

PART 3 – RESPONSIBILITY FOR FUNCTIONS

APPENDIX 2 – TERMS OF REFERENCE FOR COMMITTEES

Committee	Terms of Reference
Appointments (convened as and when required)	<p>To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders)(Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Constitution	<p>To review the Council’s Constitution, and to recommend to Council and/or Cabinet any changes, except that the Committee will have authority (subject to the Monitoring Officer’s advice) to make the following changes on behalf of the Council:-</p> <ul style="list-style-type: none"> (a) Drafting improvements to enhance clarity and remove minor anomalies. (b) Updating to reflect legislative changes and matters of record. (c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
Corporate Parenting Advisory Committee	<ol style="list-style-type: none"> 1. The Corporate Parenting Advisory Committee is responsible for advising the Council and for advocating on the collective behalf of all care leavers and children looked after by Cardiff Council, to ensure that they receive the best possible care and support. 2. To achieve the best outcomes for children looked after and care leavers the Corporate Parenting Advisory Committee will: <ul style="list-style-type: none"> Actively Promote: <ol style="list-style-type: none"> a. and operate collective responsibility between the Council, Social Services, Health, Education and other statutory agencies to achieve good parenting for all children in the care of Cardiff Council and to ensure that they are appropriately safeguarded to achieve the best possible chances in life. b. real and sustained improvements by ensuring that mechanisms in place take full account of:

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	<ul style="list-style-type: none"> • the importance of promoting and respecting the child or young person’s dignity. • the characteristics, culture and beliefs of the child or young person. • the importance of promoting the upbringing of the child by the child’s family, in so far as doing so is consistent with promoting the child’s well-being. • Where the child is under the age of 16, the views, wishes and feelings of those with parental responsibility for the child, in so far as doing so is consistent with well-being of the child and is reasonably practicable. <p>Identify key priorities by:</p> <ul style="list-style-type: none"> c. engaging with relevant children looked after forums, as determined by the young people, to drive the committee’s priorities. d. ensuring that the committee agenda focuses on what children looked after identify as relevant for their growth and development. <p>Co-ordinate and collaborate to:</p> <ul style="list-style-type: none"> e. seek to ensure that coordinated services are delivered across all statutory and voluntary sector organisations. f. engage and develop a shared dialogue with the Children and Young People’s Scrutiny Committee to avoid agenda duplication, whilst working together to exploit detailed analysis of key performance data. g. engage with, and embrace future Welsh Government plans and expectations to extend corporate parenting responsibilities across Public Services. <p>Monitor Outcomes and Performance to:</p> <ul style="list-style-type: none"> h. ensure that performance monitoring systems are in place, and to regularly review performance data to ensure that good outcomes for children looked after and care leavers are being delivered consistently. i. review the quality and effectiveness of: <ul style="list-style-type: none"> • Children Looked After Services • Education Services • Health Services <p>3. To provide an Annual Report to the Council’s Children and Young People’s Scrutiny Committee, Cabinet, and full Council.</p>

