

SECTION 3A – LEADER’S SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS

1. Cabinet Terms of Reference

- 1.1 To act as the main focus of day-to-day political leadership and decision making, as well as democratic accountability, at a corporate level.
- 1.2 To carry out all the Local Authority’s functions which are not the responsibility of any other part of the Local Authority, whether by law or under the Constitution.
- 1.3 To propose to the Council:
 - 1.3.1 the key policies, and associated resource strategies, which comprise the Council’s policy framework, as well as changes to that framework, including:
 - The Cwm Taf Well-being Plan and the Corporate Plan;
 - The Council’s Annual Revenue and Capital Budgets, and levels of Council Tax; and

(Taking advice from the Overview and Scrutiny Committee, interested agencies or groups, the local community, and others through the Council’s Consultation process, as appropriate).
 - 1.3.2 any matter relating to any of the Council’s powers and functions.
- 1.4 To guide Executive Councillors and Chief Officers on:
 - 1.4.1 policy development, co-ordination and implementation;
 - 1.4.2 determination of relative priorities for action; and
 - 1.4.3 the effective and efficient operation of the Council, and of its various services.
- 1.5 To ensure effective implementation of the Council’s strategies and plans, including monitoring and reviewing performance, and considering the need for major changes in delivery or new developments to improve service standards and quality.
- 1.6 To receive reports from appropriate Officers of the Council, and/or Executive Councillors, on significant matters requiring consideration/decision, and on proposals for new or amended policies and their implementation.
- 1.7 To receive on a quarterly basis information in respect of the Council’s Performance and Resources, including details as outlined below (This Information will also be provided to the Finance and Performance Scrutiny Committee for further scrutiny and monitoring): -

- To receive regular performance monitoring information in respect of each of the capital schemes/projects in the Authority's three year rolling capital programme.
 - To monitor overall progress being made with the delivery of the three-year rolling capital programme and to report to the Council on any remedial action required, where necessary.
 - To agree any re-phasing of the agreed three year rolling capital programme as a result of scheme slippage and / or any other urgent matter.
 - To monitor overall progress being made with the delivery of the annual revenue budget strategy and to report to the Council on any remedial action required, where necessary.
 - To receive information in respect of any virements enacted in accordance with the Council's "Financial Procedure Rules".
 - To monitor progress being made to deliver Corporate Plan priorities, including updates on performance indicators and targets, actions, and strategic risks.
- 1.8 To advise the Council on the level of capital resources likely to be available to fund the Authority's three year rolling capital programme and to advise the Council on capital spending priorities and on individual projects or developments requiring funding.
- 1.9 To advise the Council on the level of revenue resources likely to be available to support its revenue budget in the current and forthcoming financial years, and to advise the Council on revenue spending priorities and on the allocation of resources to each Service Group.
- 1.10 To have discretion to seek the advice or comments of the Overview and Scrutiny Committee, the local community through consultation and other relevant bodies, in relation to significant matters before making a decision.
- 1.11 To determine the response to reports from the Overview and Scrutiny Committee and other Scrutiny Committees, following any recommendations received in respect of service delivery, service improvement or policy changes.
- 1.12 To establish Standing Cabinet Committees, where appropriate, as a means of transacting more efficiently discrete aspects of the work of the Cabinet.
- 1.13 To appoint (on a working group basis) ad hoc working groups to assist in key aspects of policy development (working with the relevant Executive Councillors and Senior Officers from the Senior Leadership Team).
- 1.14 To establish topic forums to promote dialogue with, and partnership working on, matters of significance to the Council, the community, and other key local organisations which work closely with the Council.
- 1.15 To fully engage with the Wales Programme for Improvement initiative by receiving and validating reports.

- 1.16 To work together with partner organisations and communities to improve the economic, social, environmental, and cultural wellbeing of people in Rhondda Cynon Taf. This includes considering the long-term impact of decisions, involving a diversity of people in decisions that affect them, taking an integrated approach with our partners to service planning and provision, working collaboratively and seeking to intervene early and prevent problems from occurring in the first instance.
- 1.17 Any meeting of the Cabinet conducted will be convened in accordance with the Council's Constitution "Access to Information Procedure Rules".
- 1.18 The Cabinet shall produce a Work Programme at the start of each Municipal Year, which will be made publicly available through the Council's website.
- 1.19 The quorum for a meeting of the Cabinet shall be 4 and the quorum for a Committee of the Cabinet or Cabinet Steering Group shall be 3, unless otherwise stated within the Groups Terms of Reference.

