

## **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.

### **THE CABINET 2021-2022**

2. 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 Assembly 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).

2.4.1 Name of Leader: **County Borough Councillor Andrew Morgan**

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

**Responsible SLT Officer** – Chris Bradshaw, Paul Mee, Christian Hanagan, Barrie Davies & Roger Waters

**Main Functional Areas of Accountability and Responsibility**

- Strategy and key priorities
- Finance and Budget Setting
- Programme for Delivery and Corporate Plan
- Key infrastructure and Capital Programme
- Partnership and Joint Working
- Government Relations
- City Deal
- Council wide Safeguarding
- Emergency Planning & Civil Contingency
- Highways Maintenance & Traffic Management
- Street lighting
- Strategic Projects

2.4.2 Name of Deputy Leader: **County Borough Councillor Maureen Webber**

Portfolio: **Deputy Leader of the Council & Cabinet Member for Council Business**

**Responsible SLT Officer** – Andy Wilkins, Christian Hanagan & Richard Evans

**Responsible Directorates** – Legal Services / Democratic Services / Communications, and /Human Resources.

**Main Functional Areas of Accountability and Responsibility**

- Members Charter and Equality Champion
- Council and Executive Business
- Communications and Engagement (including digital communications)
- Corporate Policy
- Legal Services
- Democratic Services
- Coroner
- Strategic Events
- Armed Forces Champion
- Employee & Trade Union Relations

- Human Resources
- Elections
- International Links
- Equality & Diversity

2.4.3 Name: **County Borough Councillor Geraint Hopkins**  
 Portfolio: **Cabinet Member for Adult Services & the Welsh Language**

**Responsible SLT Officer** – Paul Mee & Louise Davies  
**Responsible Directorates** – Community & Children’s Services / Welsh Language Service

**Main Functional Areas of Accountability and Responsibility**

- Care management Older people
- Care management Mental Health
- Care management Learning Disabilities
- Residential Care – in house and external
- Home Care – in house and residential
- Day Services
- Adult Safeguarding
- Vision Products
- Older People’s Champion
- Mental Health Champion
- The Welsh Language
- The Welsh Language Champion

2.4.4 Name: **County Borough Councillor Joy Rosser**  
 Portfolio: **Cabinet Member for Education & Inclusion Services**

**Responsible SLT Officer** – Chris Bradshaw & Gaynor Davies  
**Responsible Directorates** – Education & Inclusion

**Main Functional Areas of Accountability and Responsibility**

- Young People’s Champion
- Secondary, Primary, Nursery, Welsh Medium, dual language and Special Needs Education
- Educational Attainment and Standards
- 21<sup>st</sup> Century Schools Agenda
- Liaison with further and higher education
- Schools and Community
- Learning Access, Engagement and Inclusion
- Governor Support
- Education other than at school

- Adult Education
- Childcare

2.4.5 Name: **County Borough Councillor Christina Leyshon**

Portfolio: **Cabinet Member for Children's Services**

**Responsible SLT Officer** – Paul Mee & Louise Davies

**Responsible Directorates** – Community and Children's Services / Youth Engagement & Participation Service

#### **Main Functional Areas of Accountability and Responsibility**

- Children's Champion
- Foster Champion
- Family Support services
- Youth Offending
- Fostering & Adoption
- Care Management Children
- Children's Residential Care – in house and external
- Children Safeguarding
- 16 plus
- Corporate Parenting Lead
- Safeguarding Champion
- Resilient Families
- Early Years Education including Flying Start
- Youth Engagement and Participation Service

2.4.6 Name: **County Borough Councillor Robert Bevan**

Portfolio: **Cabinet Member for Enterprise, Development & Housing**

**Responsible SLT Officer** – Simon Gale.

**Responsible Directorates** – Prosperity & Development.

#### **Main Functional Areas of Accountability and Responsibility**

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

2.4.7 Name: **County Borough Councillor Ann Crimmings**  
Portfolio: **Cabinet Member for Environment, Leisure & Heritage**

**Responsible SLT Officer** – Roger Waters & Louise Davies  
**Responsible Directorates** – Frontline Services, Public Health, Transportation, Heritage Services.