Committee	Terms of Reference
	<p>4. To ensure the corporate parenting strategy is implemented effectively, reviewed and revised as necessary, to meet the needs of children looked after and care leavers.</p> <p>5. To recommend the appointment of co-opted members to the Committee for approval by Council.</p> <p>6. To make recommendations to Cabinet and Council in respect of any matters within the remit of the Committee.</p> <p>7. Each member of the Corporate Parenting Advisory Committee will undertake relevant training, to enable them to properly discharge their duties.</p>
Council Appeals	<p>To hear and determine appeals (other than those appeals which are within the terms of reference of any other Committee) from determinations and decisions of the Authority where there is a statutory requirement for there to be an appeal to Members of the Council or where such appeal is allowed for in any policy or procedure approved by the Council.</p> <p>On hearing an appeal the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, within the range of decisions permissible at law.</p> <p>The Committee, when sitting to hear an appeal, shall not include any Members of the Cabinet, or Members of any Committee principally concerned with the service by which the decision or determination has been made, or Members who have been concerned in any previous consideration of the matter, which has given rise to or from which the appeal arises.</p> <p>At each sitting of the Committee to hear an appeal, the Committee shall, firstly, ensure that the appeal has been properly made and, secondly, that the appellant has been afforded the opportunity of being represented at the hearing of his/her appeal by such friend, lawyer or other representative as he/she may choose.</p> <p>In hearing an appeal the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Democratic Services	<p>(a) To carry out the local authority's function of designating the Head of Democratic Services.</p> <p>(b) To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.</p> <p>(c) To make reports, at least annually, to the full Council in relation to these matters.</p>
Disciplinary & Grievance Appeals (convened as and when required)	<p>To hear and determine:</p> <p>(a) all appeals by employees of the Council who may have a right to appeal to Councillors in accordance with disciplinary and grievance procedures approved by the Council;</p> <p>(b) all other appeals from disciplinary actions which may be referred to it, whether by the Council or a Committee;</p> <p>(c) grievances by and against the Chief Executive in accordance with grievance procedures approved by the Council; and, with a differently constituted membership, appeals following decisions on such grievances; and</p> <p>(d) in exceptional circumstances, where the Chief Executive cannot address matters because of an associated grievance, disciplinary proceedings against a Corporate Director, Director, Assistant Director or a Chief Officer; and, with a differently constituted membership, appeals following decisions in such disciplinary proceedings</p> <p>On hearing each case the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, except where retirement or redundancy is contemplated, when consultation with the Cabinet will take place prior to determination of the matter.</p> <p>The Committee, when sitting to hear an individual case, shall comprise not less than three nor more than five members. From the members appointed to serve on the Committee, those who are to sit to hear any particular matter shall be chosen by rota following consultation with the Group Whips, subject to the exclusion of any member who:</p> <p>(i) is a member of the Cabinet or of a Committee principally concerned with the service in which the employee concerned is employed; or</p> <p>(ii) has been concerned in any previous consideration of the matter which has given rise to the disciplinary action, grievance, or decision from which an appeal arises.</p>

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	<p>At each sitting of the Committee to hear a disciplinary matter or appeal, the Committee shall, firstly, ensure that the matter of complaint has been clearly put to the employee and, secondly, that the employee has been afforded the opportunity of being represented at the hearing by such friend, trade union officer, lawyer or other representative as he/she may choose.</p> <p>In any hearing the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Employment Conditions	<p>(a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;</p> <p>(b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), except for Operational Managers deemed to be classed as Deputy Chief Officers, whose applications may be determined under Chief Executive officer delegation within the remuneration framework for Operational Managers, together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Family Absence Appeals Panel	<p>To be the Appeals Panel required pursuant to Regulation 36(1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and any amendment thereof; and to discharge all functions of the Panel pursuant to those Regulations.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Governance & Audit	<p data-bbox="448 230 762 264"><u>Statement of Purpose</u></p> <ul data-bbox="448 286 1374 909" style="list-style-type: none"> <li data-bbox="448 286 1374 465">• Our Governance and Audit Committee is a key component of Cardiff Council's corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards. <li data-bbox="448 510 1374 909">• The purpose of our Governance and Audit Committee is to provide independent assurance to the members of Cardiff Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. It provides an independent review of Cardiff Council's governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. <p data-bbox="448 949 1050 983"><u>Governance, Performance, Risk & Control</u></p> <ul data-bbox="448 1005 1374 2069" style="list-style-type: none"> <li data-bbox="448 1005 1374 1144">• To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider annual governance reports and assurances. <li data-bbox="448 1189 1374 1328">• To review the Council's draft annual Self-Assessment Report in respect of the financial year 2021/22 and each financial year thereafter, and make any appropriate recommendations for changes. <li data-bbox="448 1373 1374 1512">• To consider the Panel Performance Assessment Report when received, review the Council's draft response to the Panel Performance Assessment Report, and make any appropriate recommendations for changes. <li data-bbox="448 1556 1374 1695">• To review the Council's draft response to any Auditor General recommendations arising from a 'special inspection' in respect of the Council's performance requirements, and to make any appropriate recommendations for changes. <li data-bbox="448 1740 1374 1879">• To review and assess the authority's ability to handle complaints effectively, and make any associated reports and recommendations. <li data-bbox="448 1901 1374 2069">• To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the internal audit opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and