2. The Cabinet 2024-25

The names of the eight Cabinet Members Appointed by the Leader and their respective Portfolio Titles and Responsibilities are outlined below: -

- 2.1 The Cabinet will take decisions collectively as a group, (although individual Cabinet Members may take decisions individually in an emergency, as set out in paragraph 3 below), and may express dissent from Cabinet decisions which expressions may be formally recorded, if the Cabinet Members so indicates.
- 2.2 The individual Cabinet Members listed below are allocated personal portfolios of responsibility, to act as corporate "champions" in pursuing major cross-cutting development themes across all Council services and areas of activity. (These individual portfolios may be changed by the Leader at any time). The individual Cabinet Members will each work closely with, and take professional advice from the responsible Senior Leadership Team Officers (as indicated below) and other appropriate Senior Officers within the Authority, as appropriate to their particular responsibilities as a Corporate/Community Champion, with the ability to convene meetings of such staff as needed. Each portfolio holder also will liaise with, consult, and inform other Cabinet Members on individual matters likely to affect their portfolios.
- 2.3 Arrangements will be made to provide dedicated administrative support to Cabinet Members in the execution of their responsibilities.
- 2.4 Lead Cabinet Members will also act as the known point of reference and response for issues or complaints (relevant to their responsibilities) received from Elected Members, local Senedd Members, local Members of Parliament, and other political bodies or representatives at regional and national levels. (When dealing with formal complaints involving the delivery of Council Services, the Lead Cabinet Member will first ensure that the benefit of the Council's Complaints Policy has been fully utilised.

In their role as “ombudsman” or arbitrator, the Lead Cabinet Member may choose to intervene in complaints against local service providers external to the Council).

County Borough Councillor Andrew Morgan OBE

Portfolio: **Leader of the Council, Chair of the Cabinet**

Cabinet Member for Infrastructure & Investment

Responsible SLT Officer – Paul Mee, Barrie Davies, Stephen Williams and Christian Hanagan

Responsibility areas of policy:

- Strategy Policy
- Finance and Budget Setting
- Manifesto delivery
- Key infrastructure and Capital Programme
- Partnership and Joint Working
- Government Relations
- Council wide Safeguarding
- Emergency Planning & Civil Contingency
- Highways Maintenance & Traffic Management
- Flood Risk Management

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County Borough Councillor Maureen Webber BEM

Portfolio: **Deputy Leader of the Council and Cabinet Member for Council Business and Corporate Estates.**

Responsible SLT Officer – Andy Wilkins, Christian Hanagan, Richard Evans, Dave Powell.

Responsible Directorates – Legal Services & Democratic Services/
Communications & Involvement/ Human Resources/ Corporate Estates

Responsible areas of policy:

- Council Business
- Employee & Trade Union Relations
- Communications and Engagement (including digital communications)
- Legal Services
- Democratic Services
- Corporate Estates & Asset Management
- Carbon Reduction & Energy
- Armed Forces Covenant
- Human Resources

- Equality, Diversity & Inclusion
- Member Equalities Champion

County Borough Councillor Gareth Caple

Portfolio: **Cabinet Member for Health and Social Care**

Responsible SLT Officer – Neil Elliott

Responsible Directorates – Community and Children’s Services

Responsible areas of policy:

- Adult Social Care (including Residential, in-house & external)
- Care management Mental Health
- Care management Learning Disabilities
- Day Care Services
- Adult & Children’s Safeguarding
- Children’s Services
- Foster Care & Adoption
- Family Support services
- Corporate Parenting Lead
- Resilient Families
- Youth Justice

County Borough Councillor Rhys Lewis

Portfolio: **Cabinet Member for Education, Inclusion and Welsh Language**

Responsible SLT Officer – Gaynor Davies and Louise Davies

Responsible Directorates – Education and Welsh Language

Responsible areas of policy:

- Secondary, Primary, Nursery, Welsh Medium, dual language and Special Needs Education
- Liaison with further and higher education
- Schools and Community
- Learning Access, Engagement, and Inclusion
- Governor Support
- Education other than at school
- Childcare
- Welsh Language
- Early Years Education including Flying Start

County Borough Councillor Robert Harris
Portfolio: **Cabinet Member for Public Health and Communities**

Responsible SLT Officer – Louise Davies

Responsible Directorates – Public Health and Protection

- Public Health & Protection
- Licensing & Registrars
- Cemeteries & Crematoria
- Community support and RCT Together
- Libraries & Adult Education
- RCT Together & support for the voluntary sector
- Affordable & Supported Housing
- Asylum response
- Community Safety
- Domestic Abuse & Victim Support'
- Domestic Abuse Champion
- Cultural Services
- Strategic Events

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County Borough Councillor Mark Norris
Portfolio: **Cabinet Member for Prosperity and Development**

Responsible SLT Officer – Simon Gale

Responsible Directorates – Prosperity and Development.

Responsible areas of policy:

- Inward Investment
- Enterprise & Economic Regeneration Funding
- Town Centres
- Business Support
- Planning and Development
- Planning Strategy
- Building Control
- Housing Strategy & Policy
- Tourism

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County Borough Councillor Ann Crimmings
Portfolio: **Cabinet Member for Environment and Leisure**

Responsible SLT Officer – Stephen Williams and Louise Davies

Responsible Directorates – Frontline Services, Transportation and Heritage Services.

