

APPENDIX 1

Article 6 - Overview and Scrutiny Committees

The overview and scrutiny function is central to new constitutions. The Assembly Guidance makes clear that overview and scrutiny committees should be powerful committees which meet in public to discuss and make recommendations on the improvement and development of policies and hold the executive and officers exercising delegated powers to account for their actions. They will also have a key role in considering other matters of local concern.

6.01 Terms of reference

The Council will appoint the overview and scrutiny committees set out in the left hand column of the table below to oversee and scrutinise the discharge of the functions conferred by section 21 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table, whether these cover one or more service area responsibilities and will include certain delegated power decisions, as listed in Article 13.

References:

Section 21 and Schedule 1 (Paragraphs 7,8,10 and 11), Local Government Act 2000
Chapter 4 and 6, The Local Government Act 2000 Part II: Guidance for County and County Borough Councils in Wales on Executive Arrangements, July 2001

The Police & Justice Act 2006 required Local Authorities to establish a Crime & Disorder Committee which was brought into effect in Wales on 1st October 2009. The Council's Policy & Resources Scrutiny Committee has the additional function conferred by the Police & Justice Act 2006.

The Wellbeing of Future Generations (Wales) Act 2015 requires the Council to formally collaborate with the Local Health Board, South Wales Fire & Rescue Authority and Natural Resources Wales as a Public Services Board for the geographical area of the Council and to use the sustainable development principle to meet the wellbeing duty/goals under the Act. The Act requires the Council to designate a Scrutiny Committee to scrutinize the work of the Public Services Board. The Council agreed on 12th May 2016 to re-designate the Council's Policy & Resources Committee (sitting as the Crime & Disorder Committee) as the Partnerships Scrutiny Committee to take on the additional responsibilities to scrutinize the Public Services Board. The Partnerships Scrutiny Committee will continue to scrutinize the work of the Safer Caerphilly Committee Partnership as required under the Police & Justice Act 2006.

In considering membership of such committees, due regard will be paid to the potential contribution of community stakeholders outside the council. Overview and scrutiny committees for education functions will comply with the provisions of paragraphs 8, 9, 10 and 11 of schedule 1 to the Local Government act 2000 (i.e. include church and governor and parent governor representatives as voting appointed members of committees with education as all or part of their remit).

Terms of Reference: Policy and Resources Scrutiny Committee (also the Council's Partnerships Scrutiny Committee)	
The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities	<p>"Caerphilly Delivers" is the Local Service Board (LSB) Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People's Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p>
Corporate Plan	Details the Council's specific strategic contributions towards delivery of the Single Integrated Plan
Improvement Objectives	Details in accordance with the Local Government (Wales) Measure 2009 the specific areas for improvement identified by the Council
Corporate Services Directorate Responsibilities	To act as general overview and scrutiny committee for the Council
	The proper financial planning budgeting and control of the Authority's resources
	Council's Policies
	The development and implementation of the Council's corporate policies and themes and the development and co-ordination of the Single Integrated Plan
	The delivery of service to achieve the Council's strategic objectives
	The implementation of Wales Programme for Improvement across the Authority in accordance with the provisions of the Local Government (Wales) Measure 2009

	Information Communication, Technology & Customer Services
	Human Resources
	Corporate Finance
	Electoral Services
	Legal Services
	Internal Audit Services
	Procurement Services
	Democratic Services
	Equalities and Welsh Language
	Corporate Health and Safety including liaison with the Health and Safety Executive
	Property Services
	Corporate Asset Management
	Performance Management
	Housing Strategy
	Private Sector Housing
	Public Sector Housing
	Delivery of Welsh Housing Quality Standards
	Housing Repair Operations
	Overview of all policy and finance issues considered by the Executive
	Any other matter or topic which properly falls to an Overview & Scrutiny Committee function but not allocated specifically to any other of the Council's named Scrutiny Committees
Directorate of the Environment Responsibilities	Emergency Planning
<u>The Policy & Resources Scrutiny Committee has the following specific terms of reference when acting as the Partnerships Scrutiny Committee</u>	<p>Partnerships Scrutiny Committee</p> <p>The Committee is responsible for the scrutiny of the Public Services Board as set out in the Wellbeing of Future Generations (Wales) Act 2015. The Committee will also be responsible for the scrutiny of the Safer Caerphilly Community Safety Partnership (SCCSP) as required under the Police and Justice Act 2006.</p> <p>Membership of Committee</p> <p>The Committee will be comprised of the following Members:</p> <ul style="list-style-type: none"> • Policy & Resources Scrutiny Committee Members • Co-Opted Members