Committee	Terms of Reference
	<p>internal control.</p> <ul style="list-style-type: none"> • To consider the Council’s arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements. • To consider the Council’s framework of assurance and ensure that it adequately addresses the risk and priorities of the Council. • To monitor the effective development and operation of risk management in the Council. • To monitor progress in addressing risk-related issues reported to the Committee. • To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions. • To review the assessment of fraud risks and potential harm to the Council from fraud and corruption. • To monitor the Counter-fraud strategy, actions and resources. • To review the governance and assurance arrangements for significant partnerships or collaborations. <p><u>Internal Audit</u></p> <ul style="list-style-type: none"> • To approve the Internal Audit Charter. • To review proposals in relation to the appointment of external providers of internal audit services and to make recommendations. • To approve the risk-based internal audit plan, containing internal audit’s resource requirements, the approach to using other sources of assurances and any work required to place reliance upon those other sources. • To approve significant interim changes to the risk based internal audit plan and resource requirements. • To make appropriate enquiries of both management and the audit manager to determine if there are any inappropriate scope or resource limitations. • To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Audit Manager. To approve and

Committee	Terms of Reference
	<p>periodically review safeguards to limit such impairments.</p> <ul style="list-style-type: none"> • To consider reports from the Audit Manager on Internal Audit's performance during the year including the performance of external providers of internal audit services. These will include: <ul style="list-style-type: none"> - Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work - Regular reports on the results of the Quality Assurance and Improvement Programme (QAIP) - Reports on instances where the internal audit function does not conform to the PSIAS and Local Government Application Note (LGAN) considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement. • To consider the Audit Manager's annual report: <ul style="list-style-type: none"> - The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit - The opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control together with a summary of the work supporting the opinion – these will assist the Committee in reviewing the Annual Governance Statement. • To consider summaries of specific internal audit reports as requested. • To receive reports outlining the action taken where the Audit Manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions. • To contribute to the Quality Assurance and Improvement Programme and in particular the external quality assessment of internal audit that takes place at least once every five years. • To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations. • To provide free and unfettered access to the Governance and Audit Committee Chair for the Audit Manager, including the

Committee	Terms of Reference
	<p data-bbox="507 232 1257 264">opportunity for a private meeting with the Committee.</p> <p data-bbox="448 304 651 336"><u>External Audit</u></p> <ul data-bbox="448 358 1378 869" style="list-style-type: none"> <li data-bbox="448 358 1378 427">• To consider the external auditor’s annual letter, relevant reports, and the report to those charged with governance. <li data-bbox="448 470 1378 539">• To consider specific reports as agreed with the external auditors. <li data-bbox="448 582 1378 651">• To comment on the scope and depth of external audit work and to ensure it gives value for money. <li data-bbox="448 694 1378 725">• To commission work from internal and external audit. <li data-bbox="448 768 1378 869">• To advise and recommend on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies. <p data-bbox="448 911 727 943"><u>Financial Reporting</u></p> <ul data-bbox="448 965 1378 1559" style="list-style-type: none"> <li data-bbox="448 965 1378 1144">• To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. <li data-bbox="448 1187 1378 1256">• To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts. <li data-bbox="448 1299 1378 1368">• To seek assurances on the arrangements for the management of the authority’s financial affairs. <li data-bbox="448 1411 1378 1559">• To seek assurances that the Council has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks. <p data-bbox="448 1601 858 1632"><u>Accountability Arrangements</u></p> <ul data-bbox="448 1677 1378 2047" style="list-style-type: none"> <li data-bbox="448 1677 1378 1861">• To report to Council on the Committee’s findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions. <li data-bbox="448 1904 1378 2047">• To report to Council on an annual basis and to publish an annual report on the Committee’s work, its performance in relation to the Terms of Reference, and its effectiveness in meeting its purpose.