Responsible areas of policy:

- Leisure
- Sport RCT
- Environment, Street Cleansing, Waste & Recycling
- Transportation, Parking & Fleet
- Public rights of Way
- Parks & Countryside
- Home to School Transport
- Heritage Service & Visitor Attractions
- Leisure Services

County Borough Councillor Christina Leyshon

Portfolio: **Cabinet Member for Corporate Services, Youth Participation and Climate Change**

Responsible SLT Officer – Barrie Davies, Richard Evans and Louise Davies

Responsible Directorates – Corporate Services

- Accountancy Services
- Performance & Resources
- ICT Operational Services
- Customer Care (One4all & Contact Centres)
- Internal Audit
- Digitalisation Strategy
- Pensions, Procurement & Transactional Services
- Youth Engagement and Participation Service
- Climate Change Champion
- Youth Participation & Involvement

Chief Officer Membership

Mr Paul Mee, Chief Executive

Mr Barrie Davies, Deputy Chief Executive & Group Director of Finance, Digital & Frontline Services (Section 151)

Mr Andy Wilkins, Director of Legal & Democratic Services (Monitoring Officer)

Mr Richard Evans, Director of Human Resources

Mr Christian Hanagan, Service Director of Democratic Services and Communication. (Head of Democratic Services)

Ms Louise Davies, Director of Public Health, Protection and Community Services

Mr Stephen Williams, Director of Highways, Streetcare and Transportation Services

Mrs Gaynor Davies – Director of Education and Inclusion Services

Mr David Powell, Director of Corporate Estates

Mr Simon Gale, Director of Prosperity and Development

Mr Neil Elliott, Director of Social Services

3. Delegations of Executive Functions to Cabinet Members

Normally, decisions will be taken collectively by the Cabinet, but individual Cabinet Members can take decisions within their portfolios which they consider to be urgent to protect the interest of the Council, subject to prior consultation with the appropriate Senior Leadership Team Officer(s) and, where necessary, other Cabinet Members. If there is uncertainty as to whether a matter falls within a particular portfolio, the Leader will make a determination as to which is the relevant Cabinet Member. The Leader can take urgent decisions in the absence of the appropriate portfolio holder.

4. Cabinet Committees Appointed by the Leader, their Membership and Terms of Reference

The four under-mentioned Cabinet Sub-Committees will be constituted at the present time. Council will be informed promptly of any additional Cabinet Committees that may be appointed by the Cabinet in the future.

4.1 Ynysangharad War Memorial Park Cabinet Sub-Committee

Membership: (4 representatives)

Names of Members: Cabinet Members: M Webber BEM (Chair), A Crimmings (Vice Chair and Portfolio Holder)

Other County Borough Councillors: S Powderhill and C Leyshon

Terms of Reference: (a) To act on behalf of the Executive as a Corporate Trustee of the Ynysangharad War

Memorial Park and, in that capacity, to consider all matters in connection with the future use and development of the Park and the preservation of the objectives of the Trust so instituted.

- (b) To consider all proposals and representations from and on behalf of the Council or any third party, in connection with the use and ownership of the facility.
- (c) To secure all necessary advice and assistance, including, where necessary, external advice and assistance, to ensure that the Trustees' interests are preserved.

(No Member of this Committee may take part in any other Cabinet or Council or Committee discussion or decision on any policy or development or any issue which may affect the park and must declare an interest and leave when any such matter is raised).

The Quorum for this Committee will be 3 Members.

4.2 **Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Sub-Committee**

Membership: (4 representatives)

Names of Members: County Borough Councillors: G Caple (Chair), M Norris (Vice Chair), R Lewis and M Webber BEM

Terms of Reference: To oversee the administration of the charity

4.3 **Welsh Language Cabinet Sub-Committee**

Membership: (5 representatives)

Names of Members: County Borough Councillors: R Lewis (Chair), C Leyshon (Vice Chair), M Webber BEM, M Norris and G Caple.

Terms of Reference: In accordance with the Welsh Language (Wales) 2011 Measure, two principles underpin the terms of reference of the Welsh Language Working Group:

- in Rhondda Cynon Taf County Borough Council, the Welsh language should be treated no less favourably than the English language

- persons in Rhondda Cynon Taf County Borough Council should be able to live their lives through the medium of Welsh if they choose to do so.
- To enable the Council to deliver upon the policy objectives set by Welsh Government Ministers.

Purpose of the Sub-Committee:

The Sub Committee has been established to ensure an Authority-wide approach in the delivery of services through the medium of Welsh in accordance with the Welsh Language (Wales) 2011 Measure, specifically the Statutory Standards relating to the Welsh Language / Statutory Welsh Language Scheme. Its membership will provide strategic direction in the implementation of the aforementioned legislation / policies and any local policies regarding the Welsh language and support the Welsh Language Services Unit in carrying out its duties. Its membership will consider how it can support access to services in the medium of Welsh.