	<p>The Committee will include co-opted representatives from each of the statutory partner agencies:</p> <p>1 non-executive, non-Councillor representative of Aneurin Bevan University Health Board</p> <p>1 non-executive representative from the Natural Resources Wales Board</p> <p>1 non-executive representative from the South Wales Fire & Rescue Authority</p> <p>1 additional co-opted member from each of the following:-</p> <p style="padding-left: 40px;">An equalities organisation</p> <p style="padding-left: 40px;">A disability organisation</p> <p style="padding-left: 40px;">The Youth Council</p> <p>Giving a Committee membership of 16 Councillors, 6 co-opted members (3 statutory partner agencies and 3 others as listed above). In addition up to 6 Invited Representatives as outlined below.</p> <p>Invited Representatives</p> <p>In order to ensure that the Scrutiny Committee has the benefit of additional expert knowledge and expertise, a standing invitation will be extended to the following organisations seeking a representative who is not a Public Services Board member.</p> <p>Gwent Association Voluntary Organisation</p> <p>Office of the Police and Crime Commissioner</p> <p>Aneurin Bevan Community Health Council</p> <p>Wales Community Rehabilitation Company</p> <p>Wales National Probation Service</p> <p>Welsh Government.</p> <p>Witnesses</p> <p>In order to carry out its role the committee will need to consider evidence to fulfil its statutory scrutiny function.</p>
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	<p>The committee can seek additional information and invite expert witnesses. The following organisations will be invited to give evidence, alongside other witnesses identified by the committee.</p> <p>Public Services Board Scrutiny</p> <p>Chair and Executives of Public Services Board</p> <p>PSB Partner Organisations Lead Officers</p> <p>Crime & Disorder Scrutiny</p> <p>Chair of the Safer Caerphilly Community Safety Partnership</p> <p>SCCSP Partnership Organisations Lead Officer</p> <p>Terms of Reference</p> <p>The Terms of Reference for the Partnership Scrutiny Committee are as follows:</p> <p>Public Service Board</p> <ul style="list-style-type: none"> • To provide a 'critical friend' challenge to the Public Services Board. • To scrutinise and evaluate the decisions and actions of the Public Services Board. • To review the governance arrangements of the Public Services Board. • To submit reports to the Public Services Board (as appropriate) in respect of its functions or governance arrangements and make recommendations for consideration and adoption. • To consider matters relating to the Board as the Welsh Ministers may refer to it and report to Welsh Ministers accordingly. • Carry out other functions in relation to the Board that are imposed on it by the Act. <p>Crime & Disorder</p> <p>To scrutinise the work of the SCCSP and the partners ("responsible authorities") who comprise it 'insofar as their activities relate to the partnership itself'. In other words, Members' scrutiny role relates only to the work done by the SCCSP. The Crime & Disorder Scrutiny Committee does not have statutory powers to scrutinize</p>
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	<p>SCCSP partners beyond their role within the partnership.</p> <p>The role includes:</p> <ul style="list-style-type: none"> • To consider actions taken by the responsible authorities on the SCCSP. • To consider Councillor Calls for Action. • To make reports or recommendations to the Council and or others and monitor those recommendations.
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Cabinet Members Reporting to Policy and Resources Scrutiny Committee:

- ~~Leader of Council.~~
- ~~Deputy Leader of Council and Cabinet Member for Housing.~~
- ~~Deputy Leader of Council & Cabinet Member for Corporate Services.~~
- ~~Cabinet Member for Human Resources & Governance/Business Manager.~~
- ~~Cabinet Member for Performance & Asset Management.~~
- ~~Cabinet Member for Community & Leisure Services~~
- ~~Cabinet Member for Planning, Regeneration & Sustainable Development (Future Generations Champion)~~

Relevant Cabinet Member(s). For more information in relation to the portfolios of Cabinet posts please see Article 7.

