

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Emma Sullivan
(Rhif Ffôn: 01443 864420 Ebst: sullie@caerphilly.gov.uk)

Dyddiad: Dydd Mercher, 2 Mai 2018

Bydd y cyfarfod hwn yn cael ei ffilmio a'i wneud ar gael i weld yn fyw ac ar ffurf archif drwy wefan y Cyngor. Caiff y cyfarfod cyfan ei ffilmio, ac eithrio ar gyfer trafodaethau sy'n cynnwys eitemau cyfrinachol neu sydd wedi'u heithrio. Bydd y gweddarllediad ar gael am 18 mis o ddyddiad y cyfarfod ar www.caerffili.gov.uk

Mae'n bosib y gall manau eistedd cyhoeddus gael eu ffilmio a thrwy fynd i mewn i'r Siambr rydych yn rhoi'ch caniatâd i gael eich ffilmio ac ar gyfer y defnydd posibl o'r delweddau a recordiadau sain hynny at ddibenion gweddarlledu.

Mae croeso i chi ddefnyddio'r iaith Gymraeg yn y cyfarfod, a dylid rhoi cyfnod rhybudd o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny. Bydd cyfieithu ar y pryd yn cael ei ddarparu ar gais.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Os oes gennych unrhyw ymholiadau, cysylltwch â'r Gwasanaethau Cyfreithiol drwy e-bost griffd2@caerffili.gov.uk neu ffoniwch 01443 863028

Annwyl Gyngorydd,

Drwy hyn, cewch eich gwahodd i fynychu **Cyfarfod Blynyddol Cyngor Bwrdeistref Sirol Caerffili** a gynhelir yn **Siambr y Cyngor, Tŷ Penallta, Tredomen, Ystrad Mynach** on **Dydd Iau, 10fed Mai, 2018** am **6.00 pm** i ystyried y materion sydd wedi'u cynnwys yn yr agenda canlynol.

Yn gywir,

Christina Harrhy
PRIF WEITHREDWR DROS DRO

A G E N D A

Tudalennau

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



1 I dderbyn ymddiheuriadau am absenoldeb.

2 Cyhoeddiadau'r Maer.

3 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

4 I ethol Maer y Cyngor tan y Cyfarfod Blynyddol ym mis Mai 2019 a gwneud taliad cyflog dinesig.

5 Cyflwyno Bathodynau'r Maer a'r Cymar Diwethaf.

6 I benodi Dirprwy Faer y Cyngor tan y Cyfarfod Blynyddol ym mis Mai 2019 a gwneud taliad cyflog dinesig.

7 Cyhoeddiadau'r Maer.

8 I nodi bydd y Cynghorydd D.V. Poole yn derbyn taliad cyflog uwch fel Arweinydd y Cyngor.

9 I nodi penodiad Dirprwy Arweinydd/Arweinwyr a gwneud uwch-daliad cyflog.

10 I nodi nifer yr Aelodau i gael eu penodi i'r Cabinet, yr enwau mae'r arweinydd wedi dewis i ddod yn aelodau o'r Cabinet ac i wneud uwch-daliadau cyflog.

Wasanaethau Corfforaethol

Dirprwy Arweinydd ac Economi, Isadeiledd, Cynaliadwyedd a Llesiant a Phencampwr

Cenedlaethau'r Dyfodol (a rhannwch y uwch-daliad cyflog Dirprwy Arweinydd)

Dirprwy Arweinydd ac Gyllid, Perfformiad a Llywodraethu Gyllid, Perfformiad a Llywodraethu (a rhannwch y uwch-daliad cyflog Dirprwy Arweinydd)

Addysg a Chyflawniad

Amgylchedd a Diogelwch y Cyhoedd

Gartrefi a Lleoedd

Wasanaethau Cymdogaeth

Wasanaethau Cymdeithasol a Lles

11 I nodi y bydd Cynghorydd C.P. Mann yn derbyn uwch-daliad cyflog fel Arweinydd grŵp y brif wrthblaid.

12 Datganiad yr Arweinydd.

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

13 Materion Cyfansoddiadol.

- 14 Pleidleisio Electronig yn y Cyngor Llawn. 55 - 66
- 15 Diddymiad Arfaethedig o'r Grŵp Cyswllt Bryn Compost. 67 - 70
- 16 I benodi Cadeirydd ac Is-gadeirydd y Pwyllgorau Trosolwg a Chraffu canlynol ar gyfer y flwyddyn nesaf yn unol â'r cydbwysedd gwleidyddol a gwneud uwch-daliad cyflog i'r Cadeirydd (adroddiad ynghlwm):-
Pwyllgor Craffu Addysg Gydol Oes
Pwyllgor Craffu Iechyd, Gofal Cymdeithasol a Lles
Pwyllgor Craffu Polisi ac Adnoddau/Pwyllgor Craffu Partneriaethau
Pwyllgor Craffu Adfywio a'r Amgylchedd
- 17 Penodi aelodau i wasanaethu ar y Pwyllgorau Trosolwg a Chraffu canlynol ar gyfer y flwyddyn nesaf yn unol â'r cydbwysedd gwleidyddol (adroddiad ynghlwm):-
Pwyllgor Craffu Addysg Gydol Oes
Pwyllgor Craffu Iechyd, Gofal Cymdeithasol a Lles
Pwyllgor Craffu Polisi ac Adnoddau/Pwyllgor Craffu Partneriaethau
Pwyllgor Craffu Adfywio a'r Amgylchedd 71 - 72
- 18 I benodi Cadeirydd a/neu Is-gadeirydd (fel y bo angen) i'r Pwyllgorau canlynol ar gyfer y flwyddyn nesaf a gwneud uwch-daliad cyflog i'r Cadeirydd:- (*ddim yn gymwys)
Panel Apeliadau (Disgyblu/Cwyno)*
Pwyllgor Penodiadau*
Pwyllgor Gwasanaethau Democraataidd
Pwyllgor Ymchwilio a Disgyblu*(yn cael ei benodi gan y Pwyllgor)
Pwyllgor Trwyddedu a Gamblo/Pwyllgor Tacsis a Chyffredinol
Pwyllgor Cynllunio
- 19 I nodi y caiff y Cadeirydd ac Is-gadeirydd y Pwyllgor Archwilio eu penodi yng nghyfarfod cyntaf y Pwyllgor Archwilio sy'n dilyn Cyfarfod Blynnyddol y Cyngor ac y gwneir uwch-daliad cyflog i'r Cadeirydd
- 20 Penodi Aelodau i wasanaethu ar y pwyllgorau canlynol ar gyfer y flwyddyn nesaf yn unol â'r cydbwysedd gwleidyddol (adroddiad ynghlwm): -
Panel Apeliadau (Disgyblu/Cwyno) (3 aelod/3 dirprwy)
Pwyllgor Apwyntiadau (8 aelod and ac Aelod Cabinet perthnasol)
Pwyllgor Archwilio (12 aelod)
Pwyllgor Gwasanaethau Democraataidd (16 aelod)
Pwyllgor Ymchwilio a Disgyblu (7 aelod)
Pwyllgor Trwyddedu a Gamblo/Pwyllgor Tacsis a Chyffredinol (15 Aelod)
Pwyllgor Cynllunio (20 aelod)
Pwyllgor Safonau (2 aelod/2 ddirprwy)
- 21 I gyfansoddi Is-bwyllgorau/Gweithgorau/Paneli/Byrddau a phenodi/enwebu aelodau i wasanaethu arnynt ar gyfer y flwyddyn nesaf yn unol â'r cydbwysedd gwleidyddol (adroddiad ynghlwm). 73 - 76

22 I benodi cynrychiolwyr i wasanaethu ar gyrrff allanol lle mae'n ofynnol (adroddiad ynghlwm).

77 - 82

Cylchrediad:

Pob Aelod a Swyddog Priodol



ANNUAL COUNCIL – 10TH MAY 2018

SUBJECT: CONSTITUTIONAL MATTERS

REPORT BY: INTERIM MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To deal with those matters that require consideration at the Annual Meeting of the Council in accordance with the Council Procedural Rules.
- 1.2 To note and endorse the proposed changes to Part 3 of the Scheme of Delegation set out in the Council's Constitution as attached at Appendix 1 and marked in bold and italics.
- 1.3 To note and endorse the changes to the Report Template at Appendix 2 and marked in bold and italics to include reference to the Corporate Plan together with an optional conclusion paragraph and minor changes to existing guidance.
- 1.4 To ask Council to delegate authority to the Interim Monitoring Officer to make the necessary changes to the Council's Constitution to give effect to the changes referred to in the Report.

2. SUMMARY

- 2.1 This report sets out details of those matters that require consideration at the Annual General Meeting of Council. It also proposes changes to the Scheme of Delegation and Report Template.

3. LINKS TO STRATEGY

- 3.1 The requirement to establish and maintain the Council's Constitution is set out in the Local Government Act 2000 and contributes the following Well-Being Goals within the Well-Being of Future Generations Act (Wales) 2015 as it sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. It sets the framework for the decision making roles and responsibilities which will impact on future generations.

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A globally responsible Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

4. BACKGROUND

- 4.1 The Council's Constitution was formally adopted by the Council in May 2002. It sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that the decision making processes are efficient, transparent and available to local people. The Constitution is a 'living document' in that it is constantly being updated and revised to reflect new government legislation and improvements and changes in procedures gained in light of experience.

5. THE REPORT

- 5.1 The Council's Procedure Rules, require the Annual Meeting to appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees, the Council consider appropriate to deal with the matters which are neither reserved to the Council nor are executive functions. The Constitution provides for the appointment of the following committees:-

1. Audit Committee
2. Democratic Services Committee
3. Licensing & Gambling Committee
4. Taxi & General Committee
5. Planning Committee
6. Policy & Resources Scrutiny Committee (includes Partnerships Scrutiny Committee)
7. Education for Life Scrutiny Committee
8. Health, Social Care & Wellbeing Scrutiny Committee
9. Regeneration & Environment Scrutiny Committee
10. Standards Committee
11. Investigating and Disciplinary Committee
12. Appeals Panel
13. Appointments Committee
14. Rights of Way Cabinet Committee

- 5.2 It is not proposed that any changes be made to the current Committee structure as set out at the Annual meeting. This includes the number of Members allocated to each Committee. The current arrangements reflect a fair political balance. Members are therefore asked to note the existing arrangements.
- 5.3 The nominations for the Members to each Committee will be reported at the Council meeting.

6. TERMS OF REFERENCE OF COMMITTEES

- 6.1 Members will recall that at the meeting of Full Council on 17th April 2018, changes to the Terms of Reference of the Scrutiny Committees were endorsed. There are no further changes proposed to the Terms of Reference to any of the Committees referred to in paragraph 5.1. Members are asked to note the existing Terms of Reference set out in Part 2 of the Constitution.

7. POLITICAL BALANCE – ANNUAL REVIEW

- 7.1 The Annual Meeting is required to decide the allocation of seats to political groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.
- 7.2 The basis of the statutory requirements provide that committee seats should be allocated to political groups in so far as practicable in the same proportion as these groups have in relation

to the total membership of the Council.

- 7.3 There has been no change to political balance of the Authority and Members are therefore asked to note that the current allocations remain as present.

8. SCHEME OF DELEGATION

8.1 Following consultation with all Heads of Service, minor changes are proposed to the Scheme of Delegation set out in part 3 of the Constitution and which for ease of reference is attached to this report at Appendix 1 and identified in bold and italics. The changes represent updates regarding legislation, together with changes to job titles and responsibility of relevant functions.

8.2 Members are therefore asked to note and endorse the changes identified in bold and italics in Appendix 1 to this report and to delegate authority to the Interim Monitoring Officer to amend the Constitution as necessary.

9 CHANGES TO THE REPORT TEMPLATE

9.1 The current Report Template is contained within Part 4 of the Council's Constitution as an Appendix to the Executive Procedure Rules which is attached at Appendix 2 to this report. Members attention is drawn to paragraph 3 of the report entitled Links to Strategy which currently includes reference to the Well-being Goals within the Well-being of Future Generations Act 2015. At its meeting on 17th April 2018 Full Council approved the Corporate Plan and in order to enhance and embed the strategic link between the Corporate Plan and key decisions being taken by the Council it is proposed that reference to the Corporate Plan is incorporated at paragraph 3 of the Report Template. In conjunction with this proposed change, officers will develop guidance to sit alongside the new paragraph and will trial the new Report Template for a period of three months prior to full implementation. In addition a conclusion paragraph will be incorporated into the template as identified in Appendix 2 and the guidance contained within the existing paragraphs has been reviewed and updated to provide further clarity.

9.2 Members are asked to endorse the changes to the Report Template at Appendix 2 as marked in bold and italics and to delegate authority to the Interim Monitoring Officer to amend the Council's Constitution accordingly.

10. WELL-BEING OF FUTURE GENERATIONS

10.1 This report contributes to the Well-Being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that the Constitution sets out a clear framework for how the Council operates in particular the decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

11. EQUALITIES IMPLICATIONS

11.1 There are none arising from the contents of the Report.

12. FINANCIAL IMPLICATIONS

12.1 There are none arising from the contents of the Report.

13. PERSONNEL IMPLICATIONS

13.1 None arising from the content of this Report.

10. RECOMMENDATIONS

10.1 Members are asked to note the information contained in this Report.

10.2 Members are asked to approve the recommendations that are set out at paragraphs 5.2, 6.1, 7.3, 8.2 and 9.2

11. REASONS FOR THE RECOMMENDATIONS

11.1 To comply with the relevant legislation and the Council's constitution.

12. STATUTORY POWERS

Local Government Act 2000

Author: Lisa Lane, Interim Monitoring Officer, lanel@caerphilly.gov.uk

Consultees: Christina HARRY, Interim Chief Executive
Dave Street, Corporate Director of Social Services and Housing
Mark S. Williams, Interim Corporate Director of Communities

Appendices:
Appendix 1 Part 3 of the Council's Constitution
Appendix 2 Updated Report Template

Background papers:
The Constitution is available on the Council's website

PART 3

RESPONSIBILITY FOR FUNCTIONS

References:

Chapter 3, The Local Government Act 2000 Part II: Guidance for County and County Borough Councils in Wales on Executive Arrangements, July 2006

The Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 (SI2007 No. 399) (W.45)

Section 13, Local Government Act 2000

This Part of the Constitution sets out: -

- (1) Those functions which the law says only the Council can exercise ("the Council functions").
- (2) The functions which the law says may be dealt with in a way which is chosen by the Council ("local choice functions").
- (3) Functions not to be the sole responsibility of an Authority's Executive.
- (4) The functions which the law says are functions of the Executive ("Executive functions").
- (5) Other general delegations of functions.
- (6) Joint arrangements.

1. NOT RESPONSIBILITY OF THE EXECUTIVE - COUNCIL FUNCTIONS

Schedule 1 The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 - SI2007 No. 399

Note that for each delegation set out in this part, the delegation includes the power to take any steps in relation to the delegated function, including the authorisation of, or defence of, any proceedings in any court, tribunal, board or panel.