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	<ul style="list-style-type: none"> • To raise the profile of probity generally within the Council and to report on matters of concern to the individual Cabinet Member, relevant Scrutiny Committee, Cabinet or to Council as necessary and appropriate. • To work in synergy with the five Scrutiny Committees of the Council and liaise with other Council Committees as and when appropriate to avoid duplication in work programmes. <p><u>Training & Development</u></p> <ul style="list-style-type: none"> • To attend relevant training sessions in accordance with the Member Development Programme including specialist training tailored for Members of the Governance and Audit Committee e.g. Treasury Management.
Licensing	<p>To be the Council's Licensing Committee as required by the Licensing Act 2003 and Gambling Act 2005 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under those Acts or otherwise required by law to be discharged by the statutory Licensing Committee.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Local Authority Governor Panel	<p>For School Governing Bodies constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005:</p> <ul style="list-style-type: none"> (a) To advise the Council on appointments (and removal) of governors to be made by the Local Authority; (b) To consider and make decisions relating to the recruitment, training and vetting of potential governors and any other matters that may be referred to the Panel by the Cabinet or the Constitution Committee; and (c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
Pensions	<p>To discharge the functions of the authority as Administering Authority of the Cardiff & Vale of Glamorgan Pension Fund ('the Fund') as described in the Local Government Pension Scheme (LGPS) Regulations made under the Superannuation Act 1972 (sections 7,12 or 24) and Section 18(3A) of the Local Government and Housing Act 1989; and</p> <p>To discharge the following specific strategic functions with regards to the Fund, taking account of advice from the Corporate Director Resources and the Fund's professional advisers:-</p>

Committee	Terms of Reference
	<p>a) Determining the Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas:</p> <ul style="list-style-type: none"> i) Governance – approving the Governance Policy and Compliance Statement for the Fund; ii) Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, giving due consideration to the results and impact of the triennial actuarial valuation and interim reports; iii) Investment strategy - approving the Fund's investment strategy, Statement of Investment Principles and Myners Compliance Statement including setting investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite; iv) Communications Strategy – approving the Fund's Communication Strategy; v) Discretions – determining how the various administering authority discretions are operated for the Fund; and vi) Internal Dispute Resolution Procedure – determining how the Scheme Member disputes are administered. <p>b) Monitoring the implementation of these policies and strategies as outlined in a) above on an ongoing basis.</p> <p>c) Considering the Fund's financial statements as part of the approval process and agreeing the Fund's Annual Report. Receive internal and external audit reports on the same.</p> <p>d) Receiving ongoing reports from the Corporate Director Resources in relation to the delegated operational functions.</p> <p>e) To provide independent assurance to members of the Fund of the adequacy of the risk management and associated control environment, responsible for the Fund's financial and non-financial performance.</p> <p>f) To adhere to the principles set out in the Pensions Regulator Code of Practice and undertake its duties in compliance with the obligations imposed on it.</p> <p>g) To receive regular training to enable Committee Members to make effective decisions and be fully aware of their statutory and fiduciary responsibilities and their stewardship role.</p> <p>h) Consider any pension compliance matters raised by the Fund's Local Pension Board.</p>

Committee	Terms of Reference
	<p>i) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Planning	<p>(a) Those functions listed in Section A of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> <p>(b) Those functions listed in paragraphs 3 and 4 of Section I of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Public Protection	<p>(a) Those functions listed in Sections B and C, and paragraph 10 of Section I, of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities)(Wales) Regulations 2007 (the Regulations), any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations, except to the extent that such matters fall to the Licensing Committee by virtue of Section 7 of the Licensing Act 2003, the Gambling Act 2005 or any other legislative provision;</p> <p>(b) In relation to those functions acting as Appeal Committee where appropriate;</p> <p>(c) The discharge of any function relating to the control of pollution;</p> <p>(d) The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area;</p> <p>(e) Any function relating to contaminated land;</p> <p>(f) The service of an abatement notice in respect of a statutory nuisance; and</p> <p>(g) Any function under a local Act of a licensing or regulatory nature.</p> <p>Without prejudice to the functions lawfully exercised by the Shared Regulatory Services Joint Committee, pursuant to the Shared Regulatory Service Collaboration Agreement dated 10th April 2015.</p>

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	<p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Standards & Ethics	<ul style="list-style-type: none"> <li data-bbox="448 376 1391 521">(a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern. <li data-bbox="448 562 1391 633">(b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate. <li data-bbox="448 674 1391 779">(c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application. <li data-bbox="448 819 1391 999">(d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee. <li data-bbox="448 1039 1391 1144">(e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints. <li data-bbox="448 1184 1391 1290">(f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions. <li data-bbox="448 1330 1391 1435">(g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law <li data-bbox="448 1476 1391 1547">(h) To recommend to Council and the Cabinet any additional guidance on issues of probity. <li data-bbox="448 1588 1391 1693">(i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise. <li data-bbox="448 1733 1391 1839">(j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties. <li data-bbox="448 1879 1391 2058">(k) To monitor compliance by political group leaders with their duties in relation to Member conduct (under section 52A(1) of the Local Government Act 2000), and to advise, train or arrange training for political group leaders in relation to those duties.

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	All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
SCRUTINY	
Children & Young People	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of children and young people, including :</p> <ul style="list-style-type: none"> • School Improvement • Schools Organisation • School Support Services • Education Welfare & Inclusion • Early Years Development • Special Educational needs • Governor Services • Children's Social Services • Youth Services and Justice • Children's Play Services <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, Welsh Government Sponsored Public Bodies, joint local government services and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>
Community & Adult Services	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:</p> <ul style="list-style-type: none"> • Public and Private Housing • Disabled Facilities Grants • Community Safety • Neighbourhood Renewal and Communities First • Advice & Benefits • Consumer Protection • Older Persons Strategy • Adult Social Care • Community Care Services • Mental Health & Physical Impairment

Committee	Terms of Reference
	<ul style="list-style-type: none"> • Commissioning Strategy • Health Partnership <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> <p>To be the Council's Crime and Disorder Committee as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.</p>
Economy & Culture	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of economic regeneration.</p> <ul style="list-style-type: none"> • Cardiff City Region City Deal • Inward Investment and the marketing of Cardiff • Economic Strategy & Employment • European Funding & Investment • Small to Medium Enterprise Support • Cardiff Harbour Authority • Lifelong Learning • Leisure Centres • Sports Development • Parks & Green Spaces • Libraries, Arts & Culture • Civic Buildings • Events & Tourism • Strategic Projects • Innovation & Technology Centres • Local Training & Enterprise <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p>

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	<p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance or service delivery in this area.</p>
Environmental	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability, including:</p> <ul style="list-style-type: none"> • Strategic Planning Policy • Sustainability Policy • Environmental Health Policy • Public Protection Policy • Licensing Policy • Waste Management • Strategic Waste Projects • Street Cleansing • Cycling and Walking • Streetscape • Strategic Transportation Partnership • Transport Policy and Development • Intelligent Transport Solutions • Public Transport • Parking Management <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>
Policy Review & Performance	<p>To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:</p> <ul style="list-style-type: none"> • Council Business Management and Constitutional Issues • Cardiff Council Corporate Plan • Strategic Policy Development • Strategic Programmes • Community Planning & vision Forum • Voluntary Sector Relations • Citizen Engagement & Consultation • Corporate Communications • Contact Centre Services and Service Access

Committee	Terms of Reference
	<ul style="list-style-type: none"> • International Policy • Cardiff Local Development Plan • Equalities • Finance and Corporate Grants • Organisational Development • Cardiff Efficiencies Programme • E-Government • Information and Communication Technology • Council Property • Commissioning and Procurement • Carbon Management • Legal Services • Public Services Board <p>To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.</p> <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>
OTHER BODIES	
Cardiff and Vale of Glamorgan Channel Panel	Established pursuant to section 41(3) of the Counter-Terrorism and Security Act 2015 ('the CT&S Act') to discharge the Channel Panel duties of Cardiff Council and the Vale of Glamorgan Council under the CT&S Act in relation to providing support for people vulnerable to being drawn into terrorism.
Local Pension Board	<p>To assist Cardiff Council as Scheme Manager and Administering Authority to:</p> <ul style="list-style-type: none"> (i) secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the scheme; (ii) secure compliance with any requirements imposed by the Pensions Regulator in relation to the LGPS; and (iii) ensure the effective and efficient governance and administration of the scheme (pursuant to sections 5(1) and (2) of the Public Services Pensions Act 2013 and regulation 106(1) of the LGPS Regulations,

Committee	Terms of Reference
	in accordance with the detailed terms of reference set out in Schedule 1.