**Main Functional Areas of Accountability and Responsibility**

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

2.4.8 Name: **County Borough Councillor Mark Norris**  
Portfolio: **Cabinet Member for Corporate Services**

**Responsible SLT Officer** – Barrie Davies, Dave Powell & Richard Evans  
**Responsible Directorates** – Corporate Services

**Main Functional Areas of Accountability and Responsibility**

- Accountancy Services
- Operational Finance
- Performance & Resources
- ICT Operational Services
- One4all & Contact Centres
- Corporate Estates
- Design & Property Maintenance
- Energy & Utilities Mgt \ Carbon Reduction Commitment
- Procurement
- Internal Audit
- Digitalisation Strategy

2.4.9 Name: **County Borough Councillor Rhys Lewis**  
Portfolio: **Cabinet Member for Stronger Communities, Well-being & Cultural Services**

**Responsible SLT Officer** – Louise Davies & Simon Gale  
**Responsible Directorates** – Public Health Protection & Communities / Cultural Services.

**Main Functional Areas of Accountability and Responsibility**

- Prosperity & Regeneration (including WG/ESF employment programmes)
- Theatres and Arts Development
- Public Health & Protection
- Licensing & Registrars
- Cemeteries & Crematoria
- Community support and well being
- Community Hubs
- Libraries
- Future Generations
- RCT Together & support for the voluntary sector
- Affordable & Supported Housing
- Community Safety
- Domestic Abuse & Victim Support'
- Domestic Abuse Champion
- Cultural Services (Strategic Projects)
- Climate Change/Net Zero Champion.

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**CHIEF OFFICER MEMBERSHIP:**

Mr Chris Bradshaw, Chief Executive (Head of Paid Service)

Mr Barrie Davies, Director of Finance & Digital Services (Section 151)

Mr Paul Mee, Group Director, Community and Children's Services (Statutory Officer Social Services)

Mr Andy Wilkins, Director of Legal 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 & Community Services



Mr Roger Waters, Director, Frontline Services

Mrs Gaynor Davies – Director, Education & Inclusion Services

Mr Dave Powell, Director of Corporate Estates

Mr Simon Gale, Director of Prosperity and Development

### **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 two under-mentioned Cabinet 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 Name: Ynysangharad War Memorial Park Cabinet Committee**

**Membership:** (4 representatives)

**Names of Members:** County Borough Councillors:

Cabinet Members: M Webber (Chair), A Crimmings (Portfolio Holder) (Vice Chair),

Other County Borough Councillors: S Powderhill & G Hughes (sitting in their roles as Presiding Officer and Deputy Presiding Officer.)

**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 Name: **Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee**

**Membership:** (4 representatives)

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

**Terms of Reference:**

- To oversee the administration of the charity

## 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).

| <b>Joint Committee</b>                             | <b>Function</b>   | <b>Name of Cabinet or Non Executive Member(s) Allocated</b>                  |
|--|---|--|
| Capita   | Provision of Engineering Services with Bridgend and Merthyr Tydfil County Borough Councils.   | S Bradwick<br>A Crimmings<br>R Lewis<br>M Forey<br>J Brencher<br>M Griffiths |
| Glamorgan Archives Joint Committee                 | Provision of Archive Services with five other Authorities.  | W Lewis<br>R Lewis<br>E George<br>R Turner                                   |
| Llwydcoed Crematorium Joint Committee              | Provision of Crematorium Services with Merthyr Tydfil County Borough Council.   | H Boggis<br>A Crimmings<br>A Fox<br>G Jones<br>K Morgan                      |
| Coychurch Crematorium Joint Committee              | Provision of Crematorium Service with Bridgend and Vale of Glamorgan County Councils.   | G Hopkins<br>R Turner  |
| 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 | J Rosser   |

|   |  |                  |
|---|--|------------------|
| <p>The Regional Adoption Joint Committee (The Vale, Valleys &amp; Cardiff Adoption Collaborative Joint Committee)</p> | <p>Provision of Adoption Services in collaboration with the Vale of Glamorgan Council, Cardiff Council and Merthyr Tydfil County Borough Council.</p>  | <p>C Leyshon</p> |
| <p>ArtsConnect</p>  | <p>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</p> | <p>R Lewis</p>   |

## **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 25<sup>th</sup> 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 23<sup>rd</sup> 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

Members will be appointed to the following bodies:-

### **EDUCATION & INCLUSION SERVICES LEARNING GROUP**

- **Welsh Language Cabinet Steering Group**

**Membership:** (6 representatives)

**Names of Members:** County Borough Councillors:

G Hopkins (Chair), J Rosser (Vice Chair), R Lewis, R Bevan,

E Stephens and L Hooper

**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.

**Purpose of the Steering Group:**

The Steering Group 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 Working Group membership includes Cabinet Member representation (as shown above), Director Representation (currently Director, Education & Inclusion Services), officer representation and external Welsh medium representation. The Cabinet Member will Chair the Steering Group and will also be the Welsh Language Member Champion. The Director, Education & Inclusion Services will be the Welsh Language Officer Champion.

