEMOCRATIC SERVICES COMMITTEE	9.30am	PT				11				14				3	
STANDARDS COMMITTEE	10am	PT			27					22				13	

OTHER GROUPS	Time	Venue	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
STAFF COUNCIL (Briefings 1 hr before)	2pm	PT			17			16			9			2	
SCHOOL STANDARDS PARTNERSHIP GROUP	1pm	PT				3			9		11	22			1

PLEASE SEE WEEKLY LIST OF MEETINGS FOR ANY CHANGES TO THE TIMETABLE

- **School Holidays**

TIMETABLE FOR OTHER MEMBER MEETINGS – 2019/20

MEETINGS	TIME	V	MAY	2019 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020 JAN	FEB	MAR	APR	MAY
Margam Joint Crematorium Committee \$	2.15pm	on site		14			13			20			20		
South West Wales Regional Joint Waste Cttee\$	2.00pm	N													
Tata Steel Joint Consultative Group	10.30am	on site		7pm			27			20			27		
*NPT/Youth Council Forum	6.00pm	N/PT		3			30					10			
*NPT/Older Persons Council Forum	10.30am	PT					23							20	
*CBC/Comm. Councils Liaison Forum	3.30/4pm	N			10				20				4		
*Voluntary Sector Liaison Forum	10.00am	N			8			7		9			30		
Corporate Parenting Panel	2.00pm	N	15		*3				13			5			13
Income Generation Panel	2.00pm	PT			1										
Joint Archives Committee	11.00am	S/PT/N		14(S)			13(PT)			13(S)			6(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															

* School holidays

ANNEX I**SCHEDULE OF SEMINAR DATES 2019/2020**

Day	Date	Time	Subject
Thursday	6 th June 2019	10am	
Thursday	20 th June 2019	10am	
Thursday	3 rd July 2019	10am	
Thursday	19 th September 2019	2pm	
Thursday	10 th October 2019	2pm	
Thursday	24 th October 2019	10am	Budget
Thursday	7 th November 2019	10am	
Thursday	28 th November 2019	2pm	LDP2
Thursday	19 th December 2019	10am	
Thursday	16 th January 2020	2pm	
Thursday	6 th February 2020	10am	Budget
Thursday	5 th March 2020	10am	
*Thursday	16 th April 2020	2pm	
Thursday	6 th May 2020	10am	
Thursday	4 th June 2020	10am	

* School holidays

Distribution of Senior Salaries

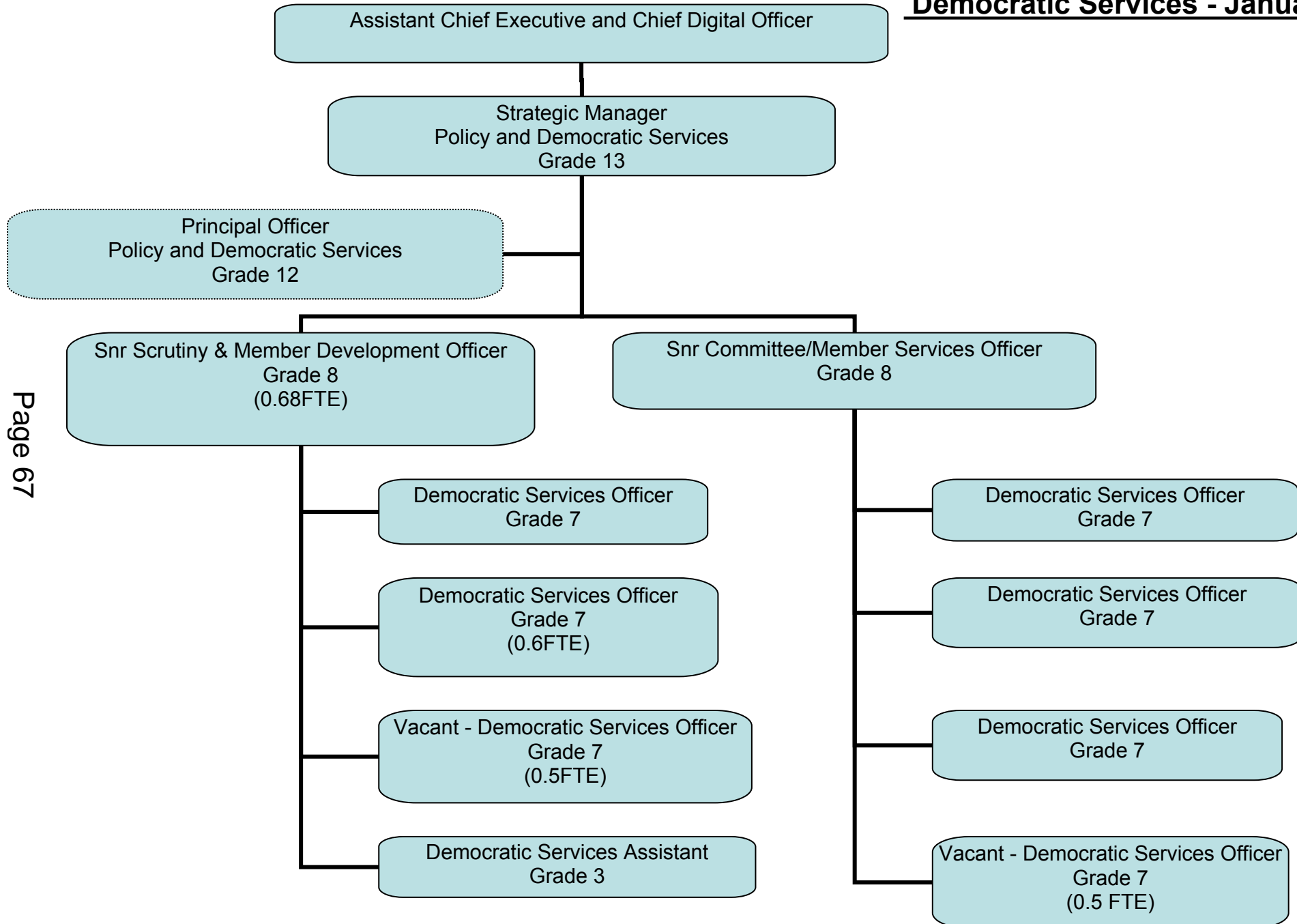
The Impendent Remuneration Panel for Wales has determined the number of Senior Salaries that can be paid by every Local Authority in Wales. For Neath Port Talbot County Borough Council the maximum number of Senior Salaries that can be paid are to 18 members. In line with this determination the following posts will be paid Senior Salaries in 2019-20.

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

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

Civic Salaries are also payable to the Mayor and Deputy Mayor in addition to the 18 Senior Salaries shown above.

Democratic Services - January 2019



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