SCHEDULE 1

CARDIFF & VALE OF GLAMORGAN PENSION FUND

LOCAL PENSION BOARD TERMS OF REFERENCE (AMENDED MARCH 2023)

1. Introduction

The purpose of this document is to set out the Terms of Reference for the local Pension Board of the Cardiff & Vale of Glamorgan Pension Fund. The Pension Board is established by Cardiff Council under the powers of Section 5 of the Public Service Pensions Act 2013 and regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).

2. Role of the Pension Board

The role of the local Pension Board as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 and regulation 106(1) of the LGPS Regulations is to assist Cardiff Council as Scheme Manager and Administering Authority

- a) to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the scheme
- b) to secure compliance with any requirements imposed by the Pensions Regulator in relation to the LGPS
- c) to ensure the effective and efficient governance and administration of the scheme.

3. Appointment of Members of the Pension Board

3.1 The Pension Board shall consist of 7 members and be constituted as follows:

- 3 employer representatives
- 3 scheme member representatives
- 1 non-voting independent member who shall chair the Board

3.2 Members will be appointed in accordance with the following process:

- i) The Corporate Director Resources of Cardiff Council will give notice of vacancies and determine and publish the eligibility and selection criteria that will apply, having due regard to the requirements of the Public Service Pensions Act, the LGPS Regulations and any relevant guidance.
- ii) Employer Representatives
Stage 1: Each employer with employees in active membership of the Cardiff & Vale of Glamorgan Pension Fund may nominate up to two persons as employer representatives. The Corporate Director Resources, in consultation with the Chair of the Pensions Committee, shall consider all persons so nominated and meeting the eligibility criteria and select and appoint up to three representatives.

Stage 2: If insufficient eligible persons are nominated the Corporate Director Resources, in consultation with the Chair of the Pensions Committee, shall take such actions as are necessary to complete the number of employer representatives.

iii) Scheme Member Representatives

Stage 1: Each trade union with members in membership of the Fund may nominate up to two persons as scheme member representatives. The Corporate Director Resources, in consultation with the Chair of the Pensions Committee, shall consider all persons so nominated and meeting the eligibility criteria and select and appoint up to three representatives.

Stage 2: If insufficient eligible persons are nominated the Corporate Director Resources, in consultation with the Chair of the Pensions Committee, shall take such actions as are necessary to complete the number of scheme member representatives.

iv) Independent Member (Chair of the LPB)

The Corporate Director Resources, in consultation with the Chair of the Pensions Committee, shall appoint the independent member following external advertisement and selection process as appropriate.

3.3 Members are appointed for a period of four years and are eligible for reappointment at the end of each term of office.

3.4 A representative member's appointment will terminate if the member resigns or if the Corporate Director Resources determines, following consultation with the member's nominating employer or trade union, and the Chair of the Board, that the member no longer has the capacity to represent employers or scheme members.

3.5 Non-attendance at two consecutive meetings will trigger a review of a member's eligibility to remain on the Board.

3.6 Vacancies on the Board may be filled from persons previously nominated and remaining eligible to be appointed, or by inviting new nominations.

4. Code of Conduct

4.1 Relevant sections of Cardiff Council's Code of Conduct for Members and Co-opted Members shall apply in relation to the standards of conduct of Pension Board members.

4.2 The Board may prepare and adopt its own Code of Conduct.

5. Quorum & Voting

5.1 The Board shall be quorate when at least three members are present including at least one Employer Representative and one Scheme Member representative.

5.2 Each employer and scheme member representative present shall have a vote.

5.3 The Chair will not have a vote and shall ensure that proposals are properly put to a vote when consensus cannot be reached.

5.4 The Annual Report of the Pension Board will record the results of any decisions put to a vote.

6. Role of the Chair

The role of the Chair will be to ensure that meetings of the Board are properly conducted and that all views are fully heard and considered. The Chair shall agree the agenda for each Board meeting and sign the minutes after approval at the following meeting.

7. Frequency, Location and Administration of Meetings

7.1 The Board will meet at least twice in each financial year. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via telephone conferencing or e-mails.