Terms of Reference: Education For Life Scrutiny Committee	
The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p> <p>The Priorities for the Learning Caerphilly Outcome are:</p> <p>L1: Improve the level of basic skills and the number of achieved qualifications (formal and non-formal) to improve the life opportunities for families L2: Develop a multi-agency approach to address the impact of poverty on pupil attainment L3: Children, young people and families have the skills and resources to access job opportunities</p>
Directorate of Education and Lifelong Learning Responsibilities	<p>The discharge of the Council's obligations as Local Education Authority under statute and regulation.</p> <p>The preparation and scrutiny of statutory education and lifelong learning strategic plans and Wales Programme for Improvement performance plans.</p> <p>To monitor the performance of the Education Achievement Service in relation to the delivery of the Raising Standards Agenda including monitoring, support and challenge in inverse proportion to success, delivered by the EAS on behalf of the Authority *.</p> <p>*Local Management of Schools and Fair Funding.</p>

	Forward planning re. school places, , school admissions and student awards.
	Inclusion Services which involve Learning Support Services, educational psychology, education welfare, behavioural support and managing pupil exclusions.
	*Governor support and training.
	*Welsh Language Education.
	*Agreed RE Syllabus. SACRE * means delivered by the EAS with statutory duty retained by the Council
	Joint Services via Gwent VI Service.
	Partnership working through the Single Integrated Plan Learning Area Network.
	National Grid for Learning Cymru.
	Adult Community Learning Partnership
	Lifelong learning, and community education.
	Public Library Service.
	Music Service.
	Community Centres
	Securing grants.
	Youth Service

Cabinet Members Reporting to Education For Life Scrutiny Committee:

~~Cabinet member for Education and Lifelong Learning~~

Relevant Cabinet Member (s). For more information in relation to the portfolios of Cabinet posts please see Article 7.

Terms of Reference: Health, Social Care and Well-Being Scrutiny Committee	
The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related</p>

	<p>Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p> <p>The Priorities for the Healthier Outcome are:-</p> <p>H1: Address the inequities in the rate of low birth weight babies across the county borough.</p> <p>H2: Improve lifestyles of the population in the county borough so that people recognise and take responsibility for their own health and well-being, and make use of the opportunities and support available to them.</p> <p>H3: Reduce the variation in healthy life expectancy in the county borough so that the health and well-being of individuals experiencing disadvantage improves to the levels found among the advantaged</p> <p>H4: Improve the education, information, early intervention, prevention and harm reduction in relation to substance misuse in the county borough</p> <p>H5: Ensure people are supported to live in their own communities to lead safe, fulfilled and independent lives</p> <p>The priority for the Safer Caerphilly Outcome is</p> <p>S4: Ensure people are supported to live in their own homes and communities in safety</p>
Directorate of the Social Services Responsibilities	Provision of Children's & Adults Social Care under statute
	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
Directorate of the Environment Responsibilities	<p>Public Health (including infectious diseases and health promotion/education)</p> <p>Food Safety Enforcement</p> <p>Pollution Control (including noise, litter and illicit tipping, air and water quality, contaminated land)</p>

	Public Health (statutory nuisance and sewer/drains)
	Trading Standards
	Health and Safety of commercial premises
	Community Safety, CCTV & Community Safety Wardens
	Pest Control, Dog Warden, Animal Trespassing Services
	Animal Health and Welfare Enforcement
	Licensing
	Registrar of Births, Deaths, Marriages/Civil Partnerships
	Building Cleaning
	Education & Social Services Transport Operations
	Catering

Cabinet Members Reporting to Health, Social Care and Well-Being Scrutiny Committee:

- ~~Cabinet Member for Social Services~~
- ~~Cabinet Member for Community & Leisure Services~~

Relevant Cabinet Member(s). For more information in relation to the portfolios of Cabinet posts please see Article 7.