Both Welsh Language Champion roles will raise the profile of any relevant legislation and policies at Cabinet and Senior Leadership Team level as well as addressing complex areas in the Directorates and service groups in terms of service delivery. The roles are integral in terms of seeking support to Welsh language legislation and policies at the highest level.

The Steering Group 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 Steering Group. 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.

**Frequency:**

Meetings will be every six months unless otherwise agreed by the Steering Group. Urgent meetings of the group can be convened if felt appropriate by the Chair.

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- **School Budget Forum**

**Membership:** (6 representatives)

**Name of Members:** County Borough Councillors:

J Rosser (Chair), C Leyshon (Vice Chair), A Morgan, M Webber, R Lewis and M Norris.

**Terms of reference:**

The Membership of the Forum will include Elected Members, School Head Teachers (from primary, secondary and special needs schools) as well as appropriate union representation, totalling a membership of at least 15.

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 schools forum must represent governing bodies and Headteachers of schools maintained by the authority. If the authority so determines the schools forum can also include non-school members.

Schools Budget Forums are the key to developing informed and confident dialogue between local authorities and their schools and budgetary issues including schools' funding levels for the coming year, pressures on future years' budgets, changes to local funding formula and reviewing contracts/service level agreements for services to schools.

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

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- **Pupil Referral Unit – Management Committee**

**Membership:** (2 representatives)  
**Name of Members:** County Borough Councillors:  
J Rosser and C Leyshon

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- **Standing Advisory Council for Religious Education (SACRE)**

**Membership:** (5 representatives)  
**Name of Members:** County Borough Councillors:  
J Harries, J Elliott, A Crimmings, S Rees, G Davies and G Hopkins

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- **Welsh in Education Strategic Plan (WESP)**

**Membership:** (2 representatives)  
**Name of Member:** County Borough Councillors:  
G Hopkins and J Rosser



## **CHIEF EXECUTIVE'S GROUP**

- **Pontypridd BID Board**

**Membership:** (1 representative)

**Name of Member:** County Borough Councillor R Bevan

**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 so as to support the Company's principal activity.

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- **Employee Advisory Panel**

**Membership:** (3 representatives)

**Name of Members:** County Borough Councillors:  
A Morgan, M Webber (Chair) & R Lewis

**Terms of Reference:**

To support the Medium Term Financial Planning process by proposing and supporting the identification of savings internally.

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- **Armed Forces Working Group**

**Membership:** (5 representatives)

**Name of Members:** County Borough Councillors  
M Webber (Chair), J Harries (Vice-Chair), S Bradwick, G Caple and M Tegg.

**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.

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## **Rhondda Cynon Taf Twinning Association Steering Group**

**Membership:** The Deputy Leader & Cabinet Member for Council Business (Chair), The Cabinet Member for Children & Young People, The Cabinet Member for Enterprise, Development & Housing and the Cabinet Member for Education & Lifelong Learning.

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 Groups 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.

**Names of Members:** *County Borough Councillors :*

*M Webber (Chair); T Leyshon, R Bevan & J Rosser.*

*Community Councillor: S Presse*

*Other Independent Members: Mr A Davies; Ms R Bosanko, Mr J Fish, and Mr C Roberts*

**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.

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### **Climate Change Cabinet Steering Group**

**Membership:** (6 representatives)

**Names of Members:** County Borough Councillors:

R Lewis (Chair), A Crimmings (Vice Chair), J Barton, M Norris, E Webster and S Belzak

**Terms of Reference:**

- To support the implementation and delivery of the priorities identified within the Council's Corporate Plan, this Cabinet Steering Group will:
  - Advise the Cabinet on the development of 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*;
  - Advise the Cabinet on how the Council can deliver upon its commitment to match the ambitions of the UK 100 Agreement by becoming a Clean Energy organisation;
  - Provide a forum for the Council to 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
- *To monitor the implementation of the Scrutiny recommendations in respect of Low Carbon Vehicles and any such future recommendations in respect of climate change.*

### **Purpose of the Steering Group:**

The Cabinet Steering Group has been established to ensure an Authority-wide approach to issues of climate change and the Council becoming a carbon neutral organisation by 2030. Its membership will provide strategic direction and will initially consider 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 Steering Group 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 Steering Group membership includes Cabinet Member representation (as shown above) including additional County Borough Councillors from cross party groups as determined by the Leader. These Members will all hold equal voting rights.