7.2 Meetings will be held during office hours and may be held in person or remotely (fully or partially), with in person meetings taking place in the Cardiff or Vale of Glamorgan areas.

7.3 A schedule of meetings shall be prepared on an annual basis. Notices of meetings including the agenda and papers shall be circulated to members no later than three clear working days before the meeting.

8. Reporting

8.1 The minutes of the Pensions Board will routinely be reported to the Pensions Committee.

8.2 If the Pensions Board has any concerns it should initially report the concerns to the Pensions Committee. Where the concerns are sufficiently serious the Pension Board has the right to report directly to Council. This could be for a fundamental breach of the Regulations or, fundamental failure by the Administering Authority to ensure the effective governance of the fund. It could also be where a concern has been raised with the Pensions Committee and the Local Pension Board consider that the Pension Committee has not taken appropriate action to rectify the issue.

9. Remuneration and Expenses

9.1 Board members who are employees of an employer in membership of the Fund will not be entitled to any attendance allowance if attending during their normal working hours with their employer's permission.

9.2 Board members attending meetings or any other Board business (e.g. training) in their own time will be entitled to an allowance in accordance with Cardiff Council's scheme of allowances for co-opted committee members.

9.3 The Chair of the Board will be entitled to an allowance in accordance with the scheme of allowances for co-opted committee chairs.

9.4 All Board members will be entitled to reclaim any expenses incurred in attending Board meetings or training events.

10. Conflicts of Interest

- 10.1 Each person nominated for membership of the Board must declare that they do not have any conflicts of interest as defined by the Public Service Pensions Act, and provide such information as may be required to confirm their eligibility for appointment.
- 10.2 Members of the Board must declare prior to each meeting that they continue not to have any conflicts of interest.

11. Knowledge and Skills

- 11.1 Each member of the Board must be conversant with:
- a) the legislation and associated guidance of the Local Government Pension Scheme; and
 - b) any policy document recording policy in respect of the administration of the LGPS which is adopted for the Cardiff & Vale of Glamorgan Pension Fund
- 11.2 Each member must also have knowledge and understanding of:
- a) the law relating to pensions; and
 - b) any other matters which are prescribed in the LGPS regulations
- 11.3 The obligations under this paragraph 11 commence from the date of appointment and members will be required to attend appropriate induction training prior to attending their first Board meeting.
- 11.4 Members will be required to keep their knowledge and skills up to date by undertaking a personal training needs analysis and maintaining a personalised training plan.
- 11.5 Once established the Board should adopt, and periodically review, a Knowledge and Understanding Policy for its members.

12. Access to the Public and Publication of Pension Board Information

- 12.1 The Pension Board is not constituted as a committee of the Council and it is not intended that meetings will be open to the general public.
- 12.2 The following will be entitled to attend Pension Board meetings in an observer capacity:
- a) Members of the Pensions Committee
 - b) Corporate Director Resources
 - c) Monitoring Officer
 - d) Revenue Services Manager
 - e) Pensions Manager
 - f) Principal Pensions Officer
 - g) Other officers of Cardiff Council involved in the administration of the Pension Fund, subject to approval in advance by the Chair or on request by the Chair
 - h) Any other person with the approval of the Chair

Any such attendees will be permitted to speak with the approval of the Chair

12.3 In compliance with the Public Service Pensions Act, Cardiff Council is required to publish and keep up to date the following information about the Board:

- a) who are the members of the Board
- b) how scheme members are represented on the Board
- c) the matters falling within the Board's responsibility

12.4 Cardiff Council may also publish other information relating to the Pension Board including:

- a) agendas and minutes (redacted where appropriate to comply with the Council's obligations under the Local Government Act 1972 and the Data Protection Act 2018)
- b) records of attendance at meetings and training events
- c) an annual report on the work of the Board

12.5 The Board must be aware of, and comply with, the Council's obligations under the Data Protection Act 2018 and the Freedom of Information Act 2000.

13. Review of the Pension Board's Constitution and Terms of Reference
The Council and the Board shall review the Board's operation periodically and following material changes to relevant parts of the LGPS Regulations. Minor amendments may be approved by the Corporate Director Resources in consultation with the Chair of the Pensions Committee and the Chair of the Pensions Board.