Terms of Reference: The Regeneration & Environment Scrutiny Committee	
The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly

	<ul style="list-style-type: none"> • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p> <p>The Priorities for the Prosperous Caerphilly Outcome are:-</p> <p>P1: Improve local employment opportunities including access to opportunities across a wider geographical area</p> <p>P2: Improve standards of housing and communities, giving appropriate access to services across the county borough</p> <p>P3: Provide support to enable local people to compete for all employment opportunities</p> <p>The Priorities for the Greener Caerphilly Outcome are:-</p> <p>G1: Improve local environmental quality</p> <p>G2: Reduce the causes of and adapt to the effects of climate change</p> <p>G3: Maximise the use of the environment for health benefits</p>
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Directorate of the Environment Responsibilities	Waste Collection, Waste Treatment & Disposal and Street Cleansing
	Burials, Cemeteries and Bereavement Services
	Highways Maintenance
	Street Lighting
	Engineering Services
	Land Drainage
	Fleet Management & Maintenance
	Parks & Outdoor Spaces Facilities
	Leisure & Sports Development
	Public Conveniences
	Planning – Strategic & Development Plan Policy
	Planning – Urban Renewal & Town Centre Management
	Planning – Development & Building Control (excluding those matters set out in the Terms of Reference of the Planning Committee)
	Planning – Countryside & Landscape Services
	Economic Development & European Programme Funding
	Arts Development
Public Transport	

	Land Reclamation & Tips
	Road Safety
	Traffic Management (including Traffic Regulation Orders & Notices)
	Highway Development Control
	Car Parking
	Civil Engineering Design & Procurement Structures
	Transportation & Planning Improvements
	Tourism

Cabinet Member Reporting to The Regeneration & Environment Scrutiny Committee:

- ~~Cabinet Member for Highways, Transportation & Engineering~~
- ~~Cabinet Member for Community & Leisure Services~~
- ~~Cabinet Member for Planning, Regeneration & Sustainable Development (Future Generations Champion)~~

Relevant Cabinet Member (s). For more information in relation to portfolios of cabinet posts please see Article 7.

6.02 General role (which may be discharged by the Committee itself or by appointing task and finish groups to examine an issue and report to the Committee for decision).

(a) Within their terms of reference, overview and scrutiny committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the full Council and/or the executive and/or any joint committee in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the executive.
- v) monitor the operation and performance of individual services, the Council's services and appropriate external bodies, including joint committees.
- vi) comment on draft budgets
- vii) examine performance monitoring information.
- viii) consider relevant Councillor Calls for Action

(b) With their terms of reference, overview and scrutiny committees may:

- i) assist the Council and the executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

- iv) question members of the executive and/or officers about their views on issues and proposals affecting the area;
 - v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.
 - vi) question and gather evidence from any person (with their consent).
- (c) **Finance.** Overview and scrutiny committees may exercise overall responsibility for the finances made available to them.
- (d) **Annual report.** Overview and scrutiny committees must report annually to full Council on their workings and report future work programmes and amended working methods if appropriate.
- (e) **Officers.** Overview and scrutiny committees may exercise overall responsibility for the work programme of the officers employed to support their work.

6.03 Proceedings of overview and scrutiny committees

Overview and scrutiny committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.04 Delegated powers

- a) Each Overview and Scrutiny Committee has delegated to it all those matters falling within that Committee's terms of reference;
- b) Those powers delegated to an Overview and Scrutiny Committee may also be exercised by the Chief Executive or a Director or a Head of Service after consultation with the Chair or Vice-Chair of the appropriate Committee.

Article 7 – The Executive

THE ROLE OF THE EXECUTIVE

The Rules of Procedure in Part 4 of this constitution set out how the executive will operate. These include arrangements for meetings, scheme of delegation and sub-delegation of functions.

References:

Section 11 and Schedule 1, paragraphs 1,2,3, Local Government Act 2000
Chapter 4 and 6, The Local Government Act 2000 Part II: Guidance for County and County Borough Councils in Wales on Executive Arrangements, July 2001
Wellbeing of Future Generations Act 2015

7.01 Role

The executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution, and will have a collective responsibility for the wellbeing of the local community and future generations.