Membership:

The Welsh Language Sub Committee membership includes Cabinet Member representation (as shown above- These Members will have voting rights to determine a matter), Director Representation (currently Director, Education & Inclusion Services, Director Public Health & Protection & Service Director Democratic Services & Communications), officer representation and external Welsh medium representation. The Cabinet Member will Chair the Sub committee and will also be the Welsh Language Member Champion.

The Sub Committee will also include Head of Welsh Language Services Unit, Welsh Language Officer and Head of Service (currently Head of Community Learning)

External Representation:

Menter Iaith is also invited to attend the Sub Committee. This enables both Menter Iaith and the Welsh Language Services Unit to discuss issues that affect Welsh medium

service delivery in the community on a strategic level and to work in partnership to provide improved and better outcomes for clients.

Non-Cabinet Member Representation:

Representatives from political groups which do not form part of a political group forming part of the executive, will be invited to attend meetings, but will not be able to vote upon matters of business.

Frequency:

Meetings will be every six months unless otherwise agreed by the Sub-Committee. Urgent meetings can be convened if felt appropriate by the Chair.

4.4 Climate Change Cabinet Sub-Committee

Membership: (4 representatives)

Voting Members: County Borough Councillors: C Leyshon (Chair), A Crimmings (Vice Chair), M Norris, M Webber BEM and R Lewis

Non-Voting Member: Cllr W Owen

Terms of Reference:

To support the implementation and delivery of the priorities identified within the Council's Corporate Plan, this Cabinet Sub Committee will:

- Monitor the implementation of the actions arising from the Decarbonisation Plan;
- Develop specific actions and policies which support the reduction of the Council's Carbon Footprint and respond to 'Net Zero' – The report of the Committee on Climate Change and the Welsh Government's report Prosperity for All: A Low Carbon Wales;
- Deliver upon the Council's commitment to match the ambitions of the UK 100 Agreement by becoming a Clean Energy organisation.
- Develop these commitments and in doing so, become more ambitious through resetting targets and challenging how the

Council operates and approaches challenges in the future to become a 'Net Zero' Council by 2050.

- Provide the opportunity for persons, interested parties, and groups who live in Rhondda Cynon Taf County Borough Council the ability to engage in the wider response of the community to climate change.
- Consider the long term trends that will affect Rhondda Cynon Taf and what steps can be taken locally to contribute to their mitigation.
- Consider how the Council can work with others both locally and nationally to consider joint solutions.
- Consider the comments and recommendations of the Climate Change, Frontline Services and Prosperity Scrutiny Committee
- As and when appropriate, a Report will be presented to Cabinet to outline the work and outcomes of the Sub Committee
- Undertake site visits to gain further insight into the work undertaken to meet the Council and County Borough climate targets.

Purpose of the Sub Committee:

The Cabinet Sub Committee has been established to ensure an Authority-wide approach to issues of climate change and the Council becoming a carbon neutral organisation by 2030 and for the County Borough to be as close as possible to becoming carbon neutral by 2030. Its membership will provide strategic direction and will consider and agree any local policies regarding climate change and associated matters. Its membership will consider how the Council can support changes in residents' behaviour, to deliver the necessary actions to respond proactively to climate change and in doing so, support business, communities and residents to reduce their own environmental impact.

This Cabinet Sub-Committee will provide the opportunity to proactively discuss progress and delivery of actions, which emanate from the Corporate Plan, which aims to meet climate change challenges and reduce the Council's carbon footprint.

Membership:

The Cabinet Sub Committee membership includes Cabinet Member representation (as shown above – These members have voting rights to determine a matter).

Senior Leadership Team Representation (Chief Executive, Director of Frontline Services, Director of Prosperity & Development; Director of Corporate Estates; Director Public Health, Protection & Community Services; and the Service Director of Democratic Services & Communication), service officer representation – Council's Performance Manager and external representation when required.

Officers will provide strategic direction and will consider any local policies regarding climate change and associated matters and any other business as appropriate, however voting rights are conveyed to the cabinet Members and County Borough Councillors determined by the Leader only.

Non-Cabinet Member Representation:

Representatives from political groups which do not form party of a political group forming part of the executive, will be invited to attend meetings, **but will not be able to vote upon matters of business.**

Frequency:

Meetings will be held when necessary. Urgent meetings of the group can be convened if felt appropriate by the Chair.

4.5 Eisteddfod Cabinet Sub-Committee

Membership: (5 representatives)

Names of Members: County Borough Councillors: R Lewis (Chair), M Norris (Vice Chair), A Morgan OBE, M Webber BEM, A Crimmings and B Harris.