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

Officers and External representatives 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.

The Cabinet Member for Stronger Communities, Well-being & Cultural Services will Chair the Cabinet Steering Group and will also be the Climate Change/Net Zero Champion. The Chief Executive will be the Officer Champion.

Both Champion roles will raise the profile of any relevant legislation and policies at Cabinet and Senior Leadership Team level as well as supporting and developing the response of the Council. The roles are integral to the future development of policies in this area and each champion will be tasked with championing these matters at all levels of decision making within the Council.

**External representation:**

Local interest groups will be invited to attend the Cabinet Steering Group in order to ensure that residents and communities are fully and directly involved in shaping its work.

This will enable both groups and individuals to contribute and influence to the development of policies for consideration by the Council, although no voting rights will be attributed to such external positions.

The Cabinet Steering Group will also provide the opportunity for its members to hear from services and discuss issues that affect service delivery relating to climate change, both at a community and strategic level. The Cabinet Steering Group will have the ability to work in partnership with communities to provide improved outcomes for residents.

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

Name: **Major Incident Recovery Board**

**Membership:** (4 representatives)

**Names of Members:** County Borough Councillors:

Cabinet Members: A Morgan (Chair), M Webber (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.

## **COMMUNITY AND CHILDREN'S SERVICES GROUP**

### **• Corporate Parenting Board**

**Membership:** (7 representatives)

**Names of Members:** County Borough Councillors:  
C Leyshon (Chair), G Hopkins (Vice Chair), J Rosser, S Rees, E Griffiths, S Rees-Owen and L Hooper

- 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 report directly to Cabinet through an Annual report of the Board.
  
- A cross party Corporate Parenting Board has been established comprising 7 Members:
  - Cabinet Member for Children’s Services (Chair),
  - Cabinet Member for Adult Community Services and Welsh Language (Vice Chair)
  - Cabinet Member for Education & Inclusion Services,
  - The Chair of the Children & Young People Scrutiny Committee,
  - One Member from the Largest Opposition Party,
  - One Non Executive Member of the ruling group,
  - One Member of the Council not from the ruling group or the majority opposition group.
  - 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.
  
- **Central Adoption Panel**
  - Membership:** (1 representative)
  - Name of Member:** County Borough Councillor: (Mrs) S Rees
  - Terms of Reference:**  
To make recommendations in respect of the following:
    - (1) Whether (in cases of relinquished children) the child should be placed for adoption;
    - (2) Whether prospective adopters are suitable to adopt a child; and



- (3) Whether the child should be placed with a particular prospective adopter.

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- **Foster Care Panel**

**Membership:** (1 representative)

**Name of Member:** County Borough Councillor C Leyshon

**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

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- **Strategic Culture and Arts Steering Group**

**Membership:** (6 Representatives)

**Name of Members:** County Borough Councillors: R. Lewis (Chair), A. Crimmings (Vice-Chair), J. Rosser, J. Brencher, G. Hughes and S. Rees-Owen.

The membership will also include:-

- Arts Council Wales (ACW) representative – M Dunning.
- An independent representative - C Coppock.

The Strategic Culture and Arts Steering Group consists of a cross-party Membership with representation from Cabinet Members, Elected Members,

Director and officers, the Arts Council Wales and an Independent Member. The roles are integral in terms of the breadth of artistic 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 guidance and advice on matters relating to the strategic context in which the Rhondda Cynon Taf County Borough Council Arts Service operates. In particular, to advise on items affecting the resilience of RCT Theatres and the long term sustainability of the Arts Service in general. The Steering Group will focus on matters such as audience development, income generation, and engagement and participation in the region. 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 on a quarterly basis. Further meetings can be convened at the request of the Chair.

### **Meeting Locations:**

To allow the Steering Group to fully appreciate the work undertaken within the strategic Arts and Culture services within RCT, it is suggested that meetings are held (when possible) in appropriate venues suitable to the service area.

## **PUBLIC SERVICE BOARD.**

- **Cwm Taf Public Services Board**

- Membership:** (1 representative)
- Name of Members:** The Leader, County Borough Councillor  
A Morgan  
(Nominated Deputy: R Lewis)

**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 1<sup>st</sup> 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 and Rhondda Cynon Taf (RCT) and was formed on the 12<sup>th</sup> 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 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.

The Cwm Taf Public Services Board Joint Overview & Scrutiny Committee was formed in 2017 and further details can be found on the Council [website](#).

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