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
Section A paras. 1 to 42 incl.	Planning Committee (as set out in Article 8)	As set out in Article 8.
Section B paras 1 to 5, 12 to 17, 19 to 20, 26 to 30, 32, 35, 35A, 39 to 41	Taxi & General Committee (as set out in Article 8)	As set out in Article 8.
Section B paras 6 to 7	Licensing & Gambling Committee (as set out in Article 8)	As set out in Article 8.
Section B paras 22, 23, 24, 31, 33, 34, 36, 37, 42, 43	The Council	The Council, or the Chief Executive or any Director or the relevant Head of Service. In relation to paras. 33 & 34 any Principal Solicitor.
Section C	The Council	The Council, or the Chief Executive or any Director or the relevant Head of Service or any of the following: - *Trading Standards, Licensing & Registrars Manager * Licensing Manager * Assistant Licensing Manager * Senior Licensing Administrator * Licensing Administrator *Environmental Health Manager *Senior Trading Standards Officer *Senior Environmental Health Officer *Trading Standards Officer *Senior Fair Trading Officer * Environmental Health Officer *Senior Commercial Safety Officer *Commercial Safety Officer *Fair Trading Officer (Officers marked * are appointed under Section 19(1) of the Health and Safety at Work Act 1974 or any statutory amendment thereto)
Sections D, E, F, G and H.	The Council	The Council, or the Chief Executive or any Director or the

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
		relevant Head of Service. In relation to Section D, the Electoral Services Manager.
Section I paras. 1, 2, 5, 7, 9, 11, 12, 13, 14, 15, 16	The Council	The Council, or the Chief Executive or any Director or the relevant Head of Service.
Section I para 17	The Council	The Council
Section I para. 6	<p>(a) In relation to the appointment of Head of Paid Service, the Council <u>but note</u> the provisions in I paras. 11-13 below, which must be exercised by the Council.</p> <p>(b) A Committee of 9 Members (the Appointments Committee) shall discharge on behalf of the Council the appointment of a Chief Officer, deputy Chief Officers and Head of Democratic Services and to determine any details relating to such appointments (except remuneration of Chief Officers which must be determined by Council)</p> <p>(c) In relation to applications for voluntary early retirement/ redundancy, a committee ("the Pensions/ Compensation Committee") of 7 members to determine such applications and to approve the early release of pension benefits exercising the Council's discretionary powers under the Local Government Pensions Scheme Regulations</p>	<p>(b) All those matters within the Committee's Terms of Reference are delegated to that Committee.</p> <p>(c) All those matters within the Committee's Terms of Reference are delegated to that Committee.</p>

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
	(d) In relation to all other staff the Head of Paid Service or his/her nominee.	(d) The Chief Executive and any person nominated by the Chief Executive.
Section I paras, 3 & 4.	The Planning Committee as described in Article 8.	As set out in Article 8.
Section I para. 8	The Standards Committee as described in Article 9.	As set out in Article 9.
Section I para. 10	Licensing Committee (as set out in Article 8)	As set out in Article 8.
Those functions specified by law as being the responsibility of the Council including: (a) the setting of the Budget; (b) the setting of the policy framework; (c) any housing land transfers.	The Council (receiving recommendations from the Executive)	The Council, or the Chief Executive or any Director or the relevant Head of Service.
The functions of - (a) imposing any condition, limitation or other restriction on an approval, consent, licence, permission or registration granted — (i) in the exercise of a function specified in column (1) of Schedule 1; or (ii) otherwise than by an executive of the authority, in the exercise of any function under a local Act; or (b) determining any other terms to which any such approval, consent, licence, permission or registration is subject, are not to be the responsibility of an executive of the authority.	The Council (receiving recommendations from the Executive)	The Council, or the Chief Executive or any Director or the relevant Head of Service.
The functions of determining whether, and in what manner, to enforce - (a) any failure to comply with an approval, consent, licence, permission or	The Council (receiving recommendations from the Executive)	The Council, or the Chief Executive or any Director or the relevant Head of Service.

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
<p>registration granted in the exercise of a function specified in column (1) of Schedule 1.</p> <p>(b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject, or</p> <p>(c) any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of an executive of the authority is not to be the responsibility of the executive of the authority.</p>		
<p>The function of -</p> <p>(a) amending, modifying or varying any such approval, consent, licence, permission or registration granted or any condition, limitation, restriction or term as mentioned in paragraph (2) to which it is subject; or</p> <p>(b) revoking any such approval, consent, licence, permission or registration,</p> <p>is not to be the responsibility of an executive of the authority.</p>	<p>The Council (receiving recommendations from the Executive)</p>	<p>The Council, or the Chief Executive or any Director or the relevant Head of Service.</p>
<p>The function of making any scheme authorised or required by regulations under section 18 of the Local Government and Housing Act 1989 (schemes for basic, attendance and special responsibility allowances for local authority members), or of amending, revoking or</p>	<p>The Council (receiving recommendations from the Executive)</p>	

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
replacing any such scheme, is not to be the responsibility of an executive of the authority. <ul style="list-style-type: none"> • Section 101 of the Local Government Act 1972 (Powers to Delegate Functions) does not apply in relation to this provision. 		
The functions of determining <p>(a) the amount of any allowance payable under —</p> <ul style="list-style-type: none"> (i) subsection (5) of section 22 of the 1972 Act (chairman's expenses); (ii) subsection (4) of section 24 of that Act (vice-chairman's expenses); (iii) subsection (4) of section 173 (financial loss allowance) of that Act(1); (iv) section 175 of that Act (allowances for attending conferences and meetings); <p>(b) the rates at which payments are to be made under section 174 of that Act (travelling and subsistence allowances);</p> <p>(c) the amount of any allowance payable pursuant to a scheme under section 18 of the Local Government and Housing Act 1989 or regulations made under section 100 of the 2000 Act, or the rates at which payments by way of any such allowance are to be made;</p>	The Council (receiving recommendations from the Executive)	

Function* *The detail of each function is set out in the next Table.	Decision making body	Delegation of functions
(d) whether a charge should be made for any approval, consent, licence, permit or registration the issue of which is not the responsibility of an executive of the authority; and (e) where a charge is made for any such approval, consent, licence, permit or registration, the amount of the charge; are not to be the responsibility of an executive of the authority. * Section 101 of the Local Government Act 1972 (Powers to Delegate) does not apply in relation to (a) to (c) above.		
Subject to any provision of regulations under section 20 (joint exercise of functions) of the 2000 Act the function of making arrangements for the discharge of functions by a committee or officer under section 101(5) of the 1972 Act is not to be the responsibility of an executive of the authority.	The Council	The Chief Executive or any Director or the relevant Head of Service.
The function of making appointments under section 102 (appointment of committees) of the 1972 Act is not to be the responsibility of an executive of the authority.	The Council	The Chief Executive or any Director or the relevant Head of Service.

The detail of the functions set out above is as follows:-

(1) Function	(2) Provision of Act or Statutory Instrument
A. Functions relating to town and country planning and development control	
1. Power to determine applications for planning permission.	Sections 70(1)(a) and (b) and 72 of the Town and Country Planning Act 1990

	(c.8).
2. Power to determine applications to develop land without compliance with conditions previously attached.	Section 73 of the Town and Country Planning Act 1990.
3. Power to grant planning permission for development already carried out.	Section 73A of the Town and Country Planning Act 1990.
4. Power to decline to determine application for planning permission & overlapping applications.	Sections S70A & S70B of the Town and Country Planning Act 1990.
5. Duties relating to the making of determinations of planning applications.	Sections 69, 74, 76, 91 and 92 of the Town and Country Planning Act 1990 and supporting regulations
6. Power to determine applications for planning permission made by a local authority, alone or jointly with another person.	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 (S.I. 1992/1492)
7. Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.	Town and Country Planning (General Permitted Development) Order 1995 (S.I. 1995/418) (as amended).
8. Power to enter into planning obligation, regulating development or use of land.	Section 106 of the Town and Country Planning Act 1990.
9. Power to issue a certificate of existing or proposed lawful use or development.	Sections 191(4) and 192(2) of the Town and Country Planning Act 1990.
10. Power to serve a completion notice.	Section 94(2) of the Town and Country Planning Act 1990.
11. Power to control the display of advertisements.	Section 220 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992.
12. Power to authorise entry onto land.	Section 196A of the Town and Country Planning Act 1990.
13. Power to require the discontinuance of a use of land or alteration or renewal of buildings or works.	Section 102 of the Town and Country Planning Act 1990.
14. Power to serve a planning contravention notice, breach of condition notice or stop notice.	Sections 171C, 187A and 183(1) of the Town and Country Planning Act 1990.
15. Power to issue an enforcement notice.	Section 172 of the Town and Country Planning Act 1990.

16. Power to apply for an injunction restraining a breach of planning control.	Section 187B of the Town and Country Planning Act 1990.
17. Power to determine applications for hazardous substances consent, and related powers.	Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990 (c. 10).
18. Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.	Paragraph 2(6)(a) of Schedule 2 to the Planning and Compensation Act 1991, paragraph 9(6) of Schedule 13 to the Environment Act 1995 (c. 25) and paragraph 6(5) of Schedule 14 to that Act.
19. Power to require proper maintenance of land.	Section 215(1) of the Town and Country Planning Act 1990.
20. Power to determine applications for listed building consent, and related powers.	Sections 16(1) and (2), 17, 19 and 33(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9).
21. Power to determine applications for conservation area consent.	Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, as applied by section 74(3) of that Act.
22. Duties relating to applications for listed building consent and conservation area consent.	Section 13(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and regulations 3 to 13 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 and paragraph 127 of the Welsh Office circular 61/96: Planning and the Historic Environment: Historic Buildings and Conservation Areas.
23. Power to serve a building preservation notice, and related powers.	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
24. Power to issue a listed building enforcement notice.	Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
25. Powers to acquire a listed building in need of repair and to serve a repairs notice.	Sections 47 and 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
26. Power to apply for an injunction in relation to a listed building	Section 44A of the Planning (Listed Buildings and Conservation Areas) Act 1990.
27. Power to execute urgent works and	Section 54 & 55 of the Planning (Listed

recovery of expenses.	Buildings and Buildings in Conservation Areas) Act 1990.
28. Power related to discontinuance of mineral workings.	Schedule 9 of the Town and Country Planning Act 1990.
29. Power related to footpaths and bridleways.	Section 257 & 258 of the Town and Country Planning Act 1990.
30. Power as to certification of appropriate alternative development.	Section 17 of the Land Compensation Act 1961 (c.33).
31. Duties in relation to purchase notices.	Sections 137-144 of the Town and Country Planning Act 1990.
32. Powers related to blight notices.	Sections 149-171 of the Town and Country Planning Act 1990.
33. Local development orders	Sections 61A to D of the Town and Country Planning Act 1990 as amended
34. Simplified planning zones	Sections 82 to 87 and Schedule 7 of the Town and Country Planning Act 1990 as amended
35. Powers to revoke or modify a planning permission	Sections 97 to 99 of the Town and Country Planning Act 1990 as amended
36. Duty of mineral planning authority to review mineral workings	Section 105 of the Town and Country Planning Act 1990 as amended
37. Screening and scoping of Environmental Impact Assessment applications and other duties in respect of EIAs	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended
38. The determination of applications submitted under the Building Regulations	The Building Act 1984 as amended and associated Building Regulations
39. Duties as specified under the Building Act 1984 including the service of notice on dangerous structures.	The Building Act 1984 as amended and associated Building Regulations
40. Power to deal with non-material amendments	Section 96A of the Town & Country Planning Act 1990
41. Power to declare an application invalid	Section 62 of the Town & Country Planning Act 1990
42. Power to deal with statutory pre-application enquiries	The Town & Country Planning (Pre-Application Services) (Wales) (Regulations) 2016

B. Licensing and registration functions (in so far as not covered by any other paragraph of this Schedule)	
1. Power to issue licences authorising the use of land as a caravan site or mobile home site ("site licences").	Section 3(3) of the Caravan Sites and Control of Development Act 1960 (c. 62). And Section 7(1) of the Mobile Homes (Wales) Act 2013
2. Power to licence the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936 (c.49).
3. Power to licence hackney carriages and private hire vehicles.	(a) as to hackney carriages, the Town Police Clauses Act 1847 (10 & 11 Vict. c. 89), as extended by section 171 of the Public Health Act 1875 (38 & 39 Vict. c. 55), and section 15 of the Transport Act 1985 (c. 67); and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (c. 57); (b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
4. Power to licence drivers of hackney carriages and private hire vehicles.	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
5. Power to licence operators of hackney carriages and private hire vehicles.	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
6. Power to issue licences, certificates and permits in accordance with the Licensing Act 2003	Licensing Act 2003
7. Power to issues licences and permits in accordance with the Gambling Act 2005	Gambling Act 2005
There is no paragraph 8 duties are incorporated into the Gambling Act 2005	
There is no paragraph 9 duties are incorporated into the Gambling Act 2005	
There is no paragraph 10 duties are incorporated into the Gambling Act 2005	
There is no paragraph 11 duties are incorporated into the Gambling Act 2005	

12. Power to issue entertainments licences.	Section 12 of the Children and Young Persons Act 1933 (c.12)
13. Power to licence sex shops and sex cinemas & Sexual Entertainment Venues.	The Local Government (Miscellaneous Provisions) Act 1982, section 2 and Schedule 3 and S27 the Policing & Crime Act 2009.
14. Power to licence performances of hypnotism.	The Hypnotism Act 1952 (c. 46).
15. Power to licence premises for acupuncture, tattooing, cosmetic piercing, semi permanent skin colouring, and electrolysis.	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Local Government Act 2003.
16. Power to licence pleasure boats and pleasure vessels.	Section 94 of the Public Health Acts Amendment Act 1907 (c. 53).
17. Power to licence market and street trading.	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982.
18. Blank	
19. Power to issue registrations or licences for the manufacture and storage of explosives	The Explosive Regulations 2014
19A. Power to issues licences for the supply of fireworks	Explosives Act 1875 and the Fireworks Regulations 2004
19B. Power to issues licences for the keeping of petroleum spirit	The Petroleum (Consolidation) Regulations 2014 Health & Safety at Work etc Act 1974
20. Power of register and licence premises for the preparation of food.	Section 19 of the Food Safety Act 1990 (c. 16).
21. BLANK	
22. Power to issue, amend or replace safety certificates (whether general or special) for sports grounds.	The Safety of Sports Grounds Act 1975 (c. 52).
23. Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds.	Part III of the Fire Safety and Safety of Places of Sport Act 1987 (c.27).
24. Duty to promote fire safety	Section 6 of the Fire and Rescue Services Act 2004 (c.21)

25. BLANK	
26. Power to licence pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business.	Section 1 of the Pet Animals Act 1951 (c. 35); section 1 of the Animal Boarding Establishments Act 1963 (c. 43); the Riding Establishments Acts 1964 and 1970 (1964 c. 70 and 1970 c. 70); section 1 of the Breeding of Dogs Act 1973 (c. 60), and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999.
27. Power to register animal trainers and exhibitors.	Section 1 of the Performing Animals (Regulation) Act 1925 (c. 38).
28. Power to licence zoos.	Section 1 of the Zoo Licensing Act 1981 (c. 37).
29. Power to licence dangerous wild animals.	Section 1 of the Dangerous Wild Animals Act 1976 (c. 38).
29A. Power to licence riding establishments	Riding Establishments Act 1964 & 1970
30. Power to enforce regulations in relation to animal by-products.	Animal By-products Enforcement No. 2 (Wales) Regulations 2011
31. Power to licence the employment of children.	Part II of the Children and Young Persons Act 1933 (c.12), byelaws made under that Part, and Part II of the Children and Young Persons Act 1963 (c. 37).
32. Power to approve premises for the solemnisation of marriages and the registration of civil partnerships.	Marriages & Civil Partnerships (Approved Premises) Regulations 2005 & 2011
33. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to— (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or (b) an order under section 147 of the Inclosure Act 1845 (c. 8 & 9 Vict. c. 118).	Regulation 6 of the Commons Registration (New Land) Regulations 1969 (S.I. 1969/1843).
34. Power to register variation of rights of common.	Regulation 29 of the Commons Registration (General) Regulations 1966

	(S.I. 1966/1471).
35. Power to issue a permit to conduct a street collection.	Police, Factories etc (Miscellaneous Provisions Act) 1916
35A. Power to issue a licence to conduct a house to house collection.	Section 2 of the House to House Collections Act 1939 as amended by the Local Government Act 1972 and the House to House Collections Regulations 1947
36. Power to grant consent for the operation of a loudspeaker.	Schedule 2 to the Noise and Statutory Nuisance Act 1993 (c. 40).
37. Power to grant a street works licence.	Section 50 of the New Roads and Street Works Act 1991 (c. 22).
38. BLANK	
39. Power to enforce regulations in relation to the movement of pigs.	Section 25 Pigs (Records, Identification and Movement (Wales) Order 2011.
40. Power to issue a licence to move cattle from a market.	Schedule 1 Para 3(3) of the Cattle Identification (Wales) Regulations 2007.
41. Power to sanction use of parts of buildings for storage of celluloid.	Section 1 of the Celluloid and Cinematograph Film Act 1922 (c. 35).
42. Duty to enforce and execute Regulations (EC) No. 852/2004 and 853/2004 in relation to food business operators as further specified in regulation 5 of the Food (Hygiene) (Wales) Regulations 2006.	Regulation 5 of the Food (Hygiene) (Wales) Regulations 2006.
43. Functions in respect of establishing a Licensing Committee.	Section 6 of the Licensing Act 2003 (c.17).
C. Functions relating to health and safety at work	
Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority’s capacity as an employer.	Part I of the Health and Safety at Work etc. Act 1974 (c. 37).
D. Functions relating to elections	
1. Duty to appoint an electoral registration	Section 8(2A) of the Representation of the

officer.	People Act 1983 (c. 2).
2. Power to assign officers in relation to requisitions of the registration officer.	Section 52(4) of the Representation of the People Act 1983.
3. Power to dissolve community councils.	Section 28 of the Local Government Act 1972 (amended by Local Government (Wales) Act 1994).
4. Power to make orders for grouping communities.	Section 29 of the Local Government Act 1972 (amended by Local Government (Wales) Act 1994).
5. Power to make orders for dissolving groups and separating community councils from groups.	Section 29A of the Local Government Act 1972 (amended by Local Government (Wales) Act 1994).
6. Duty to appoint returning officer for local government elections.	Section 35 of the Representation of the People Act 1983.
7. Duty to provide assistance at European Parliamentary elections.	Section 6(7) and (8) of the European Parliamentary Elections Act 2002.
8. Duty to divide constituency into polling districts.	Section 18 of the Representation of the People Act 1983.
9. Power to divide electoral divisions into polling districts at local government elections.	Section 31 of the Representation of the People Act 1983.
10. Powers in respect of holding of elections.	Section 39(4) of the Representation of the People Act 1983.
11. Power to pay expenses properly incurred by electoral registration officers.	Section 54 of the Representation of the People Act 1983.
12. Power to fill vacancies in the event of insufficient nominations.	Section 21 of the Representation of the People Act 1985.
13. Duty to declare vacancy in office in certain cases.	Section 86 of the Local Government Act 1972.
14. Duty to give public notice of a casual vacancy.	Section 87 of the Local Government Act 1972.
15. Power to make temporary appointments to community councils.	Section 91 of the Local Government Act 1972.
16. Power to determine fees and conditions for supply of copies of, or extracts from, elections documents.	Rule 48(3) of the Local Elections (Principal Areas) Rules 1986 (S.I. 1986/2214) and rule 48(3) of the Local Elections (Parishes and Communities) Rules 1986 (S.I.

	1986/2215).
17. Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.	Section 10 of the Representation of the People Act 2000 (c. 2).
18. Miscellaneous electoral functions under Part II, S.I. 2003/284.	The National Assembly for Wales (Representation of the People) Order 2003, S.I. (2003/284).
19. Duty to assign officers to assist at the elections of the Police & Crime Commissioner	Section 54(4) Police Reform & Social Responsibility Act 2011
E. Functions relating to name and status of areas and individuals	
1. Power to change the name of a county or county borough.	Section 74 of the Local Government Act 1972.
2. Power to change the name of a community.	Section 76 of the Local Government Act 1972.
3. Power to confer title of honorary alderman or to admit to be an honorary freeman.	Section 249 of the Local Government Act 1972.
4. Power to petition for a charter to confer county borough status.	Section 245A of the Local Government Act 1972.
F. Power to make, amend, revoke or re-enact byelaws	Any provision of any enactment (including a local Act), whenever passed, and section 14 of the Interpretation Act 1978 (c. 300).
G. Power to promote or oppose local or personal Bills.	Section 239 of the Local Government Act 1972.
H. Functions relating to pensions etc.	
1. Functions relating to local government pensions, etc.	Regulations under section 7, 12 or 24 of the Superannuation Act 1972 (c. 11)
2. Functions relating to pensions, allowances and gratuities.	Regulations under section 18 (3A) of the Local Government and Housing Act 1989 (c.42).
3. Functions under existing pension schemes as respects persons employed by the fire and rescue authorities pursuant to section 1 of the Fire and Rescue Services Act 2004.	Sections 34 and 36 of the Fire and Rescue Services Act 2004.

I. Miscellaneous functions	
1. Duty to approve authority's statement of accounts, income and expenditure and balance sheet or record of receipts and payments (as the case may be).	The Accounts and Audit (Wales) Regulations 2005.
2. Functions relating to sea fisheries.	Sections 1, 2, 10 and 19 of the Sea Fisheries Regulation Act 1966 (c. 38).
3. Powers relating to the preservation of trees.	Sections 197 to 214D of the Town and Country Planning Act 1990 and the Town and Country Planning (Trees) Regulations 1999 (S.I. 1999/1892).
4. Powers relating to the protection of important hedgerows.	The Hedgerows Regulations 1997 (S.I. 1997/1160).
5. Power to make standing orders.	Section 106 of, and paragraph 42 of Schedule 12 to, the Local Government Act 1972.
6. Appointment and dismissal of staff.	Section 112 of the Local Government Act 1972 and sections 7 and 8 of the Local Government and Housing Act 1989.
7. Power to make standing orders as to contracts.	Section 135 of the Local Government Act 1972.
8. Power to consider reports from the Public Services Ombudsman for Wales.	Section 19 of the Public Services Ombudsman (Wales) Act 2005 (c.10).
9. Power to make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption.	Section 13(2) of the Criminal Justice and Police Act 2001 (c.16).
10. Powers in respect of motor salvage operators.	Part 1 of the Vehicles (Crime) Act 2001 (c.3).
11. Power to appoint officers for particular purposes (appointment of "proper officers").	Section 270(3) of the Local Government Act 1972 (c.42).
12. Duty to designate an officer as the head of the authority's paid service, and to provide staff, etc.	Section 4(1) of the Local Government and Housing Act 1989 (c.42).
13(a) Duty to designate an officer as the monitoring officer and to provide staff, etc.	Section 5(1) of the Local Government and Housing Act 1989.
13(b) Duty to designate an officer as Head of Democratic Services to provide staff etc	Section 8 of the Local Government Wales Measure 2011
14. Duty to determine affordable borrowing	Section 3 of the Local Government Act

limit.	2003 (c.22).
15. Approval of annual investment strategy in accordance with guidance.	Section 15 of the Local Government Act 2003.
16. Duty to make arrangements for proper administration of financial affairs.	Section 151 of the Local Government Act 1972 (c.11).
17. Determination of level and any change in the level of remuneration to be paid to a Chief Officer	Regulation 7 of the Local Authorities (Standing Orders) (Wales) Regulations 2006 as amended by the 2014 amendment regulations.

The Constitution establishes the following Committees to discharge some of the Council's functions. Their Terms of Reference and delegated powers are set out in detail in the parts of this Constitution as follows:

Committee	In this Constitution at:
Audit Committee	Article 8
Planning Committee	Article 8
Rights of Way Cabinet Committee	Part 3 Responsibility for Executive Functions
Licensing & Gambling Committee	Article 8 and Part 3 Table 1
Taxi & General Committee	Article 8 and Part 3 Table 1
Standards Committee	Article 9
Appointments Committee	Part 3 Table 1
Appeals Panel	Part 3 Table 2
Pensions/Compensation Committee	Part 3 Table 1
Democratic Services Committee	Article 8
Investigating and Disciplinary Committee	Officer Employment Procedure Rules Part 4

OTHER DELEGATED POWERS

Power	Delegation
1. The power to fix criteria by which the qualifications for authorisation to allow individual staff are measured and applied, and to issue and certify authorisations of officers.	The Director or any Head of Service in that Directorate in relation to any staff in that Directorate.
2. All other functions including emergency action where this is necessary to protect the Council's interests.	The Council, or the Chief Executive or any Director or the relevant Head of Service.

The statutory functions referred to in the above table are as follows:-

Accommodation Agencies Act 1953
Administration of Justice Act 1970
Agricultural Produce (Grading & Marking) Acts 1928, 1931
Agriculture (Miscellaneous Provisions) Act 1968
Agriculture Acts 1967 - 1970

Animal Boarding Establishments Act 1963
 Animal Health Act 1981
 Animal Health and Welfare Act 1984
 Animal Welfare Act 2006
 Anti Social Behaviour Act 2003
 Anti Social Behaviour Crime & Policing Act 2014
 Banking Act 1987
 British Telecommunications Act 1981
 Building Act 1984
 Cancer Act 1939
 Caravan Sites Act 1968
 Caravan Sites and Control of Development Act 1960
 Charities Acts 1992 and 2006
 Children and Families Act 2014
 Children and Young Persons (Protection from Tobacco) Act 1991
 Children and Young Persons Acts 1933 - 1963
 Children Act 1989 – 2004
 Children Leaving Care Act 2000
 Clean Air Acts 1956 - 1993
 Clean Neighbourhood and Environment Act 2005
 Climate Change Act 2005
 Commons Registration Act 1965/2006
 Companies Act 1985 and 2006
 Consumer Credit Act 1974 & 2006
 Consumer Protection Act 1987
 Consumer Rights Act 2015
 Control of Horses (Wales) Act 2014
 Control of Pollution Acts 1974 – 1989
 Copyright Designs and Patents Act 1988
 Courts and Legal Services Act 1990
 Countryside and Rights of Way Act 2000
 Criminal Justice Act 1982, 1988, 1991
 Criminal Justice and Police Act 2001
 Dangerous Wild Animals Act 1976
 Data Protection Act 1998
 Development of Tourism Act 1969
 Dogs (Fouling of Land) Act 1996
 Dogs Act 1906
 Education Act 1996
 Education Act 1997
 Education Act 2002 & 2005
 Education (Fees & Awards) Act 1983 (Discretionary Award)
 Education Reform Act 1988
 Education & Inspections Act 2006
 Electricity at Work Act 1989
 Energy Act 1976
 Energy Conservation Act 1981
 Enterprise Act 2002
 Environment Act 1995
 Environmental Protection Act 1990
 Environment (Wales) Act 2016
 Estate Agents Act 1979
 * European Communities Act 1972
 Explosives Act 1875
 Factories Act 1961

Fair Trading Act 1973
 Farm and Garden Chemicals Act 1967
 Fire Precautions Act 1971
 Fire Safety and Safety of Places of Sports Act 1987
 Fireworks Act 1951
 Fireworks Act 2003
 Flood [and Water](#) Management Act
 2010
 Food and Environment Protection Act 1985
 Food Hygiene Rating Wales Act 2013
 * Food Safety Act 1990
 Forgery and Counterfeiting Act 1981
 Fraud Act 2006
 Freedom of Information Act 2000
 Gambling Act 2005
 Hallmarking Act 1973
 Hazardous Substances Act 1990
 Health Act 2006
 Health and Safety at Work etc Act 1974
 Highways Act 1980
 Home Safety Act 1961
 House to House Collections Act 1939
 Housing Act 1985
 Housing Act 1996
 Housing Act 2004
 Housing (Wales) Act 2014
 Housing Grants, Construction and Regeneration Act 1996
 The Hypnotism Act 1952
 Insurance Brokers (Registration) Act 1977
 Insurance Companies Act 1982
 Intoxicating Substances (Supply) Act 1985
 Land Drainage Act 1991
 Law of Property Act 1925
 Learning & Skills Act 2000
 Licensing Act 2003
 Local Government Byelaws (Wales) Act 2012
 Local Government (Miscellaneous Provisions) Acts 1976 and 1982
 Local Government Acts 1972 – 2003
 Local Government and Housing Act 1989
 Malicious Communications Act 1988
 Medicines Act 1968
 Mines & Quarries (Tips) Act 1969
 Mobile Homes (Wales) Act 2013
 Mock Auctions Act 1961
 Motor Cycle Noise Act 1987
 Motor Vehicles (Safety Equipment for Children) Act 1991
 National Lotteries etc. Act 1993
 Natural Environment and Rural
 Communities Act 2006
 New Roads and Street Works Act 1991
 Noise Act 1996
 Noise and Statutory Nuisance Act 1993
 Offensive Weapons Act 1996
 Offices, Shops and Railway Premises Act 1963
 Olympic Symbol etc., (Protection) Act 1995

Performance of Animals (Regs) Act 1925
Pet Animals Act 1951
Planning Act 2008
Planning & Compensation Act 1991
Planning and Compulsory Purchase Act 2004
Planning Listed Buildings and Conservation Areas Act 1990
Planning (Wales) Act 2015
Police Reform and Social Responsibility Act 2011
Pollution Prevention and Control Act 1999
Powers of the Criminal Courts (Sentencing) Act 2000
Prevention of Damage by Pests Act 1949
Prices Acts 1974 and 1975
Proceeds of Crime Act 2002
Psychoactive Substances Act 2016
Public Health (Control of Disease) Act 1984
Public Health (Recurring Nuisances) Act 1969
Public Health Acts 1936 to 1961
Public Health (Wales) Act 2017
Refuse Disposal (Amenity) Act 1978
Registration Service Act 1953
Regulation and Inspection of Social Care (Wales) Act 2016
Reservoirs Act 1975
Riding Establishments Acts 1964 to 1970
Road Traffic (Foreign Vehicles) Act 1972
Road Traffic Acts 1974 - 1988
Safety of Sports Grounds Act 1975
School Standards & Framework Act 1998
School Standards and Organisation Wales Act 2013
Scrap Metal Dealers Act 2013
Scotch Whisky Act 1988
Slaughter of Poultry Act 1967
Slaughterhouses Act 1974
Social Services & Wellbeing (Wales) Act 2014
Solicitors Act 1974
Special Educational Needs & Disability Act 2001
Sunbeds (Regulation) Act 2010
Sunday Trading Act 1994
Tattooing of Minors Act 1969
Teaching & Higher Education Act 1998
Telecommunications Act 1984
Theft Acts 1968 and 1978
Timeshare Act 1992
Town and Country Planning Act 1990
Tobacco Advertising & Promotion Act 2002
Town Police Clauses Act 1847
Trade Marks Act 1994
Trading Representations (Disabled Persons) Acts 1958 and 1972
Trading Schemes Act 1996
Trading Stamps Act 1964
Traffic Management Act 2004
Transport Act 1985, 2000 & 2006
Unsolicited Goods and Services Acts 1971 and 1975
Vehicles (Crime) Act 2001
Vehicles (Excise) and Registration Act 1994

Video Recordings Acts – 2010
Water Industry Act 1991
Water Act 1989
Weights and Measures Act 1985
Wellbeing of Future Generations Act 2015
Wildlife and Countryside Act 1981

- * The Food Hygiene (Wales) Regulations which enact in regulations the provisions under the Food Safety Act and European Communities Act regulations.

2. FUNCTIONS WHICH MAY BE (BUT NEED NOT BE) THE RESPONSIBILITY OF AN AUTHORITY'S EXECUTIVE - "LOCAL CHOICE FUNCTIONS"

Function	Decision making body	Membership	Delegation of Functions
1. Any function under a local Act other than a function specified or referred to in Schedule 1 of the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 (as amended)	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
2. The determination of an appeal against any decision made by or on behalf of the authority.	(a) The Council in relation to matters of disciplinary appeals a committee designated "the Appeals Panel " whose terms of reference are to hear and determine appeals from decisions connected with officer dismissal; (b) In relation to other appeals or applications as may fall to be considered by the Council in a quasi judicial manner, the Licensing Committee described in Article 8;	(a) 3 members (b) 15 members	(a) All those matters within the Panels Committee's Terms of Reference. (b) All those matters within the Committee's Terms of Reference.
3. Functions in relation to the revision of decisions made in connection with claims for housing benefit or council tax benefit and for appeals against such decisions under section 68 of and Schedule 7 to the Child Support, Pensions and Social Security Act 2000.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.

Function	Decision making body	Membership	Delegation of Functions
4. The making of arrangements in relation to appeals against the exclusion of pupils in maintained schools under section 52 of the Education Act 2002.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
5. The making of arrangements pursuant to section 94(1), (1A) and (4) of, and Schedule 24 to, the School Standards and Framework Act 1998 (admission appeals).	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
6. The making of arrangements pursuant to section 95(2) of the School Standards and Framework Act 1998 (children to whom section 87 applies: appeals by governing bodies).	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
7. Any function relating to contaminated land.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or any of the following:- Environmental Health Manager; Senior Environmental Health Officer; Environmental Health Officer; Enforcement Officer) after consultation with the Leader or the appropriate Cabinet member.
8. The discharge of any function relating to the control of pollution or the management of air quality	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or any of the following:- Environmental Health Manager;

Function	Decision making body	Membership	Delegation of Functions
			Senior Environmental Health Officer; Environmental Health Officer; Enforcement Officer after consultation with the Leader or the appropriate Cabinet member.
9. The service of an abatement notice in respect of a statutory nuisance	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or any of the following:- Environmental Health Manager; Senior Environmental Health Officer; Environmental Health Officer; Enforcement Officer) after consultation with the Leader or the appropriate Cabinet member.
10. The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
11. The inspection of the authority's area to detect any statutory nuisance.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or any of the following:- Environmental Health Manager; Senior Environmental Health Officer; Environmental Health Officer; Enforcement Officer) after consultation with the Leader or the appropriate Cabinet member.

Function	Decision making body	Membership	Delegation of Functions
12. The investigation of any complaint as to the existence of a statutory nuisance.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or any of the following:- Environmental Health Manager; Senior Environmental Health Officer; Environmental Health Officer; Enforcement Officer after consultation with the Leader or the appropriate Cabinet member.
13. The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or the Development Control Manager after consultation with the Leader or the appropriate Cabinet member.
14. The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
15. The making of agreements for the execution of highways works	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service or the Transportation Engineering Group Manager or the Highways Operations Group Manager after consultation with the Leader or the appropriate Cabinet member.

Function	Decision making body	Membership	Delegation of Functions
<p>16. The appointment of any individual:- (a) to any office other than an office in which he is employed by the authority; (b) to any body other than:- (i) the authority; (ii) a joint committee of two or more authorities; or (c) to any committee or sub-committee of such a body, and the revocation of any such appointment.</p>	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.
<p>17. Power to make payments or provide other benefits in cases of maladministration etc.</p>	The Council acting through the Standards Committee (Standards Committee may approve payments of up to £10,000 total in any one case.	Standards Committee as defined in Article 9 of Part 2 of this Constitution.	As set out in the terms of reference of the Standards Committee.
<p>18. Functions in respect of the calculation of council tax base in accordance with any of the following- (a) the determination of an item for T in section 33(1) and 44(1) of the Local Government Finance Act 1992; (b) the determination of an amount for item TP in sections 34(3), 45(3) 48(3) and 48(4) of the Local Government Finance Act 1992; (c) the determination of an amount required for determining an amount for the item mentioned in</p>	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution.	(a) The Cabinet (b) The Chief Executive or a Director or the relevant Head of Service after consultation with the Leader or the appropriate Cabinet member.

Function	Decision making body	Membership	Delegation of Functions
paragraph (a) or (b) above.			
19. Licensing functions in accordance with Part 2 of the Licensing Act 2003 except section 6.	Council (through the Licensing & Gambling Committee)	As in Article 8.	Licensing & Gambling Committee. As set out in Article 8.
20. Functions in respect of gambling in accordance with any of the following- (a) a resolution not to issue casino licenses in accordance with section 166 of the Gambling Act 2005 (c.19); (b) prescribing of fees in accordance with section 212 of the Gambling Act 2005; (c) making an order disapplying section 279 or section 282(1) of the Gambling Act 2005 in accordance with section 284 of the Gambling Act 2005; (d) authorised persons in accordance with section 304 of the Gambling Act 2005; (e) prosecutions by a licensing authority in accordance with section 346 of the Gambling Act 2005; (f) three-year licensing policy in accordance with Gambling Act 2005.	The Council in respect of (a) and (f). The Council through the Licensing & Gambling Committee in respect of (b), (c), (d), (e)	As in Article 8.	None in relation to (a) and (f) The Licensing & Gambling Committee as set out in Article 8 in respect of (b), (c), (d), (e)
21. The approval and/or determination of school organisation proposals (including those which receive objections (except for those that are required to be considered by	The Executive	The Executive as defined in Article 7 of Part 2 of this Constitution	The Cabinet

Function	Decision making body	Membership	Delegation of Functions
Welsh Ministers).			

3. FUNCTIONS NOT TO BE THE SOLE RESPONSIBILITY OF AN AUTHORITY'S EXECUTIVE

These relate to the approval of specified plans which the law, or separate decision of the Council, requires that the Executive will consider those plans but pass them by way of a recommendation to the Council to finally determine.

(1)	(2)
Plans, schemes and strategies	Reference
The Caerphilly Delivers Single Integrated Plan 2013 to 2017	Shared Purpose - Shared Delivery Guidance on Integrating Partnerships and Plans Welsh Government 19th June 2012
Crime and Disorder Reduction Strategy	Sections 5 and 6 of the Crime and Disorder Act 1998 (c.37).
Local Transport Plan	Section 108 of the Transport Act 2000 (c.38).
Plans and alterations which together comprise the Local Development Plan	Section 10A of the Town and Country Planning Act 1990 (c.8).
Blaenau Gwent & Caerphilly Youth Offending Service Youth Justice Plan 2012-2014	Section 40 of the Crime and Disorder Act 1998 (c.37).
Local Housing Strategy	Section 87 of the Local Government Act 2003 (c.26).
Local Wellbeing Plan	As required under the Wellbeing of Future Generations Act 2015

Note: the provisions of regulation 5 of the 2007 regulations in relation to the above table.

CIRCUMSTANCES IN WHICH THE FUNCTIONS ARE NOT TO BE THE RESPONSIBILITY OF AN AUTHORITY’S EXECUTIVE

These provisions limit the right of the Executive to take a decision under certain circumstances (e.g. not in accordance with approved budget or policy framework). In these circumstances the Executive will refer the matter by way of a recommendation to the Council, for final determination.

(1)	(2)
Function	Circumstances
<p>1. The adoption or approval of a plan or strategy (whether statutory or non-statutory), other than a plan or strategy for the control of the authority’s borrowing or capital expenditure or referred to in Article 4.</p>	<p>The authority determines that the decision whether the plan or strategy should be adopted or approved should be taken by them.</p>
<p>2. The determination of any matter in the discharge of a function which —</p> <ul style="list-style-type: none"> (a) is the responsibility of the executive; and (b) is concerned with the authority's budget, or their borrowing or capital expenditure. 	<p>The individual or body by whom, by virtue of any of sections 14 to 17 of the Local Government Act 2000 or provision made under section 18 or 20 of that Act, the determination is to be made —</p> <ul style="list-style-type: none"> (a) is minded to determine the matter contrary to, or not wholly in accordance with — <ul style="list-style-type: none"> (i) the authority's budget; or (ii) the plan or strategy for the time being approved or adopted by the authority in relation to their borrowing or capital expenditure; and (b) is not authorised by the authority's executive arrangements, financial regulations, standing orders or other rules or procedures to make a determination in those terms.

Note: the provisions of regs 6(2) to (5) of the 2007 regulations in relation to the above table.

4. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

“Executive functions” are all the functions of the Council except:-

- (a) those which the law says are functions of the Council alone (Section 1 of this part of the Constitution);
- (b) the “local choice functions” (Section 2 of this part of the Constitution) which have been allocated to the Council rather than to the Executive. Note that Section 2 lists specific functions which have been allocated to the Executive;
- (c) functions which are not to be the sole responsibility of an authority’s Executive. These are set out in the table below;
- (d) Circumstances in which functions are not to be the responsibility of an authority’s Executive. These are set out in a table below and generally relate to circumstances where the decision would conflict with the Council’s budget or its overall strategy policy framework.

EXECUTIVE FUNCTIONS

NOTE THAT the Executive powers delegated to any officer is subject to the right of the appropriate Cabinet member, or the Leader in any matter, to require that the proposed decision be taken by the Cabinet.

NOTE THAT each delegation includes the power to take any steps in relation to the delegated function, including the authorisation of or defence of any proceedings in any court, tribunal, board or panel.

Function	Responsible	Delegation
(a) The Finance and Resources function <ul style="list-style-type: none"> • The proper financial planning budgeting and control • Control of the Authority's resources • Information Technology Services • Personnel Services • Financial Services • Electoral Registration • Legal Services • Audit Services • Procurement Services • Democratic Services • Corporate Policy (including Equalities & Welsh Language see paragraph (f)) • Property Services • Corporate Asset Management • Corporate Health & Safety including liaison with the Health & Safety Executive • Information Governance including Data Protection/Freedom of Information 	The Cabinet	The Cabinet, or the Chief Executive or any Director or the relevant Head of Service and in relation to Financial Services any of the following: Council Tax & NNDR Manager Finance Managers (Corporate Services, Education, Environment & Social Services) Housing Benefits Manager Internal Audit Manager and in relation to Information Governance the Senior Information Risk Owner

Function	Responsible	Delegation
(b) The Personnel function All aspects of the Council's functions as an employer including the oversight of recruitment, terms and conditions of employment, conduct and discipline, structural review and the consequences thereof.	The Cabinet	The Cabinet, or the Chief Executive or any Director or the relevant Head of Service.
(c) The Housing function <ul style="list-style-type: none"> • Private Housing Enforcement (including the HMO's, clearance, compulsory purchase orders, renewal areas and all types of housing grants) • Housing Agency Service • Homelessness & Housing Advice • Landlord Services • Housing Strategy • Older Persons Accommodation Services • Housing Repair Operations • Delivery of Welsh Housing Quality Standards 	The Cabinet	The Cabinet, or the Chief Executive, or any Director or the relevant Head of Service or any of the following: Housing Repair Operations Manager (in relation to Housing Repair Operations) Chief Housing Officer Private Sector Housing Manager Principal Housing Officer (Private Sector) Public Sector Housing Manager Homelessness & Housing Advice Manager
(d) The Social Services function <ul style="list-style-type: none"> • Strategic issues in relation to the provision of Children's & Adult Social Services other than those functions imposed by Section 2 and Schedule 1 of the Local Authority Social Services Act 1970 which fall to be specifically discharged by the Health & Social Care Scrutiny Committee • Provision of advice, guidance and support • The assessment, care planning and reviewing of all support packages for service users meeting the defined eligibility thresholds in line with current legislation, regulation and statutory guidance • Commissioning and contracting for Social Services 	The Cabinet	The Cabinet, or the Chief Executive or any Director or the relevant Head of Service.
(e) The Education & Lifelong Learning function <ul style="list-style-type: none"> • The discharge of the Council's obligations as Local Education Authority under statute • The implementation of the School Standards and Framework Act 1998 and associated legislation 	The Cabinet	The Cabinet, or the Chief Executive or any Director or the relevant Head of Service.

Function	Responsible	Delegation
<ul style="list-style-type: none"> • The preparation and scrutiny of education and lifelong learning strategic plans and best value performance plans • Raising standards in schools, monitoring of schools' performance, curriculum advice and support and other activities set out in the LEA-Schools Code of Conduct • Local Management of Schools and Fair Funding • Forward planning re. school places, school admissions, student awards • Learning Support Services including educational psychology, education welfare, behavioural support and managing pupil exclusions • Governor support and training • Welsh Language Education • Agreed RE Syllabus • Partnerships • Lifelong learning, and Adult education • Public libraries Library Service • Music Service • Securing grants • Youth Service 		
<p>(f) The Environment function</p> <ul style="list-style-type: none"> • Emergency Planning • Community & Leisure Services including waste collection, waste disposal, street cleansing, , public conveniences, Cemeteries and Bereavement Services, Parks & Outdoor Sports Facilities, Fleet Management & Maintenance, Sport & Leisure Services, Community Centres, Building Cleaning • <u>Countryside and Landscape Services</u> • <u>Public Rights of Way</u> • <u>Rural Development Programme Functions</u> • <u>Planning and Biodiversity duties</u> • <u>Land Management</u> • Pollution Control (including noise, litter and illicit tipping, air and water quality, contaminated land) • Public Health (including infectious 	<p>The Cabinet</p> <p>The Cabinet</p>	<p>The Cabinet or the Chief Executive or any Director or relevant Head of Service</p> <p>The Cabinet, or the Chief Executive or any Director or the relevant Head of Service or any of the following:</p> <p>Waste Strategy & Operations Manager</p> <p><u>Parks & Outdoor Facilities Manager</u> <u>Green Spaces and Transport Services Manager</u>, <u>Parks and Countryside Operations Manager</u>, <u>Green Space Strategy and Cemeteries Manager</u>, Fleet Manager</p> <p><u>Acting Parks Manager</u> Sports and Leisure Facilities Manager, Sports & Leisure Development Manager</p> <p>Trading Standards Licensing & Registrars Manager</p> <p>Community Safety Warden</p> <p>Community Safety Officer</p>

Function	Responsible	Delegation
<p>diseases, statutory nuisance, sewer/drains, health promotion/education)</p> <ul style="list-style-type: none"> • Trading Standards Enforcement • Food Safety Enforcement • Community Safety • Pest Control, Dog Warden, Animal Trespassing Services • Animal Health and Welfare Enforcement • Power to issue Scrap Metal Dealers Licences (including enforcement action) • Licensing (other than those functions set out in the 'Council functions' and the 'Local Choice functions' sections of this Part of the Constitution, when the functions are Council functions. • Catering 		<p>Assistant Community Safety Officer Environmental Health Manager Senior Trading Standards Officer Senior Environmental Health Officer with delegated powers to the Head of Public Protection and the Head of Community & Leisure Services and the Head of Regeneration & Planning to any authorised officer to take appropriate steps (including the service of any notices and taking of any proceedings) under the provisions of the Clean Neighbourhood and Environment Act 2005 and the Anti-Social Behaviour Act 2003. The Head of Public Protection is authorised to fix the level of fine for fixed penalty notices following consultation with relevant officers and Cabinet members. Trading Standards Officer Environmental Health Officer Licensing Manager Assistant Licensing Manager Senior Fair Trading Officer Fair Trading Officer Senior Commercial Safety Officer Commercial Safety Officer Enforcement Officer Technical Assistant Senior Pest Control/Straying Animals Officer Pest Control/Animal Trespass/Dog Warden The above are authorised to take any action in relation to the functions in this section of the table including the authorising or defence of legal proceedings of any nature and in any court, tribunal, board or panel and without prejudice to the generality of this authorisation to exercise functions from the list of statutes appearing at the end of this table, so far as those</p>

Function	Responsible	Delegation
<p>The power to grant, refuse, renew, vary, impose conditions and/or suspend a licence for dog breeding establishments</p> <p>The power to determine disputed decisions to suspend or vary and to reinstate or revoke a licence for dog breeding establishments</p> <p>Corporate Policy including Equalities and Welsh Language</p> <p>To approve or refuse applications for funding under the Technical Assistance Fund Greener Caerphilly Small Grants Fund</p> <p>Proper Officer for the Administration of Registration of Births, Deaths and Marriages under Section 13 of the Registration Service Act 1953 and Section 270 of the Local Government Act 1972</p> <p><u>Rights of Way matters including Local Access Forum</u></p>	<p><u>Rights of Way Cabinet Committee</u></p>	<p>functions are Executive functions.</p> <p>Licensing Officers</p> <p>Trading Standards, Licensing & Registrar Manager</p> <p>The Cabinet or the Chief Executive or any Director or the Head of Public Protection</p> <p>The Cabinet or the Chief Executive or any Director or the Head of Public Protection</p> <p>Trading Standards, Licensing and Registrars Manager</p> <p><u>See entry later in this section</u></p>
<p>(g) The Planning function</p> <ul style="list-style-type: none"> • Planning - Development and Building Control • Planning - Strategic Planning and Urban Renewal • Planning - Countryside and Landscape Services • Planning - Land Management • Planning - public rights of way • Planning Economic Development & Rural functions • Planning Economic Development including European & <u>Rural Development Programme</u> functions 	<p>The Cabinet</p>	<p>The Cabinet, or the Chief Executive or any Director or the relevant Head of Service or the Development Control Manager</p>

Function	Responsible	Delegation
<ul style="list-style-type: none"> • Planning – Tourism including inward investment and Arts Development • Planning Business Development • Planning maximisation of funding opportunities from external funding sources including funding from Europe • Planning Sustainable Development • <u>Planning & Bio-diversity duties</u> • Planning control of non-native species • Regeneration including Communities First • <u>Rights of Way matters including Local Access Forum</u> 	<p style="text-align: center;"><u>Right s of Way Cabinet Committee</u></p>	<p style="text-align: center;"><u>See entry later in this section</u></p>
<p>(h) Highways and Transportation Functions</p> <ul style="list-style-type: none"> • Highways Maintenance • Street Lighting • Functions under the highways legislation • Construction • Civil Engineering Design and Procurement • Structures • Transportation Planning and Improvements • Engineering Services • Public Transport • Education and Social Services Transport Operations • Highway Development Control • Land Reclamation and Tips • Land Drainage • Road Safety Education and Training • Traffic Management including Traffic Regulation Orders and Notices • Car Parking/<u>Enforcement</u> 	<p>Cabinet</p>	<p>The Cabinet, or the Chief Executive of any Director or the relevant Head of Service. In relation to approval and signing of emergency road closure orders the Transportation Engineering Group Manager or the Highways Operations Group Manager or the Engineering Projects Group Manager</p>
<p>(i) The development and implementation of the Council's Corporate Plan and corporate themes through a multi-agency approach of community planning of the delivery of services to achieve the Council's strategic objectives</p>	<p>The Cabinet</p>	<p>The Cabinet, or the Chief Executive or any Director or the relevant Head of Service.</p>
<p>(j) The power to enter into joint or delegated function arrangements with</p>	<p>The Cabinet</p>	<p>The Cabinet, or the Chief Executive or any Director or the</p>

Function	Responsible	Delegation
one or more other authorities or bodies as permitted by law from time to time and to delegate executive functions.		relevant Head of Service.
(k) Any executive functions not allocated in accordance with the executive arrangements of the Council. Section 15(4) Local Government Act 2000	The Leader (NOTE: this reflects a delegated power given by S.15(4) Local Government Act 2000)	The Leader
(l) The power to set up committees of the Cabinet for any purpose and to delegate to that committee such power or powers as may be appropriate.	The Cabinet	The Cabinet
(m) Emergency action where this is necessary to protect the Council's interests.	The Cabinet	The Cabinet, or the Chief Executive or any Director or the relevant Head of Service.

The statutory functions referred to in the above table are as follows:-

Accommodation Agencies Act 1953
Administration of Justice Act 1970
Agricultural Produce (Grading & Marking) Acts 1928, 1931
Agriculture (Miscellaneous Provisions) Act 1968
Agriculture Acts 1967 - 1970
Animal Boarding Establishments Act 1963
Animal Health Act 1981
Animal Health and Welfare Act 1984
Animal Welfare Act 2006
Anti-Social Behaviour Act 2003
Anti Social Behaviour Crime & Policing Act 2014
Banking Act 1987
British Telecommunications Act 1981
Building Act 1984
Cancer Act 1939
Caravan Sites Act 1968
Caravan Sites and Control of Development Act 1960
Charities Act 1992 and 2006
Children and Families Act 2014
Children and Young Persons (Protection from Tobacco) Act 1991
Children and Young Persons Acts 1933 - 1963
Children Act 1989 – 2004
Children Leaving Care Act 2000
Clean Air Acts 1956 - 1993
Clean Neighbourhoods and Environment Act 2005
Climate Change Act 2008
Commons Registration Act 1965/2006

Companies Act 1985 and 2006
 Consumer Credit Act 1974 & 2006
 Consumer Protection Act 1987
 Consumer Rights Act 2015
 Control of Horses (Wales) Act 2014
 Control of Pollution Acts 1974 - 1989
 Copyright Designs and Patents Act 1988
 Courts and Legal Services Act 1990
 Countryside & Rights of Way Act 2008
 Criminal Justice Act 1982, 1988, 1991
 Criminal Justice and Police Act 2001
 Dangerous Wild Animals Act 1976
 Data Protection Act 1998
 Development of Tourism Act 1969
 Dogs (Fouling of Land) Act 1996
 Dogs Act 1906
 Education Act 1996
 Education Act 1997
 Education Act 2002 & 2005
 Education (Fees & Awards) Act 1983 (Discretionary Award)
 Education Reform Act 1988
 Education & Inspections Act 2006
 Electricity at Work Act 1989
 Energy Act 1976
 Energy Conservation Act 1981
 Enterprise Act 2002
 Environment Act 1995
 Environmental Protection Act 1990
 Environment (Wales) Act 2016
 Estate Agents Act 1979
 * European Communities Act 1972
 Explosives Act 1875
 Factories Act 1961
 Fair Trading Act 1973
 Farm and Garden Chemicals Act 1967
 Fire Precautions Act 1971
 Fire Safety and Safety of Places of Sports Act 1987
 Fireworks Act 1951
 Fireworks Act 2003
 Flood [and Water](#) Management Act 2010
 Food and Environment Protection Act 1985
 Food Hygiene Rating (Wales) Act 2013
 * Food Safety Act 1990
 Forgery and Counterfeiting Act 1981
 Fraud Act 2006
 Freedom of Information Act 2000
 Gambling Act 2005
 Hallmarking Act 1973
 Hazardous Substances Act 1990
 Health Act 2006
 Health and Safety at Work etc Act 1974
 Highways Act 1980
 House to House Collections Act 1939
 Home Safety Act 1961
 Housing Act 1985

Housing Act 1996
Housing Act 2004
Housing (Wales) Act 2014
Housing Grants, Construction and Regeneration Act 1996
The Hypnotism Act 1952
Insurance Brokers (Registration) Act 1977
Insurance Companies Act 1982
Intoxicating Substances (Supply) Act 1985
Land Drainage Act 1991
Law of Property Act 1925
Learning & Skills Act 2000
Licensing Act 2003
Local Government Byelaws (Wales) Act 2012
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Local Government Acts 1972 – 2003
Local Government and Housing Act 1989
Malicious Communications Act 1988
Medicines Act 1968
Mines and Quarries (Tips) Act 1969
Mobile Homes (Wales) Act 2013
Mock Auctions Act 1961
Motor Cycle Noise Act 1987
Motor Vehicles (Safety Equipment for Children) Act 1991
Natural Environment & Rural Communities Act 2006
New Roads & Street Works Act 1991
National Lotteries etc. Act 1993
Noise Act 1996
Noise and Statutory Nuisance Act 1993
Offensive Weapons Act 1996
Offices, Shops and Railway Premises Act 1963
Olympic Symbol etc., (Protection) Act 1995
Performance of Animals (Regs) Act 1925
Pet Animals Act 1951
Planning Act 2008
Planning & Compulsory Purchase Act 2004
Planning, Listed Buildings & Conservation Areas Act 1990
Planning & Compensation Act 1991
Planning (Wales) Act 2015
Police Reform and Social Responsibility Act 2011
Pollution Prevention and Control Act 1999
Powers of the Criminal Courts (Sentencing) Act 2000
Prevention of Damage by Pests Act 1949
Prices Acts 1974 and 1975
Proceeds of Crime Act 2002
Psychoactive Substances Act 2016
Public Health (Control of Disease) Act 1984
Public Health (Recurring Nuisances) Act 1969
Public Health Acts 1936 to 1961
Public Health (Wales) Act 2017
Refuse Disposal (Amenity) Act 1978
Registration Service Act 1953
Regulation & Inspection of Social Care (Wales) Act 2016
Reservoirs Act 1975
Riding Establishments Acts 1964 to 1970
Road Traffic (Foreign Vehicles) Act 1972

Road Traffic Acts 1974 - 1988
 Safety of Sports Grounds Act 1975
 School Standards & Framework Act 1998
 School Standards and Organisation Wales Act 2013
 Scotch Whisky Act 1988
 Scrap Metal Dealers Act 2013
 Slaughter of Poultry Act 1967
 Slaughterhouses Act 1974
 Social Services & Wellbeing (Wales) Act 2014
 Solicitors Act 1974
 Special Educational Needs & Disability Act 2001
 Sunbeds (Regulation) Act 2010
 Sunday Trading Act 1994
 Tattooing of Minors Act 1969
 Teaching & Higher Education Act 1998
 Telecommunications Act 1984
 Theft Acts 1968 and 1978
 Timeshare Act 1992
 Tobacco Advertising & Promotion Act 2002
 Town Police Clauses Act 1847
 Trade Marks Act 1994
 Trading Representations (Disabled Persons) Acts 1958 and 1972
 Trading Schemes Act 1996
 Trading Stamps Act 1964
 Traffic Management Act 2004
 Transport Act 1985, 2000 and 2006
 Town & Country Planning Act 1990
 Unsolicited Goods and Services Acts 1971 and 1975
 Vehicles (Crime) Act 2001
 Vehicles (Excise) and Registration Act 1994
 Video Recordings Acts – 2010
 Water Industry Act 1991
 Water Act 1989
 Weights and Measures Act 1985
 Wellbeing of Future Generations Act 2015
 Wildlife & Countryside Act 1981

* The Food Hygiene (Wales) Regulations which enact in regulations the provisions under the Food Safety Act and European Communities Act regulations.

RIGHTS OF WAY

A Rights of Way Cabinet Committee whose terms of reference are to discharge on behalf of the Cabinet the following functions: -

- a) Generally to consider and determine the creation, diversion and extinguishment of public rights of way
- b) To consider evidence and determine matters relating to the reclassification of Roads Used as Public Paths as required by the Wildlife and Countryside Act 1981
- c) To consider errors in the Definitive Map or the Definitive Statement and how they can be corrected.
- d) To make where appropriate Stopping Up Orders on Rights of Way under the Highways Act 1980
- e) To make where appropriate Modification Orders to Rights of Way as permitted by the Wildlife and Countryside Act 1981
- f) To consider evidence on claimed rights of way and to determine those claims
- g) To consider other such matters relating to the management of rights of way as specified on the Definitive Map or Statement as required to discharge the Authority's duties to manage Rights of Way.

POWERS DELEGATED TO THE COMMITTEE

Those matters listed in the terms of reference above.

POWERS DELEGATED TO OFFICERS

Power	Delegated to
All matters arising from the exercise of the committee's terms of reference	The Chief Executive or a Director or the relevant Head of Service after consultation with the Chair or Vice Chair of the committee.

* Note that the decisions of this committee are excluded from the Executive call-in provisions of the Council's Constitution.

*Note in relation to quorum, Cabinet at its meeting on 8th May, 2007, agreed that the quorum for a Committee would not fall below three in number.

5. **GENERAL DELEGATIONS OF POWERS: COUNCIL & EXECUTIVE POWERS**

NOTE THAT each delegation includes the power to take any steps in relation to the delegated function, including the authorisation of or defence of any proceedings in any court, tribunal, board or panel.	POWER DELEGATED TO
(a) Determination of all matters which are not required to be considered by the Council or Cabinet or which have not been referred to a committee or a sub-committee for determination.	The Chief Executive or any Director or the relevant Head of Service.
(b) Determination of any urgent matter in the purview of the Council, the Cabinet or any committee of these where it is impractical to convene a meeting of that body to consider the matter.	Chief Executive or in his absence any Director.
(c) To serve requisitions for information under Local Government (Miscellaneous Provisions) Act 1976 or any other enabling legislation.	Any Director or the relevant Head of Service.
(d) The approval of tenders or award of contracts within the terms of the Council's Financial Standing Orders or Financial Regulations	As set out in the Council's Standing Orders for Contracts or Financial Regulations as set out in Part 4 of the Constitution
(e) In any legal proceedings to have authority to take all action in relation to those proceedings, to prosecute pursue defend appeal abandon or settle those proceedings, and to have the authority to instruct or brief Counsel where considered appropriate.	Head of Legal Services or the Monitoring Officer or any Principal Solicitor; or the appropriate Director or the relevant Head of Service in consultation with the Head of Legal Services or any Principal Solicitor
(f) To act as proper officer:- (i) for the issue of determinations consents licences or notices within the Terms of Reference of the Planning Committee (ii) for the issue of determinations consents licences or notices on behalf of the Council	The Director of the Environment or the Head of Regeneration & Planning or the Development Control Manager. Chief Executive or the appropriate Director or the relevant Head of Service.

NOTE THAT each delegation includes the power to take any steps in relation to the delegated function, including the authorisation of or defence of any proceedings in any court, tribunal, board or panel.	POWER DELEGATED TO
<ul style="list-style-type: none"> (iii) for all matters arising out of Part VA of the Local Government Act 1972 (Access to Information) or the Local Government Act 2000 (iv) for the signing of any documents on behalf of the Council relating to land (v) for the attestation of the Council's Seal as the officer authorised under the Council's Standing Orders (vi) for the signing of any contractual documents on behalf of the Council relating to any other matter (vii) to act as Registrar of Local Land Charges and Commons Registration Officer. (viii) Power to incur expenditure or take any other step in the day to day running in accordance with approved budgets of any Service area. (ix) Power to set all fees and charges in accordance with the Council's policies. (x) To provide a certificate under Local Government (Contracts) Act 1997 	<p>Chief Executive or Director of Corporate Services or Monitoring Officer</p> <p>Chief Executive or Head of Legal Services or any Principal Solicitor</p> <p>Chief Executive or Head of Legal Services or any Principal Solicitor.</p> <p>Chief Executive or Director of Corporate Services or Head of Legal Services or any Principal Solicitor or the appropriate Director or the relevant Head of Service subject to that officer advising and obtaining the approval of the Head of Legal Services of the proposed signing of such document in advance of such signing.</p> <p>Head of Regeneration & Planning or Development Control Manager or relevant Director or Head of Legal Services</p> <p>Chief Executive or the appropriate Director or the relevant Head of Service.</p> <p>The Chief Executive or any Director or relevant Head of Service in consultation with the Head of Corporate Finance and the appropriate Cabinet member. S.151 Officer or Head of Corporate Finance.</p>

NOTE THAT each delegation includes the power to take any steps in relation to the delegated function, including the authorisation of or defence of any proceedings in any court, tribunal, board or panel.	POWER DELEGATED TO
<p>(xi) To act as 'proper officer' in relation to any other function not named above and referred to in any requirement in law in force for the time being.</p> <p>(xii) Functions relating to Cardiff Capital Region City Deal. Council at its meeting on 31st July, 2017 gave delegated approval to the Leader or his nominated deputy to undertake specific actions associated with the Cardiff Capital Region City Deal, namely:</p> <p>(i) To agree that the Council becomes a shareholder in a Special Purpose Vehicle Company, Limited by shares – CSC Foundry Limited – LDC “Ffwondri Cyn”</p> <p>(ii) To execute the documentation required to give effect to the establishment of the company</p> <p>(iii) To appoint a director to sit on the board of the new company</p> <p>(xiii) To exercise the functions of the Council as a member of the Regional Partnership Board and to consider any specific arrangements which need to be put in place to meet statutory duties at a local and regional level</p>	<p>The Chief Executive or Director of Corporate Services or Monitoring Officer</p> <p>The Chief Executive and the Leader or his/her nominated Deputy</p> <p>Cabinet Member for Social Care and Well-being</p>

6. The following joint arrangements have been established with other Local Authorities.

Glamorgan Archives Joint Committee.

Greater Gwent Cremation Joint Committee.

Gwent Frailty Joint Committee.

Gwent Archives Joint Committee

[Project Gwyrdd Joint Committee](#)

~~[Heads of the Valleys Organic Waste Procurement Joint Committee](#)~~

Cardiff Capital Region City Deal



NAME OF COMMITTEE – DATE – **ARIAL 15**

PAGE SET UP 0.7 TOP, BOTTOM, LEFT AND RIGHT

FONT FOR REPORT - ARIEL 11

SUBJECT: ARIEL 12

REPORT BY: ARIEL 12

1. PURPOSE OF REPORT - **HEADINGS ARIEL 11**

- 1.1 This section would contain a very brief statement as to the purpose of the report (e.g. to recommend to Members that they decide to). If this is a report that is to be referred to Cabinet/Council there must be included within this section a line which advises that **the report is seeking the views of Members prior to its presentation to Cabinet/and or Council.**

2. SUMMARY

- 2.1 All reports **must** include a short summary of the report.

3. LINKS TO STRATEGY

- 3.1 This section would highlight how the recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

- *A prosperous Wales**
- *A resilient Wales**
- *A healthier Wales**
- *A more equal Wales**
- *A Wales of cohesive communities**
- *A Wales of vibrant culture and thriving Welsh language**
- *A globally responsible Wales**

**Delete as appropriate*

Links to the Corporate Plan

How the proposals/project/report contributes to the Corporate Plan Well-being Objectives

4. THE REPORT

- 4.1 The precise nature of this part of the report will vary from one issue to another and according to the background info which needs to be provided etc.

4.2 Conclusion

(Optional Paragraph pulling together any themes running through the report/rounding up the issues referenced in the main body of the report section)

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This *proposal/project/report** contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that.....

**Amend as appropriate*

The Well-being of Future Generations (Wales) Act became law in April 2015. The Act is about improving the social, economic, environmental and cultural well-being of Wales. It will make public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. It will have a significant impact on all Council policies and priorities and has the potential to significantly affect the way we plan and deliver services and how we engage with individuals and communities within the Caerphilly county borough.

This section would highlight how the recommended course of action contributes to meeting the seven well-being goals within the Well-being of Future Generations Act (Wales) 2015. Although you may look at each goal in turn, the well-being goals must be considered as an integrated set of seven. This ensures that the fundamental relationship between improving the economic, social, environmental and cultural well-being is recognised.

The report needs to consider the long term outcome of a decision and account for the positive and negative impacts on future generations, long term community resilience and economic, environmental and social capital.

The five ways of working listed in the Act are:

- Long Term – The importance of balancing short-term needs with the need to safeguard the ability of future generations to meet their long-term needs
- Prevention - How acting to prevent problems occurring, or getting worse, may help public bodies meet their objectives
- Integration – Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
- Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
- Involvement – The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

This section needs to consider how the five ways of working will be addressed to apply the sustainable development principle, and needs to be challenging and not a tick box exercise.

~~*For more information about the Well-being of Future Generations (Wales) 2015 Act, the seven well-being goals and the five ways of working, please see the attached [Guidance Note for Well-being of Future Generations Template](#) and/ or visit the [CCBC Well-being of Future Generations website](#) and/ or the [Public Services website](#).*~~

[For more information about the Well-being of Future Generations \(Wales\) 2015 Act, the seven well-being goals and the five ways of working, please see the Corporate Policy Unit Portal Guidance for Well-being of Future Generations and/ or visit the CCBC Well-being of Future Generations website and/ or the Public Services Board website.](#)

6. EQUALITIES IMPLICATIONS

- 6.1 In this section outline any potential equalities implications of the report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the [Council's Strategic Equality Plan](#). These implications would have been identified during the consultation stage or by undertaking an equality impact assessment, and can be positive implications as well as negative ones. **If there are no implications then the report can use the relevant standard paragraph from the [Equalities Implications in Committee Reports](#) guidance document (~~available on the intranet portal~~) (~~available on the Corporate Policy Unit Portal~~)** however this would have to be evidenced if challenged during the internal approval process or during any legal challenge at a later date.

Note: The Equalities Impact Assessment Questionnaire **must** be completed for all reports, if you require advice please contact Anwen Cullinane, Ext. 4404 or email equalities@caerphilly.gov.uk

7. FINANCIAL IMPLICATIONS

- 7.1 There must be a section outlining the financial implications of the report / recommendations and a clear statement as to how these implications (immediate and long term) will be funded – and the Deputy Chief Exec and / or Head of Corporate Finance should have been consulted. Where there are no financial implications the report can simply state that there are none.

9. PERSONNEL IMPLICATIONS

- 8.1 There must be a section outlining any personnel implications of the report – ~~and the Deputy Chief Exec and / or the Head of People Services~~ **Personnel** should have been consulted. If there are no implications the report can state that there are none.
- 8.2 If the subject of the report relates to a restructure of a Service Area a Welsh Assessment on the vacant posts, after any ring fencing exercise has been undertaken, will be required. Guidance on undertaking a Welsh Assessment can be found in [Guidance On Assessing The Welsh Needs Within Posts](#).

9. CONSULTATIONS

- 9.1 If any consultee expresses views which differ from the recommendations, the author must include them in this section and as part of the main body of the report state: whether the author is of the view that they have been addressed satisfactorily in the report, whether they can/should be incorporated in the recommendation and if not incorporated into the recommendation, why not?

~~***There are no consultations that have not been included in the report***~~

~~***All responses from consultation responses have been incorporated in the body of the report***~~

This report reflects the views of the consultees

10. RECOMMENDATIONS

10.1 This section would set out the recommendations of the Director concerned.

11. REASONS FOR THE RECOMMENDATIONS

11.1 From May 2002 legislation requires that the minutes record the reasons for making any decisions reached. It is therefore essential that reports set out clear "reasons" for making the decision as recommended, so that the minutes can either state "...for the reasons set out in the report" or, if necessary, repeat those reasons.

12. STATUTORY POWER

12.1 This is to identify the enabling statutory power(s) for the decision under consideration. It should also state whether the power(s) are the responsibility of full Council or Cabinet and if it has been delegated to officers.

13. URGENCY (CABINET ITEMS ONLY)

13.1 All Cabinet decisions will be subject to a "call-in" procedure whereby Scrutiny Committees can ask for the implementation to be delayed until they have considered the matter and, if they are so inclined, asked Cabinet to reconsider. The only exception will be items where the decision needs to be implemented urgently. If this is the case the report should state that this is so, and explain why. The Chairman of the Council must agree both that the decision proposed is reasonable in all circumstances and to it being treated as a matter of urgency.

Author: name, title and email address

Consultees: Insert names and titles and email address, one under the other. Consultees must include Chief Executive, Deputy Chief Executive, Directors, Heads of Service, Cabinet Member(s), Chairman and Vice Chairman of Scrutiny Committees, Local Ward Members. (Please note that Officers must consult in any event with the appropriate Cabinet Member, Ward Members and appropriate Officers and either incorporate their comments into the report or, if not accepted by the author of the report, the comments must be included in the report)

Background Papers:

This section would set out a list of the background papers available for inspection which disclose any facts or matters on which, in the opinion of the Proper Officer, the report or an important part of the report is based and have in his opinion been relied on to a material extent in preparing the report but do not include published works. A telephone number of a person to contact if you wish to inspect those papers is to be included. In the case of exempt background papers a sentence to the effect that "Background papers are exempt" is sufficient.

Appendices:

Appendix 1 Title of Appendix 1 if used
Appendix 2 Title of Appendix 2 if used
Appendix 3 Title of Appendix 3 if used



ANNUAL COUNCIL - 10TH MAY 2018

SUBJECT: ELECTRONIC VOTING AT FULL COUNCIL

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

- 1.1 The report attached at appendix 1 was presented to Democratic Services Committee on the 12th April 2018 Members were asked to consider the outcome of the additional training provided to Councillors in respect of the electronic voting system and form a view on its possible reintroduction at Full Council meetings.
- 1.2 The Democratic Services Committee was advised that Members and Officers benches have an individual control panel containing a microphone, LCD screen and buttons to allow Members to vote 'Yes', 'No' or 'Abstain'. The electronic voting system has been configured so that only Members control panels have the ability to vote. Members would need to ensure that they sit in their allocated seat in order for their vote to be recorded against their name.
- 1.3 Members also considered the procedure for electronic voting which has been adopted for meetings of Full Council in the Chamber and is currently contained within the Council's Procedure Rules as set out below: -

PROCEDURE FOR ELECTRONIC VOTING

- a. *The Chief Executive or Monitoring Officer will confirm the motion to be voted upon and declare the outcome of the vote. Members first press button 1 to confirm their attendance.*
- b. *The vote will be open for 20 seconds and Members must cast their vote in this time. Members can change their vote while the vote is open, however, their vote cannot be altered once the vote has been closed.*
- c. *The Chief Executive or Monitoring Officer will announce that the vote is closing and confirm the vote is closed after 20 seconds have passed.*
- d. *The outcome of the vote will be displayed on television screens in the Chamber. The Chief Executive or Monitoring Officer will check the number of votes cast does not exceed the number of Members in attendance and then announce the outcome of the vote. The vote will only take effect once the outcome is confirmed by Chief Executive or Monitoring Officer and Chairman*
- e. *The individual voting results will be displayed in the Chamber and a hard copy of the results will be generated. This record will be subsequently published on the Council's Website the day after the meeting.*

Should the electronic voting system be unavailable or breakdown during a meeting of Full Council, voting will revert to being undertaken by a show of hands.

The Mayor shall have the casting vote in the event that the vote is tied. The Mayor's casting vote shall be made verbally irrespective of whether the vote is being taken electronically or by a show of hands.

- 1.4 If Members agree to endorse the recommendations from Democratic Services Committee and re-introduce the electronic voting system, it might be beneficial to consider a transition period. The electronic voting system could be used for one report at the first meeting, and this could be increased incrementally over the next 3 meetings.

2. RECOMMENDATION

- 2.1 Having considered the training and procedures for electronic voting the Democratic Services Committee unanimously.

RECOMMENDED to Council: -

- (i) that all meetings of Full Council should utilise the electronic voting system for all votes taken;
 - (ii) the procedure agreed by Council on 7th October 2014 as detailed above be reinstated.
- 2.2 Members are asked to consider the recommendations of the Democratic Services Committee and if recommendations 2.1 (i) and 2.1 (ii) are endorsed to have a transition period, whereby the electronic voting is introduced incrementally over 4 meetings.

Author: Cath Forbes-Thompson, Interim Head of Democratic Services

Consultees: Christina HARRY, Interim Chief Executive
Dave Street, Corporate Director Social Services
Mark S. Williams, Interim Corporate Director of Communities
Lynne Donovan, Head of People Services
Lisa Lane, Interim Monitoring Officer
Cllr D Poole, Leader of Council
Cllr B. Jones, Deputy Leader - Finance Performance and Governance
Cllr C. Mann, Chair Democratic Services Committee
Cllr Tudor Davies, Vice Chair of Democratic Services Committee
Cllr K. Etheridge, Leader Independent Group

Appendices:

Appendix 1 Report to Democratic Services Committee 12 April 2018 – Agenda item 6
Appendix 2 Equalities Impact Assessment



DEMOCRATIC SERVICES COMMITTEE – 12TH APRIL 2018

SUBJECT: ELECTRONIC VOTING AT FULL COUNCIL

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 This purpose of this report is to inform Democratic Services Committee of the recent training sessions on the electronic voting system available in the council chamber and seek views on whether a recommendation should be made to Full Council to re-introduce the system at all Council meetings.

2. SUMMARY

- 2.1 On 7 October 2014, the Council agreed to implement the webcasting of Full Council meetings and to also commence electronic voting at Full Council meetings. The Council had received a £40,000 grant from Welsh Government for webcasting and the equipment was installed. The Council webcast its first live meeting on 10 March 2015. Electronic voting was tested in meetings in November/December 2014 and January 2015 but the process significantly increased the length of meetings. Since then, voting at Full Council has been by way of show of hands. Voting is clearly recorded within the minutes which are published on the Council's website.
- 2.2 Democratic Services Committee when considering the Annual Report for Democratic Services on 31st May 2017 asked that the use of electronic voting be re-visited and it was agreed to hold training for all members on the system and that a further report on the outcome of the training would be brought back to the committee before making any recommendations to Full Council. This report outlines the training undertaken with Members on electronic voting and asks Democratic Services Committee to consider any recommendations to Full Council.

3. LINKS TO STRATEGY

- 3.1 Electronic voting contributes to the well-being goals within the Well-being of Future Generations Act (Wales) 2016 by providing supporting the democratic process. An electronic voting system is not the only suitable method of recording votes but is a matter of preference. The voting process is a fundamental part of the democratic process and requires support in order to make decisions, which will impact on the following well-being goals:
- A prosperous wales
 - A resilient wales
 - A healthier wales
 - A more equal wales
 - A wales of cohesive communities.

4. THE REPORT

- 4.1 Democratic Services Committee at its meeting on 31st May 2017 suggested that the use of electronic voting should be re-considered and agreed that training sessions would be held for all members and a further report on the outcome of the training would be brought back for consideration.
- 4.2 In order to prepare for the training session the system was thoroughly checked by staff in Democratic Services and Vaughan Sounds were brought in to ensure the system was working effectively. Following this three training sessions were arranged between October 2017 and January 2018. A total of 44 Members attended the training sessions with some attending more than one session.
- 4.3 The training allowed members to vote in a mock environment and use the system for a series of questions. Members were shown how to confirm they were present and were able to choose yes, no or abstain. The results were displayed for Members to see and a recorded vote was taken on each occasion to see how the system was being used.
- 4.4 The results showed that at two of the sessions, three people recorded that they were present but did not vote either yes, no or abstain. There were a total of four votes taken at each session and at every training session there was a difference from the first vote and the last vote taken, where Members recorded their presence more accurately by the time they had been through one round of voting.
- 4.5 Democratic Services Committee are therefore asked to consider if they wish to recommend to Council the re-introduction of electronic voting at all future meetings of Full Council. There may be some impact upon meetings if it is agreed to revert to electronic voting, which may slow down the voting process and increase the length of meetings to some degree. In addition if there are any motions proposed during the course of the meeting the motion would have to be input into the voting system by a member of staff before the vote could be taken.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the well-being goals as set out in links to strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act to ensure that decisions taken by councillors are supported and recorded accurately.

6. EQUALITIES IMPLICATIONS

- 6.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct implications from this report, as the electronic voting system is already in place.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no direct implications as a result of this report, however if the electronic voting system is re-introduced additional staff may need to be deployed to ensure the system runs smoothly during the initial stages.

9. CONSULTATIONS

9.1 There are no consultations that have not been included in the report.

10. RECOMMENDATIONS

10.1 It is recommended that Democratic Services Committee consider the contents of the report and determine if any recommendations are required to Full Council.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To ask Democratic Services Committee to indicate their views on the re-introduction of electronic voting.

12. STATUTORY POWER

12.1 Local Government and Housing Act 1989, the Local Government Act 2000, Local Government Wales Measure 2011.

Author: Cath Forbes-Thompson, Interim Head of Democratic Services
Consultees: Christina Harrhy, Interim Chief Executive
Dave Street, Corporate Director Social Services
Lynne Donovan, Interim Head of People Services
Cllr David Poole, Leader of Council
Cllr Colin Mann, Chair of Democratic Services Committee
Cllr Tudor Davies, Vice Chair of Democratic Services Committee
Cllr Barbara Jones, Deputy Leader – Finance, Performance and Governance
Lisa Lane, Solicitor
Emma Sullivan, Senior Committee Services Officer

Background Papers:
Council - 7th October 2014 - Implementation of Electronic Voting and Webcasting of Full Council Meetings

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

NAME OF NEW OR REVISED PROPOSAL *	Electronic Voting at Full Council Meetings
DIRECTORATE	Corporate Services
SERVICE AREA	Democratic Services
CONTACT OFFICER	Catherine Forbes-Thompson
DATE FOR NEXT REVIEW OR REVISION	

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To re-commence using electronic voting system which is already available in the council chamber at all meetings of Full Council.</p> <p>On 7 October 2014, the Council agreed to implement the webcasting of Full Council meetings and to also commence electronic voting at Full Council meetings. Electronic voting was tested in meetings in November/December 2014 and January 2015 but the process significantly increased the length of meetings. Since then, voting at Full Council has been by way of show of hands. Voting is clearly recorded within the minutes which are published on the Council's website.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Councillors and staff will be using and operating the system.</p> <p>Members of the Public.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Councillors have been trained on the use of the system, at present there are no concerns with regard to any physical barriers to using the system, however should any Councillor suffer from future sight, hearing or physical impairment or be unable to press the voting buttons, specific support would need to be provided.</p> <p>Members of the Public who are observing or viewing meetings may be affected if meetings are slower in order to use the electronic voting at meetings. In addition any observers would not have the visual clarity of voting whilst the meeting in progress. This would however be available once the minutes are published.</p>
	<p>Actions required: An assessment of needs would be required if a councillor were to become sight, hearing or physically impaired or a newly elected councillor had a disability that prevented them from seeing or using the voting buttons and suitable support would need to be provided or an exemption from using the voting system allowed.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>If a councillor had a specific disability that prevented them from using the electronic voting system, they would not be able to participate fully in their role and would effectively be unable to fulfil their elected mandate.</p>
	<p>Actions required:</p> <p>Ensure that all councillors using the system are not prevented from voting due to a sight or hearing impairment or physical disability and carry out an individual assessment if anyone is identified.</p>
<p>5</p>	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>There are no additional requirements in respect of the Welsh Language Standards in respect of the re-introduction of the electronic voting system. The system is numbered 1,2,3 & 4.</p>
	<p>Actions required:</p> <p>None</p>

INFORMATION COLLECTION

<p>6</p>	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>All councillors would be using the system if it were re-introduced, and were all invited to three training sessions in order to ensure a full understanding of the system</p>
	<p>Actions required:</p> <p>None</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Democratic Services Committee will consider if they wish to recommend the re-introduction of the system. If the committee wish to recommend it would require a report to Full Council where all Councillors (who would be using the system) would have the opportunity to ask questions, propose alternatives and then vote yes or no to introduce the system.</p>
	<p>Actions required: Ensure that a report is presented to Democratic Services Committee and if it is recommended to re-introduce to report to Full Council.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>If the system is re-introduced the Head of Democratic Services will monitor the effectiveness and report back to democratic services committee in the Annual Report for 2018/19.</p>
	<p>Actions required: Monitor each meeting and report on the effectiveness in the Annual Report for 2018/19.</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Democratic Services Committee, will consider the effectiveness of the system and consider if any further recommendations are required to Full Council in May 2019.</p>
	<p>Actions required: Monitor if the system is re-introduced and compile data for Annual Report 2018/19.</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>All Councillors have been offered training at three sessions, new Councillors would receive training as part of their Induction. Any Councillors with a sight or hearing impairment or physical disability would be assessed and either supported or exempted for using the system.</p>
	<p>Actions required:</p> <p>Ensure that new Councillors are trained and anyone with a sight or hearing impairment or physical disability is identified.</p>
11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Ensure that all Councillors who need to be trained are offered training.</p> <p>Ensure that any new councillors or councillors that develop a physical disability causing them difficulty in using the system are assessed, supported or exempted from using the system, to ensure that they can participate in all votes at Full Council.</p>

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be appended to the report to Democratic Services Committee and if recommendations are made to Full Council.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Catherine Forbes-Thompson
Date:	16 March 2018
Position:	Interim Head of Democratic Services
Name of Head of Service:	

Gadewir y dudalen hon yn wag yn fwriadol



ANNUAL COUNCIL - 10TH MAY 2018

SUBJECT: PROPOSED DISSOLUTION OF THE BRYN COMPOST LIAISON GROUP

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

1.1 To seek approval to dissolve the Bryn Compost Liaison Group.

2. SUMMARY

2.1 In March 2010, Council agreed to establish the Bryn Compost Liaison Group.

2.2 Part 2 of the Council's constitution provides that full Council is responsible for "agreeing and/or amending the terms of reference for committees, sub committees, panels and boards, deciding on their composition and making appointments to them".

2.3 The In Vessel Composting (IVC) process of food waste at Bryn Compost has been decommissioned; as such there is no requirement to continue meetings of the Liaison Group.

3. LINKS TO STRATEGY

3.1 The production of the Well-being Plan by the Public Services Board is a requirement of the Well-being of Future Generations (Wales) Act 2015. The Board must set local well-being objectives and must take all reasonable steps to meet those objectives. In so doing the Board must maximise their contribution to the 7 national well-being goals:

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales*

3.2 The local Well-being Plan, 'The Caerphilly We Want 2018-2023' sets out how the Public Services Board has developed its local objectives for well-being (the Well-being Objectives) and the steps it intends to take to meet them.

4. THE REPORT

4.1 The IVC process was designed and utilised to recycle food waste (plus some green waste) into compost. Unfortunately, during the development phases, the process gave rise to unpleasant odours that were experienced in local communities. As such, the Bryn Compost Liaison Group was established in March 2010 in order to address complaints of odour associated with the IVC process.

- 4.2 The Liaison Group is composed of representatives from the Bryn Compost Company, Environmental Health, Natural Resources Wales, Public Health Wales, adjoining local ward members and ten residents and chaired by Cabinet Member for Neighbourhood Services.
- 4.3 Since the introduction of an Anaerobic Digestion Plant (AD) at the site, food waste treatment practices have changed; food waste is now treated via the AD. As such the IVC facility is no longer used to treat food waste.
- 4.4 As the IVC process has been decommissioned and food waste composting activities no longer take place at the site, there is no longer a source of food waste composting odours, and therefore no receptors. Consequently there is no need to continue with meetings of the Bryn Compost Liaison Group.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The liaison group contributed to the Well-being Goals as set out in Links to the Strategy above. It was consistent with the five ways of working as defined within the sustainable development principle in the Act in that it successfully integrated a problem solving approach with other agencies to set priorities, involved the local population in the decisions that affected them, and explored the root cause of the issues to minimise future re-occurrences.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications.

8. PERSONNEL IMPLICATIONS

- 8.1 Staffing resources will be saved as there would no longer be a requirement to prepare, clerk or attend the meetings.

9. CONSULTATIONS

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.
- 9.2 Local ward Members have not objected to the dissolution of the Bryn Compost Liaison Group, however they have requested that another group be established to address other issues including the deposits of mud on the road near the site, creation of bunds on the site, height of stone dust in the quarry, etc.
- 9.3 It is proposed that an informal group be established to address the above concerns. The group to comprise of the three members for the St Cattwgs ward, the Cabinet Member for Neighbourhood Services and relevant officers.

10. RECOMMENDATIONS

- 10.1 That Council dissolves the Bryn Compost Liaison Group.

- 10.2 That an informal discussion group be established comprising the St Cattwg ward members, the Cabinet Member for Neighbourhood Services and relevant officers for a period of twelve months.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 There is no longer a necessity to operate a Bryn Compost Liaison Group.
- 11.2 An officer/member discussion group will address the concerns expressed by local residents.

12. STATUTORY POWER

- 12.1 The Local Government Act 2000.

Author: Ceri Edwards, Environmental Health Manager
Consultees: Cllr Poole - Leader of Caerphilly County Borough Council
Cllr George – Cabinet Member for Neighbourhood Services
Cllr Stenner – Cabinet Member for Environment and Public Protection
Christina Harrhy- Interim Chief Executive
Mark S Williams – Interim Director of Communities
Rob Hartshorn - Head of Policy and Public Protection
Lisa Lane - Interim Monitoring Officer
Mike Eedy - Principal Accountant
Anwen Cullinane - Senior Policy Officer (Equalities and Welsh Language)
Shaun Watkins - HR Service Manager
Tim Stephens - Interim Head of Planning
Marcus Lloyd - Acting Head of Engineering Services
Dean Smith - Principal Engineer
Jon Goldsworthy – Natural Resources Wales
Adam Ward – Natural Resources Wales
Mezz Bowley – Public Health Wales
Cllr Morgan - Local Ward Member (Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion)
Cllr David – Local Ward Member
Cllr Bezzina - Local Ward Member
Cllr Gair – Local Ward Member
Cllr Miles – Local Ward Member

Background Papers: Terms of Reference for the Bryn Compost Liaison Group
Report to Council 9th March 2010

Gadewir y dudalen hon yn wag yn fwriadol

CURRENT MEMBERSHIP OF OVERVIEW AND SCRUTINY COMMITTEES

Education for Life Scrutiny Committee (16 members) 11 - 4 - 1

Councillors C. Andrews, P.J. Bevan, A. Collis, S. Cook, W. David, A. Farina-Childs, D.T. Hardacre, D. Havard, M.P. James, B. Miles, Mrs G.D. Oliver, Mrs T. Parry, J.E. Roberts, R. Saralis, J. Simmonds, R. Whiting

Chair: Councillor D. Havard

Vice-Chair: Councillor Mrs C. Andrews

Health Social Care and Well Being Scrutiny Committee (16 members) 11 - 4 - 1

Councillors A. Angel, J. Bevan, C. Bezzina, L. Binding, D. Cushing, M. Evans, Ms E. Forehead, A. Gair, Ms J. Gale, D. Harse, V. James, L. Jeremiah, Mrs A. Leonard, B. Owen, S. Skivens, C. Thomas

Chair: Councillor L. Binding

Vice-Chair: Councillor J. Bevan

Policy and Resources Scrutiny Committee (16 members) 11 - 4 - 1

Partnerships Scrutiny Committee

Councillors M. Adams, Mrs E.M. Aldworth, K. Dawson, K. Etheridge, Mrs C. Forehead, Ms E. Forehead, L. Harding, G. Kirby, C.P. Mann, Mrs D. Price, J. Pritchard, J. Ridgewell, Mrs M.E. Sargent, R. Saralis, J. Taylor, L.G. Whittle

Chair: Councillor J. Pritchard

Vice-Chair: Councillor Mrs D. Price

Regeneration and Environment Scrutiny Committee (16 members) 11 - 4 - 1

Councillors J. Bevan, D.T. Davies, C. Elsbury, Mrs C. Forehead, R.W. Gough, A.G. Higgs, A. Hussey, S. Kent, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds, A. Whitcombe, T.J. Williams, W. Williams, B. Zaplatynski

Chair: Councillor D.T. Davies

Vice-Chair: Councillor Mrs C. Forehead

MEMBERSHIP OF COMMITTEES

Appeals Panel (Disciplinary/Grievance) (3 members) 1 - 1 - 1

Councillors W. David, Mrs T. Parry, K. Etheridge

Nominated substitutes - P.J. Bevan, Mrs C. Forehead, Mrs B.A. Jones, D.W.R. Preece

Chair: Councillor W. David

Appointments Committee (Chief Officer Related Posts/Heads of Service) (6 - 2 - 1 - plus Cabinet Member)

Councillors Mrs E. M. Aldworth, W. David, K. Etheridge, Mrs. C. Forehead, D.T. Hardacre, V. James, C.P. Mann, J. Ridgewell, J. Taylor and relevant Cabinet Member

Chair: Councillor Mrs E. M. Aldworth
Substitutes Councillor Mrs M. Sargent

Vice-Chair: Councillor Mrs C. Forehead

Audit Committee (12 members) 8 - 3 - 1 (1 lay member)

Councillors Mrs E.M. Aldworth, J. Bevan, D.T. Davies, C. Elsbury, A. Gair, Ms J. Gale, D. Hardacre, B. Miles, Mrs T. Parry, Mrs M.E. Sargent, G. Simmonds, J. Simmonds

Chair: Councillor Mrs M.E. Sargent Vice-Chair: Mr N. D Yates

Democratic Services Committee (16 members) 11 - 4 - 1

Councillors C. Andrews, P.J. Bevan, D. Cushing, W. David, D.T. Davies, Mrs C. Forehead, A. Hussey, L. Jeremiah, G. Kirby, C.P. Mann, Mrs G.D. Oliver, Mrs M.E. Sargent, G. Simmonds, C. Thomas, R. Whiting, W. Williams

Chair: Councillor C.P. Mann Vice-Chair: Councillor G. Kirby

Investigating and Disciplinary Committee (7 members) 4 - 2 - 1

Councillors A. Angel, D.T. Davies, N. George, C. Gordon, J. Simmonds, J. Taylor

Substitutes Councillors D. Havard, T. Williams and R. Gough

Licensing and Gambling Committee/Taxi and General Committee (15 members) 10 - 4 - 1

Councillors J. Bevan, P.J. Bevan, D. Cushing, W. David, M. Davies, K. Etheridge, Ms J. Gale, D. Harse, D.W.R. Preece, Mrs D. Price, J. Ridgewell, J. Simmonds, R. Whiting, L.G. Whittle, W. Williams

Chair: Councillor D.W.R. Preece Vice-Chair: Councillor J. Simmonds

Planning Committee (20 members) 14 - 5 - 1

Councillors M. Adams, Mrs E.M. Aldworth, C. Andrews, A. Angel, J. Bevan, W. David, M. Davies, J.E. Fussell, R.W Gough, A. Higgs, A. Hussey, B. Miles, Mrs G. D. Oliver, J. Ridgewell, J. Simmonds, J. Taylor, A. Whitcombe, R. Whiting, T.J. Williams **1 independent vacancy**

Chair: Councillor M. Adams Vice-Chair: Councillor W. David

Standards Committee (2 members/5 lay members/1 community councillor)

Councillor Mrs D. Price (substitute Councillor Ms J. Gale), C.P. Mann (substitute Mrs M.E. Sargent)

Rights of Way Cabinet Committee (5 Cabinet Members)

Councillors C. Cuss, N. George, C.J Gordon, S. Morgan, Mrs E. Stenner.

CURRENT REPRESENTATIVES

SUB-COMMITTEES/WORKING PARTIES/PANELS/BOARDS

1. **Advisory Panel for the Appointment and Removal of Local Authority Governors (5 - 2)**
Councillors P.J. Bevan, W. David, D. Havard, Mrs P. Marsden, R. Saralis, J. Simmonds, J. Roberts
Nominated Substitutes: M. Adams, M. James, Mrs T. Parry, A. Whitcombe

2. **Bargoed Town Centre Management Group (6 members - Aberbargoed/Bargoed/Gilfach Wards plus Cabinet Member)**
Councillors C. Andrews, A. Collis, D.T. Davies, L. Harding, A.G. Higgs, Mrs D. Price,
plus Cabinet Member for Economy, Infrastructure and Sustainability - Councillor S. Morgan

3. **Blackwood Town Centre Management Group (5 members - Blackwood/Cefn Forest Wards plus Cabinet Member)**
Councillors N. Dix, K. Etheridge, A. Farina-Childs, G. Simmonds, T.J. Williams plus Cabinet
Member for Economy, Infrastructure and Sustainability - Councillor S. Morgan

4. **Bryn Compost Liaison Group (adjoining ward members and Cabinet Member) - To Be Disbanded in Due Course (Report to Annual Council Refers)**
Councillors A. Angel, C. Bezzina, D. Cushing, W. David, A. Gair, M.P. James, B. Miles, S. Morgan,
Mrs T. Parry plus Cabinet Member for Neighbourhood Services - Councillor N. George

5. **Caerphilly Community Safety Delivery Group (1 member)**
Cabinet Member for Environment and Public Protection - Councillor Mrs E. Stenner

6. **Caerphilly Homes Task Group (Welsh Housing Quality Standard)(7 members/7 tenant representatives) 5 - 2**
Councillors M. Davies, L. Harding, A. Hussey, Mrs B. Jones, Mrs L. Phipps, Mrs D. Price,
L.G. Whittle

7. **Caerphilly Local Access Forum (Cabinet Member)**
Cabinet Member for Neighbourhood Services - Councillor N. George

8. **Caerphilly Town Centre Management Group (9 members - Morgan Jones/St. Martins/St. James Wards plus Cabinet Member)**
Councillors P.J. Bevan, S. Cooke, C. Elsbury, Mrs C. Forehead, Ms E. Forehead, J.E. Fussell,
Mrs B.A. Jones, S. Kent, J. Pritchard plus Cabinet Member for Economy, Infrastructure and
Sustainability - Councillor S. Morgan

9. **Community Council Liaison Sub-Committee (16 members) 11 - 4 - 1**
- Councillors A. Angel, C. Andrews, A. Farina-Childs, A. Gair, A. Higgs, M. James, L. Jeremiah, Ms P. Leonard, Mrs T. Parry, J. Pritchard, J. Ridgewell, Mrs M.E. Sargent, C. Thomas, A. Whitcombe, R. Whiting, B. Zaplatynski
10. **Corporate Health and Safety Committee (7 members) 5 - 2**
- Councillors M. Adams, P.J. Bevan, D.T. Hardacre, D. Havard, A.G. Higgs, S. Kent, W. Williams
11. **Corporate Joint Consultative Committee (all Cabinet members)**
- Councillors C.J. Cuss, N. George, C. Gordon, Mrs B. Jones, Mrs P. Marsden, S. Morgan, Mrs L. Phipps, D.V. Poole, Mrs E. Stenner,
12. **Education Achievement Service Board (EAS)**
- Councillor Mrs L. Phipps - substitute Councillor C. Cuss
13. **Education Achievement Service Audit and Risk Assurance Committee**
- Councillors Mrs E.M. Aldworth and Mrs C. Andrews
14. **Future Generations Advisory Panel (11 members) 7 - 3 - 1**
- Councillors S. Cook, K. Dawson, C. Elsbury, D. Havard, S. Kent, C.P. Mann, S. Morgan, J. Ridgewell, G. Simmonds, R. Whiting, B. Zaplatynski
15. **Grants to the Voluntary Sector Panel (15 members) 10 - 4 - 1**
- Councillors C. Andrews, L. Binding, M. Davies, A. Farina-Childs, A. Gair, D. Hardacre, R. Gough, A. Higgs, L. Jeremiah, Mrs A. Leonard, Mrs G. Oliver, D.W.R. Preece, R. Saralis, J. Taylor, A. Whitcombe
16. **Housing Recharge Panel (1 Member) -**
- Councillor D. Havard (substitute Councillor Mrs D. Price)
17. **Monmouthshire and Brecon Canal - Crumlin Arm Working Group (adjoining ward members (Abercarn/Crosskeys/Crumlin/Newbridge/Risca East/Risca West) and Cabinet Member)**
- Councillors M. Davies, N. George, A. Hussey, L. Jeremiah, G. Johnston, Mrs A. Leonard, Ms P. Leonard, B. Owen, D.W.R Preece, J. Simmonds, C. Thomas, A. Whitcombe, R. Whiting plus Cabinet Member for Neighbourhood Services - Councillor N. George
18. **Pensions/Compensation Committee (8 members) 6 - 2 (plus relevant Cabinet Member)**
- Councillors W. David, Ms J. Gale, D.T. Hardacre, B. Miles, D.W.R. Preece, Mrs M.E. Sargent, L.G. Whittle, W. Williams plus appropriate Cabinet Member
- Substitutes M. Adams, Mrs E. M. Aldworth, J. Simmonds, J. Taylor

19. **Prosiect Gwyrdd Joint Scrutiny Panel (2 members) 1 - 1**
Councillors J. Bevan, C. Elsbury
20. **Rights of Way Cabinet Committee (5 Cabinet Members)**
Councillors C. Cuss, C. Gordon, S. Morgan, Mrs L. Phipps, Mrs E. Stenner
21. **Risca Town Centre Management Group (5 members - Risca East/Risca West Wards plus Cabinet Member)**
Councillors N. George, Mrs A. Leonard, Ms P. Leonard, B. Owen, R. Whiting plus Cabinet Member for Economy, Infrastructure and Sustainability – Councillor S. Morgan
22. **River Rhymney Task Group (3 members) 2 - 1**
Councillors A. Collis, M. Evans, S. Kent
23. **Scrutiny Leadership Group**
Chairs and Vice Chairs of Scrutiny Committees, Democratic Services Committee and Audit Committee
24. **Standing Advisory Council on Religious Education (6 members) 4 - 2**
Councillors Mrs E. M. Aldworth, Mrs G. Oliver, J. Ridgewell, Mrs M.E. Sargent, J. Simmonds, J. Taylor
25. **View Point Panel**
Education for Life }
Health Social Care and Well Being }
Policy and Resources } relevant Cabinet Members
Regeneration and Environment }
26. **Voluntary Sector Liaison Committee (15 members) 10 - 4 - 1**
Councillors Mrs E. M. Aldworth, J. Bevan, A. Collis, S. Cook, K. Etheridge, J.E. Fussell, R.W. Gough, A.G. Higgs, V. James, Mrs B.A. Jones, Mrs T. Parry, A. Whitcombe, R. Whiting, L.G. Whittle, W. Williams
27. **Ystrad Mynach Town Centre Management Group (4 members - Hengoed/Ystrad Mynach Wards plus Cabinet Member)**
Councillors A. Angel, D. Cushing, Mrs T. Parry, M. James, plus Cabinet Member for Economy, Infrastructure and Sustainability - Councillor S. Morgan

Gadewir y dudalen hon yn wag yn fwriadol

UPDATED 30TH APRIL 2018

REPRESENTATION ON ASSOCIATIONS/OUTSIDE BODIES
1 YEAR UNLESS OTHERWISE INDICATED

1. **Aneurin Bevan Community Health Council**
Councillors D. Price, Mrs T. Parry, J. Simmonds
2. **Anti-Poverty Champion**
Cabinet Member for Finance, Performance and Governance - Councillor
Mrs B.A. Jones
3. **Army Benevolent Fund - Gwent**
Councillor A. Whitcombe
4. **Armed Forces Community Covenant Champion**
Councillor A. Whitcombe
5. **Association of Public Services Excellence (APSE) Welsh Regional Committee**
Cabinet Members for Corporate Service, Homes and Places, Economy,
Infrastructure and Sustainability - Councillors C.J. Gordon, Mrs L. Phipps and
S. Morgan
6. **Caerphilly Foster Panel**
Councillor Ms J. Gale
7. **Carbon Reduction Group**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor
S. Morgan
8. **Cardiff Capital Region Joint Committee (Regional Cabinet)**
Leader of Council - Councillor D.V. Poole and Cabinet Member for Economy,
Infrastructure and Sustainability - Councillor S. Morgan
9. **Care and Repair - Caerphilly**
Cabinet Member for Homes and Places - Councillor Mrs L. Phipps and Private Sector
Housing Manager
10. **Child Poverty Champion**
Cabinet Member for Social Care and Well Being - Councillor C.J. Cuss
11. **Citizens Advice Bureau Trustee Board**
Cabinet Member for Corporate Services - Councillor C.J. Gordon
12. **Coleg Gwent Further Education Corporation (Crosskeys Community
Partnership)**
Councillor D.T. Hardacre
13. **Coleg Harlech WEA North**
Cabinet Member for Education and Achievement - Councillor Mrs P. Marsden
14. **Coleg Y Cymoedd Corporation (formerly Ystrad Mynach College Board of
Governors)**

Sian Farquharson, Challenge Advisor EAS

15. **Consortium of Local Authorities Wales (CLAW)**
Leader of Council and Cabinet Member for Homes and Places - Councillors D.V. Poole and Mrs L. Phipps
16. **Corporate Parenting Group**
Cabinet Members for Social Care and Well Being and Education and Achievement
Councillors C.J. Cuss and Mrs P. Marsden, Councillors L. Binding, D. Cushing, Ms J. Gale (Foster Panel Member)
17. **Corporate Safeguarding Group**
Cabinet Members for Social Care and Well Being and Education and Achievement
Councillors C.J. Cuss, Mrs P. Marsden and Councillor D. Cushing, 1 Independent
18. **Dementia Friend Champion**
Councillor Mrs C. Andrews
19. **Domestic Abuse Champions**
Cabinet Members for Corporate Services and Neighbourhood Services - Councillors C.J. Gordon and N. George
20. **Equalities Champion**
Councillor J. Pritchard
21. **Fields in Trust (formerly National Playing Fields Association)**
Cabinet Member for Neighbourhood Services - Councillor N. George
22. **Future Generations Champion**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor S. Morgan
23. **Glamorgan Archives Joint Committee**
Councillor Mrs B.A. Jones and A.G Higgs
24. **Greater Gwent Cremation Joint Committee**
Councillor J. Simmonds and J. Taylor
25. **Groundwork Wales**
Councillor D. Havard
26. **Gwent Association of Voluntary Organisations**
Relevant Officer and Councillor A. Higgs
27. **Gwent Frailty Joint Committee**
Cabinet Member for Social Care and Well Being - Councillor C.J. Cuss
28. **Gwent Archives Joint Committee**
Councillors Mrs B.A. Jones and A.G. Higgs
29. **Gwent Police and Crime Panel - politically balanced across Gwent**
Councillors Mrs C. Forehead, G. Kirby and C.P. Mann
30. **Homeless Person Champion**
Cabinet Member for Homes and Places - Councillor Mrs L. Phipps

31. **Industrial Communities Alliance (formerly Coalfield Communities Campaign)**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor
S. Morgan
32. **Islwyn Indoor Bowls Club Management Board**
Councillor M. Adams and Cabinet Member for Neighbourhood Services - Councillor
N. George
33. **Joint Council for Wales**
Cabinet Members for Corporate Services and Homes and Places - Councillors
C.J. Gordon and Mrs L. Phipps
34. **The Learning Centre (Pupil Referral Unit)**
Councillor M. Evans
35. **Local Authority Action for Southern Africa (LAACTSA)**
Councillor R. Saralis
36. **Local Government Association**
Leader of the Council - Councillor D.V. Poole and Cabinet Members for Finance,
Performance and Governance, Economy, Infrastructure and Sustainability and
Neighbourhood Services - Councillors Mrs B.A. Jones, S. Morgan and N. George
37. **Monmouthshire and Brecon Canal Joint Steering Group** (Formally
Monmouthshire and Brecon Canal Regeneration Partnership)
Cabinet Members for Neighbourhood Services and Environment and Public
Protection, - Councillors N. George and Mrs E. Stenner (substitute Councillor C.
Thomas)
38. **Monmouthshire Farm School Endowment Trust**
Councillor D. Havard
39. **Older Persons Champion**
Councillor Mrs B.A. Jones
40. **Pen Bryn Oer Wind Farm Community Benefit Panel**
Member for Twyn Carno Ward - Councillor C. Cuss
41. **PFI Liaison Committee**
Cabinet Member for Education and Achievement - Councillor Mrs P. Marsden
42. **Prosiect Gwyrdd Joint Committee**
Cabinet Members for Neighbourhood Services and Corporate Services - Councillors
N. George and C.J. Gordon
43. **Regional Technical Statement (Aggregates)**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor
S. Morgan
44. **Regional Transport Authority**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor
S. Morgan

45. **Reserve Forces and Cadets Association for Wales**
Councillor A. Whitcombe
46. **Safer Caerphilly Community Safety Partnership**
Cabinet Member for Environment and Public Protection - Councillor Mrs E. Stenner
47. **Schools Admission Forum**
Cabinet Member for Education and Achievement - Councillor Mrs P. Marsden
48. **Schools Budget Forum**
Cabinet Members for Education and Achievement and Finance, Performance and Governance - Councillors Mrs P. Marsden and Mrs B.A. Jones
49. **South East Area Environment Group**
Cabinet Member for Environment and Public Protection - Councillor Mrs E. Stenner
50. **South East Wales Strategic Planning Group**
Cabinet Member for Environment and Public Protection - Councillor Mrs E. Stenner
51. **South Wales Fire and Rescue Authority**
Councillors D.T. Davies, A. Hussey, C. Elsbury
52. **South Wales Regional Aggregates Working Party**
Cabinet Member for Economy, Infrastructure and Sustainability - Councillor S. Morgan
53. **Sportlot Community Chest Panel**
Councillors A. Gair, C. Thomas and W. Williams
54. **St. Johns Cymru Wales**
Councillor Mrs C. Andrews
55. **Urban Commission (Local Government Association)**
Councillor S. Morgan
56. **Wales and National Nuclear Free Zone Forum**
Councillor Mrs C. Forehead
57. **Wales Council for Deaf People**
Councillor A. Gair
58. **Welsh Books Council (3 years) and Wales Book Council Executive Committee (1 year)**
Councillor J. Simmonds
59. **Welsh Centre for International Affairs**
Councillor D. Havard
60. **Welsh Church Fund**
Cabinet Member for Corporate Services - Councillor C. Gordon, Substitute - Cabinet Member for Finance, Performance and Governance - Councillor Mrs B.A. Jones
61. **Welsh Local Government Association**

Leader of the Council - Councillor D.V. Poole and Cabinet Members for Finance, Performance and Governance, Economy, Infrastructure and Sustainability and Neighbourhood Services - Councillors Mrs B.A. Jones, S. Morgan and N. George

62. **Welsh Local Government Association - Executive Board**
Leader of the Council - Councillor D.V. Poole
63. **Welsh Purchasing Consortium** - to be disbanded in due course
Cabinet Member for Corporate Services - Councillor C. Gordon
64. **White Ribbon Campaign**
Councillor N. George
65. **WJEC**
Cabinet Member for Education and Achievement - Councillor Mrs P. Marsden
66. **Workers Education Association - South Wales District Committee**
Councillor Mrs C. Forehead
67. **Youth Champion (appointed by Youth Forum)**
Councillor M. Evans
68. **Youth Forum**
Councillors C.J. Cuss and J. Pritchard plus Cabinet Member for Education and Achievement - Councillor Mrs P. Marsden and the Youth Champion

Gadewir y dudalen hon yn wag yn fwriadol