Terms of Reference:

- To provide the Sub-Committee with regular updates on the project's progress.
- To receive updates from appropriate Officers of the Council on Eisteddfod related matters requiring Cabinet Member consideration/decision.
- To relay key information to the Leader of the Council in terms of progress and decisions.
- To ensure effective implementation of the Council's Eisteddfod related strategies/plans, including monitoring and reviewing performance, and considering the need for major changes in delivery if necessary.
- To work together with partner organisations and communities to ensure Council-wide and community engagement pertaining to the ownership of the Eisteddfod Genedlaethol.
- To consider the long-term impact of the Eisteddfod Genedlaethol to Rhondda Cynon Taf and its communities, whilst aligning decision making with current Council strategies – inc. Tourism, Welsh Language Promotion Strategy 2022-27, and Welsh in Education Strategic Plan.

Purpose of the Sub-Committee: The Sub Committee has been established to ensure an Authority-wide approach in the successful delivery of the prestigious

National Eisteddfod which will be hosted by RCT in 2024.

Membership:

The Eisteddfod Sub Committee membership will consist of Cabinet Member representation (as shown above- These Members will have voting rights to determine a matter), Director Representation (Director of Prosperity and Development), officer representation (Eisteddfod Project Manager and Project Support Officer).

Non-Cabinet Member Representation:

Representatives from political groups which do not form part of a political group forming part of the executive, will be invited to attend meetings, but will not be able to vote upon matters of business.

Frequency:

Meetings will be convened as appropriate to ensure the project progress is regularly reported to the Sub-Committee and to allow time sensitive updates to be considered as necessary.

5. Joint Arrangements

5.1 In respect of the nine under-mentioned joint arrangements, I propose:

- The Council enters into each joint arrangement on the terms currently in place, and pursuant to Section 20 of the Local Government Act 2000 and all other enabling powers, and delegates to the Joint Committee those functions of the Executive as are set out in those agreements.
- That the joint agreements be reconstituted to provide that each constituent Council may be represented by an Executive or Non-Executive Member(s). Where one Member only is nominated to represent a Council that Member can exercise the Council's vote which shall be the same number as that previously exercised by the Council.
- It is noted that Merthyr Tydfil County Borough Council has established an Executive Board and that their representatives on the Llwydcoed Crematorium Joint Committee may or may not be Board Members.
- That every Joint Committee be authorised to establish, if it deems it appropriate, an advisory panel, which may comprise both Executive and Non Executive Members of the constituent Authorities who have sat on the Joint Committees, so that their expertise and commitment is not lost to the work of the Joint Committee. (This will be a matter for each Joint

Committee to determine).

Joint Committee	Function	Name of Cabinet or Non Executive Member(s) Allocated
Capita	Provision of Engineering Services with Bridgend and Merthyr Tydfil County Borough Councils.	M Ashford A Crimmings M Norris S Bradwick J Brencher G Holmes
Glamorgan Archives Joint Committee	Provision of Archive Services with five other Authorities.	W Lewis B Harris G Jones B Stephens
Llwydcoed Crematorium Joint Committee	Provision of Crematorium Services with Merthyr Tydfil County Borough Council.	J Cook A Crimmings A Fox G Jones A Owain Rogers
Coychurch Crematorium Joint Committee	Provision of Crematorium Service with Bridgend and Vale of Glamorgan County Councils.	J Turner B Stephens
Central South Consortium Joint Education Committee	Provision of Curriculum Advice, Inspection and Support to Schools and LEAs jointly with Bridgend, Caerphilly and Merthyr Tydfil County Borough Councils	R Lewis
The Regional Adoption Joint Committee (The Vale, Valleys & Cardiff Adoption Collaborative	Provision of Adoption Services in collaboration with the Vale of Glamorgan Council, Cardiff Council and Merthyr Tydfil County Borough Council.	G Cagle S Rees (Substitute)

Joint Committee)		
ArtsConnect	Provision of high quality and cost effective arts and creative industry experiences in collaboration with Bridgend County Borough Council, Caerphilly County Borough council, Merthyr Leisure Trust, Rhondda Cynon Taf County Borough Council and the Vale of Glamorgan Council	B Harris

6. Delegation of Executive Functions to Officers

6.1 These are delegated to Chief Officers, under Section 15 of the Local Government Act 2000, functions within their responsibility, in the terms set out in Section 5 of Part 3 of this part of the Constitution.

- Recording of Officer Decisions

In line with the amendments agreed by the Council at its AGM on the 25th May 2016, 'Key Decisions' taken by Officers of the Senior Leadership Team under delegated authority will be open to scrutiny. This process will improve transparency and accountability and will ensure a consistent and robust approach in respect of implementing decisions.

Key Decisions taken by Delegated Decisions will need to be published with immediate effect and no later than 2 clear working days following the decision being taken. (Prior to publication the Decision Notice will be checked for accuracy by a Chief Officer, and will be published accordingly. This will be the same process in respect of Cabinet decision notices). Once published, the Decision(s) will be subject to the same process in respect of 'Call In' as any Cabinet Committee Decision i.e., the decision will come into force and may be implemented on the expiry of three clear working days after the publication of the decision, unless the decision is called for review by scrutiny.

(**N.B** as agreed by the Council at its AGM on the 23rd May 2018 the Scrutiny Call In procedure timeframe has been reduced to three working days from the previous five).

In respect of operational or day to day management decisions taken

forward through Officer delegated decisions, these will be recorded by the Service and a record of the decisions maintained.

7. Appointments to Bodies undertaking or advising upon Executive Functions.

The following bodies or steering groups are constituted to consider and advise the executive. Such committees do not make decisions, and can only comment or make recommendations relating to their respective remits.

Members will be appointed to the following bodies: -

7.1 School Budget Forum Steering Group

Membership: (5 representatives)

Name of Members: County Borough Councillors: R Lewis (Chair), C Leyshon (Vice Chair), A Morgan OBE, M Webber BEM and G Caple

Terms of reference:

The Membership of the Forum will include Elected Members, School Head Teachers (from primary, secondary, and special needs schools) or governor representatives as well as appropriate union representation, totalling a membership of at least 15; optimum size has been accepted by the best practice guidance as 20.

Section 47A of the School Standards and Framework Act 1999, as inserted by the Education Act 2002, requires every local authority in Wales to establish, in accordance with regulations, a body to be known as schools forum. The school's forum must represent governing bodies and Headteachers of schools maintained by the authority. If the authority so determines the school's forum can also include non-school members.

School Budget Forums have the purpose of improving the dialogue and communication between local authority officers, schools, governors and Elected Members, helping schools to have a better understanding of local authority financial issues and the decisions made regarding school budgets. Forums have made funding arrangements more transparent and have built on good relationships between schools and local authorities.

The terms of reference have been compiled in accordance with the Schools Forums (Wales) Regulations 2003 which came into force on 13th November 2003.

Frequency of meetings

For the tasks of the forum to be carried out effectively, Welsh Government recommend that school forums should meet at least on a termly basis and schedule more frequent meetings to discuss any major issues that arise. It is beneficial for meetings to follow the local authority's financial cycle to enable participation with the decision-making process at the appropriate times.

7.2 Pupil Referral Unit – Management Committee

Membership: (2 representatives)

Name of Members: County Borough Councillors: R Lewis and G Caple

7.3 Standing Advisory Council for Religious Education (SACRE)

Membership: (5 representatives)

Name of Members: County Borough Councillors: K Webb, J Elliott, A Crimmings, W Treeby and TBC IND GROUP

7.4 Welsh in Education Strategic Plan (WESP) Steering Group

Membership: (2 representatives)

Name of Member: County Borough Councillors: R Lewis and C Leyshon

7.5 Pontypridd BID Board

Membership: (1 representative)

Name of Member: County Borough Councillor M Norris

Terms of Reference:

The Board will provide the strategic oversight and direction of the 'Your Pontypridd BID Company'- the legal entity that manages the BID - and is responsible for ensuring that the BID levy funds are properly invested in accordance with the agreed BID business plan as voted for by Pontypridd businesses. The Boards purpose is to oversee the delivery of the business plan, projects, and the efficient running of the company as well as the general promotion of the Pontypridd BID Company and Pontypridd to support the Company's principal activity.

7.6 Armed Forces Steering Group

Membership: (5 representatives)

Name of Members: County Borough Councillors: M Webber BEM (Chair), C Middle (Vice Chair), S Bradwick, D Parkin and C Preedy.

Terms of Reference:

To provide strategic guidance to ensure the needs of Armed Forces personal living in Rhondda Cynon Taff are delivered by the Council and its partners in the public and third sector.

7.7 Rhondda Cynon Taf Twinning Association Steering Group

Membership:

The Deputy Leader & Cabinet Member for Council Business (Chair), alongside appropriate elected members.

The Steering Group shall appoint a Twinning Convenor to assist in the work taken forward. To enhance the work of the steering Group representatives from Town & Community Councils of Rhondda Cynon Taf are also part of the Group's membership.

The Steering Group shall have power to co-opt non-voting members to represent schools, local organisations, and individuals and to delegate any of its functions to Cabinet Members and officers.

Name of Members: County Borough Councillors: M Webber BEM (Chair), T Leyshon, R Lewis and G Jones.
Community Councillor: S Presse
Other Independent Members: Mr A Davies; Ms R Bosanko, Mr J Fish, and [VACANT]

Terms of Reference:

To promote and maintain international and town twinning links.

To broaden the mutual understanding of the cultural, recreational, educational, and commercial activities of the linked towns

To promote opportunities for personal development through cultural exchange.

To assist financially or otherwise for schools, local organisations, and individuals in forming new links with the schools, organisations and individuals in towns which have twinned with this authority to maintain existing links and to establish new links.

To monitor the activities of new and established twinning links.

7.8 **Major Incident Recovery Board**

Membership: (4 representatives)

Names of Members: Cabinet Members: A Morgan OBE (Chair), M Webber BEM (Vice Chair) A Crimmings, M Norris and the relevant Cabinet Member related to the 'incident' to be considered, if not already part of the Membership.

The Quorum for this Committee will be 3 Members.

The Steering Group will also comprise representation as advised by the Leader of the Council to engage the appropriate Council and external expertise as appropriate. This may also include representatives from local and town centre businesses impacted by any incident.

Purpose of the Steering Group:

The Steering Group has been established to ensure an Authority-wide approach in the delivery of services and the prioritisation of resources in relation to any major incident, causing detrimental effect to the communities of the County Borough. The Board will lead business continuity planning in the immediate period following such an event and will continue to monitor the progress of associated action(s) agreed as part of the recovery plan determined by the Board.

Terms of Reference:

- (a) To consider the Council's response and recovery plans following any severe incident which may occur and impact the County Borough.
- (b) To consider all proposals and response plans, including recommendations from officers in relation to the allocation of resources and the prioritisation of services, assets and infrastructure.
- (c) To secure all necessary advice and assistance, including, where necessary, external advice and to support the Council community leadership and civil contingency role in responding to the impact of this major incident.
- (d) To agree the Council's immediate recovery plan and associated actions moving forward.
- (e) Act as an advisory board to the Leader of the Council, should urgent executive decisions (as outlined in the Leader's scheme of delegation) be required to be taken in relation to matters connected with the Council's response to an incident.
- (f) Where appropriate, report or make recommendations to Council on these matters.

7.9 Corporate Parenting Board

Membership: (8 representatives)

Names of Members: County Borough Councillors: G Caple (Chair), R Lewis (Vice Chair), C Leyshon, J Bonetto, P Evans, S Hickman, S Rees, and W Jones.

Terms of Reference:

To take the lead in ensuring that the Council fulfils its responsibilities as corporate parent to children who are looked after and formulate Council policy in respect of children who are looked after and children in need.

To ensure that all Groups and divisions within the Council work together in order to promote best outcomes for children who are looked after and children in need.

To promote effective relationships with key partner agencies in the best interests of children who are looked after and children in need.

To monitor the implementation of the Action Plan arising from the Best Value Review of Services to children looked after, in addition to monitoring outcomes for children looked after and children in need.

To consider the outcomes and promote positive learning practices following consideration of Child Practice Reviews

In accordance with HMIP to routinely review the offending rates of LAC by gender to ensure that the Corporate Parenting Board understand patterns of offending by girls and are able to take actions to address where necessary.

To consider the impact of relevant other systems/agencies (e.g. health, courts, schools) and see how these could be improved.

To seek the views of children looked after - the advocacy service will be asked to facilitate.

To invite representatives from other agencies to attend as appropriate.

To monitor the implementation of the Pledge to looked after young people

To report directly to Cabinet through an Annual report of the Board.

Tros Gynnal Plant (TGP) Cymru is also invited to attend the meetings. This enables both TGP Cymru and Children Services to discuss issues that affect service delivery in the community on a strategic level and to work in partnership to provide improved and better outcomes.

7.10 **Central Adoption Panel**

Membership: (1 representative)

Name of Member: County Borough Councillor: S Rees

Terms of Reference:

To make recommendations in respect of the following:

- a) Whether (in cases of relinquished children) the child should be placed for adoption;
- b) Whether prospective adopters are suitable to adopt a child; and
- c) Whether the child should be placed with a particular prospective adopter.

7.11 **Foster Care Panel**

Membership: (1 representative)

Name of Member: County Borough Councillor S Rees

Terms of Reference:

To make recommendations in respect of the following to the Group Director for Community and Children's Services: -

- (1) to consider each application for approval and to recommend whether or not a person is suitable to act as a foster parent;
- (2) where it recommends approval of an application to recommend the terms on which the approval is given, for example, as to the numbers and ages of children, or whether the approval relates to any particular named child, or to any particular type of placement;
- (3) to recommend whether or not a person remains suitable to act as a foster parent, and whether or not the terms of his approval remains appropriate;
 - (i) on the first review
 - (ii) on the occasion of any other review when requested to do so by the fostering service provider

7.12 **Strategic Culture and Arts Steering Group**

Membership: (5 Representatives)

Name of Members: County Borough Councillors: B. Harris (Chair), A. Crimmings (Vice-Chair), J. Brencher, R. Lewis and D. Grehan.

The membership will also include: -

- Arts Council Wales (ACW) representative
- Community Representation

The Strategic Culture and Arts Steering Group consists of a cross-party Membership with representation from Cabinet Members, Elected Members, Director and officers; and the Arts Council Wales. The roles are integral in terms of the breadth of cultural knowledge, which will allow the Steering Group to discuss issues that affect the community on a strategic level and to work in partnership to provide improved and better outcomes.

Terms of Reference:

The aim of the Strategic Culture and Arts Steering Group is to provide strategic guidance and advice on matters relating to arts and cultural services within Rhondda Cynon Taf County Borough Council. In particular, to advise on items affecting the Arts Service, RCT Theatres, Library Services and the Heritage Service. The Steering Group will focus on matters such as widening engagement; equity, diversity and inclusion; resilience; welsh language; climate justice; health and wellbeing; and sector skills development. The topics of each meeting will be considered on a thematic basis.

The Strategic Culture and Arts Steering Group will support the Council's delivery of the Wellbeing of Future Generations Act (Wales) 2015 through supporting the development of:

- A skilled population;
- A resilient economy;
- Healthier residents
- Equality of opportunity;
- Cohesive Communities;
- Opportunities for its residents to be creatively active through English and Welsh and;
- A positive contribution to global well-being.

Frequency of Meetings:

The Strategic Culture and Arts Steering Group will meet twice a year. Further meetings can be convened at the request of the Chair.

7.13 Equality, Diversity and Inclusion (EDI) Steering Group

Names of Members: Cllr M Webber BEM (Chair)

Membership: The Steering Group will consist of the following representatives:

- Member Equality Champion
- SLT Diversity Champions
- Staff Network Chairs or a nominated representative
- EDI Working Group Chairs or a nominated representative
- Lead Officers from specific action plans e.g. Education Anti-Racist Action Plan
- Officer representatives from within the Diversity & Inclusion team

Terms of Reference:

To assist the Council in achieving its 3 equality objectives as contained within the Council's Strategic Equality plan to ensure the Council:

1. We will embed equality, diversity and inclusion (EDI) into every aspect of our service delivery.
2. We will attract applicants that represent the diversity of our communities, enriching our organisational capability to meet our ambitions.
3. We will respect, value and listen to all our employees by embedding a culture of inclusion.
4. We will further assist in the delivery and monitoring of the actions identified within the Council's Diversity Pledge

Purpose of the Steering Group – The Steering Group has been formed following Cabinets approval of the Councils Equality Strategic Plan 2024-2028, to help shape the delivery of the equality objectives outlined within the Councils Plan.

Frequency : Meetings will be convened as appropriate to ensure the progress against the delivery of the plan and to allow time sensitive updates to be considered as necessary.

PUBLIC SERVICE BOARD

7.14 **Cwm Taf Morgannwg Public Services Board**

Membership: (1 representative)

Name of Members: The Leader, County Borough Councillor A
Morgan OBE (Nominated Substitute Councillor
A Crimmings)

Background:

In line with the requirements of the Wellbeing of Future Generations (Wales) Act 2015, statutory bodies called Public Services Boards (PSBs) came into effect from the 1st April, 2016 (taking over from Authorities previous non statutory Boards - Local Service Boards (LSB) PSBs will be established for each local authority area in Wales and the public bodies that make up the Boards will need to demonstrate their collective contribution to the wellbeing of the area and their contribution towards the national wellbeing goals.

Terms of Reference:

The Cwm Taf Public Services Board (PSB) is a merged Public Services Board, covering the areas of Merthyr Tydfil, Bridgend and Rhondda Cynon Taf (RCT) and was formed on the 12th May, 2016.

The PSB aims to act as the principal strategic leadership forum for the planning, commissioning and delivery of public services across organisational boundaries to achieve better outcomes for the people of Cwm Taf. It will seek to understand the major issues faced by each partner organisation, to become a more transparent Board through publishing data and performance; and will assist in transforming public services move from a reactive to a preventative agenda.

Membership:

The Wellbeing of Future Generations Act outlines requirements for membership of each PSB setting out a clear structure. Cwm Taf PSB must have statutory partners consisting:

- (a) The Councillors elected as Executive Leaders of Merthyr Tydfil County Borough Council, Bridgend and RCT County Borough Council (the local authority) or the elected Mayors;
- (b) The Head of the Authorities' paid service designated under Section 4 of the Local Government and Housing Act 1989;
- (c) Either the Chair, Chief Executive or both for Cwm Taf University Health Board (the Local Health Board for the area which falls within the local authority areas)
- (d) Either the Chief Officer, Chairman or both for South Wales Fire & Rescue Service; and
- (e) The Chief Executive for the Natural Resources Body for Wales.

The individuals referred to above may designate another individual to represent the organisation on their behalf. All members (formally designated or otherwise) must be present for a meeting of the PSB to be quorate.

A PSB for a local authority area must invite the following persons to participate in the activity of the board. These invited members must include:

- (a) the Welsh Ministers;
- (b) the Chief Constable of the police force for a police area any part of which falls within the local authority area;
- (c) the Police and Crime Commissioner for a police area any part of which falls within the local authority area;
- (d) a person required by arrangements under section 3(2) of the Offender Management Act 2007 (c.21) to provide probation services in relation to the local authority area; and
- (e) at least one body representing relevant voluntary organisations (whether or not the body is known as a County Voluntary Council).

Each Board may issue additional invitations to other partners to participate in the activity of the PSB.

Scrutiny:

In order to ensure democratic accountability with the Public Services Board, there is a requirement for a designated local government Scrutiny Committee of the relevant local authority to scrutinise the work of the PSB.