7.02 Form and composition

The executive will consist of the executive leader appointed by the Council together with nine *eight* councillors appointed to the executive by the executive leader and holding the following portfolios:

1. ~~Deputy Leader & Cabinet Member for Corporate Services~~
2. ~~Deputy Leader & Cabinet Member for Housing~~
3. ~~Cabinet Member for Social Services~~
4. ~~Cabinet Member for Education and Lifelong Learning~~
5. ~~Cabinet Member for Highways, Transportation & Engineering~~
6. ~~Cabinet Member for Regeneration, Planning, Sustainable Development & Future Generations Champion~~
7. ~~Cabinet Member for Community & Leisure Services~~
8. ~~Cabinet Member for Human Resources Governance & Business Manager~~
9. ~~Cabinet Member for Performance & Asset Management.~~

The Corporate Services function includes (this list is not exhaustive) the following:-

- ~~The proper financial planning budgeting and control of the Authority's resources~~
- ~~Information Communication, Technology & Customer Services~~
- ~~Corporate Services~~
- ~~Electoral Services~~
- ~~Legal Services~~
- ~~Internal Audit Services~~
- ~~Procurement Services~~
- ~~Democratic Services~~

- ~~Equalities and Welsh Language~~
- ~~Corporate Health & Safety (including liaison with Health & Safety Executive)~~
- ~~Corporate Policy (as a result of current interim arrangements function sits with Social Services)~~

The Human Resources Governance & Business Manager function includes (this list is not exhaustive) the following:-

- ~~All aspects of the Council's functions as an employer (other than appointment of staff) including the oversight of recruitment, terms and conditions of employment, conduct and discipline, structural review and the consequences thereof.~~
- ~~Oversight of HR~~
- ~~Executive link to Democratic Services including Members training~~
- ~~Corporate Governance~~

The Social Services function includes (this list is not exhaustive) the following:-

~~Provision of Children's and Adults social care under statute~~

~~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 Education and Lifelong Learning function includes (this list is not exhaustive) the following:-

- ~~The discharge of the Council's obligations as Local Education Authority under statute~~
- ~~The implementation of the School Standards and Framework Act 1998~~
- ~~The preparation and scrutiny of education strategic plans and Wales Programme for Improvement performance plans~~
- ~~Executive link to EAS~~
- ~~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 via EAS~~
- ~~Welsh Language Education~~
- ~~Agreed RE Syllabus~~
- ~~Joint Services via Gwent VI Service National Grid for Learning Cymru~~
- ~~Lifelong learning, and community education~~
- ~~Public libraries Service~~
- ~~Partnership working through the Single Integrated Plan Learning Area Network~~
- ~~Music Service~~
- ~~Securing grants,~~
- ~~Community Centres~~
- ~~Youth Service~~

~~**The Regeneration Planning & Sustainable Development function** includes (this list is not exhaustive) the following:-~~

- ~~● Planning the proper operation of Development Services and Building Control (excluding applications to the Authority)~~
- ~~● Planning Strategic Planning and Urban Renewal~~
- ~~● Planning Countryside and Landscape Services~~
- ~~● Tourism~~
- ~~● Economic Development & European Programme Funding~~
- ~~● Arts Development~~

~~**The Housing function** includes (this list is not exhaustive) the following:-~~

- ~~● Private Housing Enforcement (including the HMO's, clearance, compulsory purchase orders, renewal area and all types of renovation grants)~~
- ~~● Public Sector Housing~~
- ~~● Housing Agency Service~~
- ~~● Landlord Services~~
- ~~● Housing Strategy~~
- ~~● Delivery of Welsh Housing Quality Standards~~
- ~~● Housing Repair Operations~~
- ~~● Executive Link with Housing Quality Task Group issues~~

~~**The Community & Leisure Services function** (for the avoidance of doubt this includes Public Protection) includes (this list is not exhaustive) the following:~~

