

CABINET MEETING: 11 JUNE 2015

ASSISTANT CABINET MEMBERS

REPORT OF COUNTY CLERK AND MONITORING OFFICER

AGENDA ITEM: 2

PORTFOLIO : LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1. To consider the appointment of Assistant Cabinet Members for 2015/16.

Background

2. Article 7.5 of the Council's Constitution provides that:

"The Cabinet may appoint Councillors to act as assistants to the Cabinet as the Cabinet considers necessary and appropriate. Their role will be:

- (a) to assist the Cabinet collectively;*
- (b) to liaise with the Chairs and members of relevant Scrutiny Committees; and*
- (c) to act as observers at meetings of the Cabinet or a committee of the Cabinet.*

Assistants to the Cabinet may not vote on any matters before the Cabinet, neither may they substitute for a Cabinet Member at a meeting of the Cabinet nor in any decision-making role."

3. Assistant Cabinet Members that are appointed by the Cabinet can work with a Cabinet Member or Cabinet Members in taking forward particular projects or programmes and can represent the Cabinet at any meeting or function which does not involve any decision-making role.

Assistant Cabinet Members 2014/15

4. On 15 May 2014, the Cabinet agreed to create three new Assistant Cabinet Member roles to provide additional support to Cabinet portfolios on the following issues:
 - Delivering the Co-Operative Council
 - Young People and Learning (including libraries)
 - Housing and Tackling Poverty

5. A copy of the Role Description for Assistant Cabinet Members that was agreed previously by the Cabinet is attached as **Appendix A** to this report.
6. On 12 June 2014, the Cabinet agreed the appointment of the following Members to these roles:
 - Cllr Sam Knight – Delivering the Co-Operative Council
 - Cllr Sarah Merry – Young People and Learning (including libraries)
 - Cllr Darren Williams – Housing and Tackling Poverty

Assistant Cabinet Members 2015/16

7. Following the appointment by Council on 21 May 2015 of Councillor Sarah Merry as the new Cabinet Member for Education, it is proposed that Councillor Chris Weaver be appointed to the vacant Assistant Cabinet Member position for 2015/16 and to take on a new role providing additional support to the Cabinet on transport policy matters relating specifically to the Active Travel (Wales) Act 2013 and the development of the city's new transport interchange.
8. In addition, it is proposed that the Assistant Cabinet Member role of Councillor Sam Knight be amended in 2015/16 to focus specifically on the provision of additional support to the Cabinet in developing the Council's 'Smart Cities' agenda, including work to develop the provision of open data by the Council.

Reasons for Recommendations

9. To approve the appointment and roles of Assistant Cabinet Members for 2015/16.

Legal Implications

10. There are no legal implications arising from this report.

Financial Implications

11. There are no financial implications arising from this report.

RECOMMENDATION

Cabinet is recommended to approve the appointment of three Assistant Cabinet Members in 2015/16 to the following roles:

- Councillor Sam Knight – Technology, Innovation and Skills
- Councillor Chris Weaver – Active Travel & Wellbeing (including Libraries)
- Councillor Darren Williams – Housing and Tackling Poverty

Marie Rosenthal
County Clerk & Monitoring Officer
5 June 2015

The following appendix is attached:

Appendix A: Assistant Cabinet Member Role Description

The following background papers have been taken into account:

Cabinet Report, 12 June 2014 – Deputy Cabinet Members Appointments
Cabinet Report, 15 May 2014 – Deputy Cabinet Members and Member
Champions

APPENDIX A

ASSISTANTS TO CABINET MEMBERS – Article 7.5 Cardiff Constitution

The Cabinet may appoint Councillors to act as Assistants to the Cabinet as the Cabinet considers necessary and appropriate. Their role will be:

- (a) To assist the Cabinet collectively
- (b) To liaise with the Chairs and members of relevant Scrutiny Committees and
- (c) To act as observers at meetings of the Cabinet or a committee of Cabinet

ROLE DESCRIPTION

1. Assistants to Cabinet Members are members appointed by the Cabinet to work with a Cabinet Member or Cabinet Members and deputise for them for any function except decision-making subject to the limitations set out below.
2. This includes taking forward particular projects or programmes. Most Assistant posts will range across the functions of the Cabinet Member but it is a matter for each individual Cabinet Member, after discussion with the Leader of the Council, to establish any limits or conditions on the ways in which the Assistant will operate. Any limitations on the role of Assistant which the Cabinet Member wishes to impose should be a matter of record, to be copied to the Leader of the Council and the Monitoring Officer.
3. The role of Assistant to Cabinet member does not attract a special responsibility allowance
4. Assistants to Cabinet Members may:
 - Undertake specific tasks, research and investigations and attend conferences, seminars and meetings as requested by the Cabinet Member so as to keep abreast of current policy and development initiatives.
 - Deputise for a Cabinet Member at Cabinet Briefings.
 - Deputise for a Cabinet Member (but not vote) at Cabinet meetings.
 - Deputise for the Cabinet Member at formal and informal functions except for official openings or ceremonies where it is appropriate for the Cabinet Member to have a role in which case, in the event of the absence of the Cabinet Member, the Lord Mayor will normally represent the Council.
 - To liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of concern to members.
 - Appear before a Scrutiny Committee where the Cabinet Member cannot attend or where the Assistant has focussed on the particular project or

programme. (However, the Scrutiny Committee may also request the Cabinet Member to attend on a further occasion).

- Be a member of a Scrutiny Committee which does not relate to his or her Cabinet Member's portfolio.
- Be a member of a Scrutiny Task and Finish Group.

5. However, an Assistant to a Cabinet Member cannot:

- take decisions
- deputise for a Cabinet Member at Council Meetings
- be a member of the Scrutiny Committee which scrutinises his or her Cabinet Member's portfolio

Marie Rosenthal
County Clerk and Monitoring officer
2 April 2014