- ~~● Waste Collection, Waste Treatment & Disposal & Street Cleansing~~
- ~~● Trading Standards~~
- ~~● Public Conveniences~~
- ~~● Sports & Leisure Services~~
- ~~● Parks & Outdoor Sports Facilities~~
- ~~● Fleet Management & Maintenance~~
- ~~● Building Cleaning~~
- ~~● Food Safety Enforcement~~
- ~~● Health & Safety of Commercial Premises~~
- ~~● Community Safety~~
- ~~● Pest Control, Dog Warden, Animal Trespassing Services~~
- ~~● Animal Health & Welfare Enforcement~~
- ~~● Licensing~~
- ~~● Burial, Cemeteries & Bereavement Services~~
- ~~● Pollution Control~~
- ~~● Public Health (including infectious diseases)~~
- ~~● Registrars of Births, Deaths, Marriages & Civil Partnerships~~
- ~~● Emergency Planning~~
- ~~● Catering~~

~~The Highways Transportation & Engineering function includes (this list is not exhaustive) the following:-~~

- ~~• Highways Maintenance~~
- ~~• Street Lighting~~
- ~~• Engineering Services~~
- ~~• Transportation & Planning Improvements~~
- ~~• Transport~~
- ~~• Education & Social Services Transport Operations~~
- ~~• Fleet Management & Maintenance~~
- ~~• Road Safety Education & Training~~
- ~~• Land Reclamation & Tips~~
- ~~• Land Drainage~~
- ~~• Traffic Management (including Traffic Regulation Orders & Notices)~~
- ~~• Car Parking~~

~~The Performance & Asset Management function includes (this list is not exhaustive) the following:-~~

- ~~• Property Services~~
- ~~• Corporate Asset Management~~
- ~~• Implementation of Wales Programme for Improvement across the Authority in accordance with provisions of Local Government Wales Measure 2009~~
- ~~• Corporate Plan – The development and implementation of the Council's Corporate Plan and corporate themes and the development and co-ordination through a multi-agency approach of community planning of the delivery of services to achieve the Council's strategic objectives~~

1. ***Deputy Leader, Finance Performance & Governance (to include the role of Older Persons Champion)***
2. ***Deputy Leader, Economy, Infrastructure & Sustainability (to include the role of Future Generations Champion)***
3. ***Cabinet Member, Social Care & Wellbeing***
4. ***Cabinet Member, Education & Achievement***
5. ***Cabinet Member, Environment & Public Protection***
6. ***Cabinet Member, Neighbourhood Services***
7. ***Cabinet Member, Homes & Places***
8. ***Cabinet Member, Corporate Services***

Finance Performance & Governance Portfolio includes (this list is not exhaustive) the following:

- The proper financial budgeting and control of the Authority***
- Legal Services***
- Electoral Services***
- Internal Audit Services***
- Policy & Performance including Equalities, Welsh Language & Anti-Poverty Strategy***
- Executive link to Democratic Services including Member training***
- Corporate Governance***

Economy, Infrastructure & Sustainability Portfolio includes (this list is not exhaustive) the following:-

- **Deputy representative on City Deal Joint Cabinet**
- **Economic Development & Regeneration**
- **Sustainability/Wellbeing of Future Generations**
- **Tourism & Cultural facilities**
- **Strategic highways and maintenance**
- **Integrated Transport Plan – highways, rail, metro and other forms of transport**
- **Member of Regional Transport Authority**
- **Flood & Water Management including land drainage**
- **Street lighting**
- **Transport including Education & Social Services Transport operations**
- **Land Reclamation & Tips**
- **Traffic Management including car parking, Traffic Regulation Orders & Notices**
- **Digital Infrastructure**

Education & Achievement Portfolio includes (this list is not exhaustive) the following:-

- **The discharge of the Council's statutory obligations as Local Education Authority including (but not limited to) preparation and scrutiny of strategic education plans, forward planning re: school places and admission, local management of schools and fair funding and learning support services**
- **Executive link to EAS**
- **Public Library Service**
- **Youth Service**
- **Adult Learning (including Community Education)**
- **Youth Engagement/liaison with Youth Forum**

Environment & Public Protection Portfolio includes (this list is not exhaustive) the following:-

- **Planning – the proper operation of Development Services & Building Control (excluding applications to the Authority)**
- **Public Protection**
- **Environmental Health**
- **Licensing**
- **Community Safety**
- **Emergency Planning**
- **Registration Services**
- **Catering Services**

Neighbourhood Services Portfolio includes (this list is not exhaustive) the following:-

- **Waste & Recycling**
- **Cleansing**

- ***Sport & Leisure Services***
- ***Parks, Recreation & Outdoor Sports Facilities***
- ***Country Parks & Countryside Services***
- ***Community Centres***
- ***Building Cleansing***
- ***Fleet Management & Vehicle Maintenance***
- ***Burial, Cemeteries & Bereavement Services***

Homes & Places Portfolio includes (this list is not exhaustive) the following:-

- ***Public Sector Housing***
- ***Delivery of Welsh Housing Quality Standards***
- ***Private Housing including enforcement issues***
- ***Homelessness***
- ***Executive link with Housing Quality Task Group issues***
- ***Corporate Asset Management***
- ***Property Services***

Corporate Services Portfolio includes (this list is not exhaustive) the following:-

- ***All aspects of the Council's functions as an employer (other than the appointment of staff) including the oversight of recruitment , terms and conditions of employment, conduct and disciplines, structural review and consequences thereof***
- ***Oversight of HR***
- ***Council business management***
- ***Information & Technology Services***
- ***Customer Services***
- ***Procurement Services***
- ***Corporate Health & Safety***
- ***Customer Services***
- ***Communications***

7.03 Leader

The leader will be a councillor elected to the position of leader by the Council. The leader will hold office until:

- (a) he/she resigns from the office; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a councillor; or
- (d) he/she is removed from office by resolution of the Council

7.04 Other executive members

Only councillors may be appointed to the executive. Neither co-optees nor substitutes for executive members is permitted. Although the Assembly Guidance notes that local authorities are free to have deputy cabinet members, it also points out that they are unable to substitute for a member of the executive at a cabinet meeting nor vote on behalf of the cabinet member for whom they deputise. Neither the chair nor vice chair of the Council may be appointed to the executive and members of the executive (including the leader) may not be members of an overview and scrutiny committee.

Other executive members shall hold office until:

- (a) they resign from office; or
- (b) they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (c) they are no longer councillors; or
- (d) they are removed from office by the leader who must give written notice of any removal to the Council's Chief Executive. The removal will take effect two working days after receipt of the notice by the Chief Executive.

7.05 Deputy cabinet members

The Council has decided that there will be no post of deputy cabinet members other than two deputy leaders.

7.06 Proceedings of the executive

Proceedings of the executive shall take place in accordance with the Executive Procedure Rules set out in Part 4 of this Constitution.

7.07 Responsibility for functions

The leader will maintain a list setting out which individual members of the executive, committees of the executive, officers or joint arrangements are responsible for the exercise of particular executive functions as set out in Part 3 of this Constitution.

(Note: the Council has decided that there will not be a delegation of powers to individual Cabinet members).

NOTE:

- (a) **All references to the "proper officer" in these Rules are to the Council's Chief Executive;**
- (b) **References to "in writing" shall include messages sent by e-mail in the name of the member, or by a faxed message signed by that member.**

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place on such day in the month of March, April or May as the Council may fix.

The annual meeting will:

- (i) elect a person to preside if the chairman of Council is not present;
- (ii) elect the Mayor;
- (iii) elect the Deputy Mayor;
- (iv) receive any announcements from the Mayor and/or head of the paid service;
- (v) elect the leader; (the leader will hold office for a period of four years ***(extended for 5 years for the Local Government elections held in May 2017)*** or until he/she ceases to be a member (whichever is the shorter) or is removed from office by a majority vote of the Council following the inclusion on the Agenda of the Council of an item of business to consider this matter).
- (vi) agree the number of members to be appointed to the executive and to be told by the leader of the names of councillors he/she has chosen to be member of the cabinet.
- (vii) appoint at least one overview and scrutiny committee, a Standards Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Table 1 of this Constitution);
- (viii) agree such part of the scheme of delegation as the Constitution determines it is for the Council to agree (as set out in Part 3 Table 3 of this Constitution);

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the council meeting will: