

Mae'r ddogfen hon ar gael yn Gymraeg hefyd



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SECTION 5 – THE CABINET

5.1 Introduction

The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by Law or under this Constitution.

5.2 Form and Composition of the Cabinet

The Cabinet will consist of:

5.2.1 The Leader of the Council (the "Leader"); and

5.2.2 The Cabinet will consist of the Leader of the Council plus up to 9 other councillors appointed to the Cabinet by the Leader. In appointing such other councillors, the Leader will act in the best interests of the County Borough and comply with the Protocol for the appointment of Councillors to the Cabinet,

5.3 Leader

5.3.1 Election

- a) The Leader will be a Councillor elected to the position of Leader by the Council.
- b) Two or more Councillors may be elected to share the position of Leader by the Council

5.3.2 Term of Office

The Leader will hold office for the full term of the Council or until:-

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

5.3.3 Role of the Leader

The Leader will Chair meetings of the Cabinet and determine the portfolios of Members of the Cabinet. Further information is contained in Section 6.

5.4 Deputy Leader

5.4.1 The Leader will appoint a Deputy Leader to act as Leader in the Leader's absence and may also if he/she thinks fit remove the Deputy Leader from Office at any time.

5.4.2 The Deputy Leader may exercise all of the functions of the Leader where the position is vacant or where the Leader is absent or otherwise unable to act.

5.5 Other Cabinet Members

Other Cabinet Members will be Councillors elected to the position of Cabinet Member by the Leader. Each Cabinet Member shall hold office until:

- 5.5.1 he/she resigns from that office; or
- 5.5.2 he/she is removed from that office by the Leader upon such notice (if any) as the Leader considers appropriate; or
- 5.5.3 he/she ceases to be a Councillor.
- 5.5.4 he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension).

The Leader may at any time appoint a Cabinet Member to fill any vacancies.

5.6 Delegation of Functions

The arrangements for the discharge of Executive functions may be set out in the Cabinet arrangements adopted by the Council. If they are not set out there, then the Leader may decide how they are to be exercised. In either case, the arrangements or the Leader may provide for Cabinet functions to be discharged by:

- 5.6.1 the Cabinet as a whole;
- 5.6.2 a Committee of the Cabinet (comprising Cabinet Members only);
- 5.6.3 an individual Cabinet Member;
- 5.6.4 a joint committee;
- 5.6.5 Another local authority or the Cabinet of another local authority;
- 5.6.6 A delegated Officer.

5.7 Assistants to the Executive

5.7.1 Other Councillors may, from time to time, be designated by the Leader as Assistants to the Executive. Such Councillors will not be:

- a) A Member of the Cabinet
- b) The Chair and Vice-Chair of the Council

5.7.2 Assistants to the Executive will not participate in Executive Decision making, but may work closely with a Cabinet Member. He/she will not be a Member of the Overview and Scrutiny Committee relating to the specific responsibilities of the Cabinet Member he/she is assisting or any other areas to which they are assigned.

5.7.3 An Assistant to the Executive may support the Cabinet Member through the delegation of tasks as agreed for his/her area of responsibility, including attending/chairing meetings; speaking/opening events; reading and commenting on papers; meeting Officers; agreeing press releases./comments and carrying out interview; representative the Council on appropriate groups.

An Executive Support Member will not, however, have delegated powers and will not be entitled to vote at Cabinet Meetings or Cabinet Committee Meetings nor deputise for the Cabinet Member when the Cabinet Member is called to appear at an Overview and Scrutiny Committee.

5.7.4 Assistant's to the Executive will be are entitled to attend, and speak at, any meeting of the Cabinet or a committee of the Cabinet.

5.8 Rules of Procedure and Debate

The proceedings of the Cabinet shall take place in accordance with the Cabinet Procedure Rules in Section 5.9 below. No decision, other than decisions relating to the organisation of Cabinet business arrangements, may be made at private, informal meeting of the Cabinet.

5.9 Cabinet Procedure Rules

The proceedings of the Cabinet shall take place in accordance with the rules below.

5.10 How does the Cabinet Operate?

5.10.1 Delegation by the Leader

Following the annual meeting of the Council, the Monitoring Officer, at the direction of the Leader, will draw up a written record of Cabinet delegations made by the Leader for inclusion in the Council's scheme of delegation at Section 14 to this Constitution. This will contain the following information about Cabinet Functions in relation to the coming year:

- a) the extent of any authority delegated to Cabinet Members individually, including details of the limitation on their authority;
- b) the terms of reference and constitution of such Cabinet committees as the Leader appoints and the names of Cabinet Members appointed to them;
- c) the nature and extent of any delegation of Cabinet Functions to any other authority or any joint arrangements;
- d) the nature and extent of any delegation to Officers with details of any limitation on that delegation, and the title of the Officer to whom the delegation is made; and

5.10.2 Sub-Delegation of Cabinet Functions

- a) Where the Cabinet, a committee of the Cabinet or an individual Member of the Cabinet is responsible for a Cabinet Function, they may delegate further to joint arrangements or an Officer.
- b) Unless the Leader directs otherwise, a committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- c) Where Cabinet Functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

5.10.3 The Council's Scheme of Delegation and Cabinet Functions

- a) Subject to (ii) below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council.
- b) As the Leader is able to decide whether to delegate Cabinet functions, he / she may amend the scheme of delegation relating to Cabinet functions at any time during the year. To do so, the Leader must give written notice to the Proper Officer (i.e. Monitoring Officer) and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole. The Proper Officer will publicise the changes made to the scheme of delegation by the Leader via the Council's web site and the Members' Information Book. The Head of Law and Governance will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- c) Where the Leader seeks to withdraw delegation from a committee of the Cabinet, notice will be deemed to be served on that committee when he has served it on its chair.

5.10.4 Conflicts of Interest

- a) Where the Leader has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members in Section 19 of this Constitution.
- b) If any Member of the Cabinet has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members in Section 19 of this Constitution.
- c) If the exercise of an Cabinet Function has been delegated to a committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Council's Code of Conduct for Members in Section 19 of this Constitution.

5.10.5 Cabinet Meetings – When and Where?

The frequency and timing of meetings of the Cabinet will be determined by the Leader. The Cabinet will meet at the Council's main offices or another location to be agreed by the Leader. The Council's arrangements for multi-location meetings apply to meetings of the Cabinet.

5.10.6 Public or Private Meetings of the Cabinet?

The Cabinet will hold its meetings in public, except in the circumstances set out in the Access to Information Procedure Rules in Section 15, for example where confidential or exempt information is being discussed.

5.10.7 Quorum

The quorum for a meeting of the Cabinet shall be 5 including the Leader or Deputy Leader.

5.10.8 Remote Attendance

- a) Members will be regarded as present at a meeting of the Cabinet or a committee of the Cabinet where they attend that meeting by remote means in accordance with the Council's arrangements for multi-location meetings providing that they can speak to, and be heard by, other attendees at the meeting.]
- b) For the purposes of section 5.10.8, attendance "by remote means" means attendance in a different physical location to that of other participants and participating through an online meeting platform.

5.10.9 How are Decisions to be Taken by the Cabinet?

- a) Cabinet Decisions made by the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Procedure Rules in Section 15 of this Constitution.
- b) Where Cabinet Decisions are delegated to a committee of the Cabinet, the rules applying to Cabinet Decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.

5.11 How are Cabinet Meeting Conducted?

5.11.1 Who Presides?

The Leader will preside at any meeting of the Cabinet or its committees at which he/she is present. In his absence, the Deputy Leader will preside. In his/her absence, then a person appointed to do so by those present shall preside.

5.11.2 Who May Attend?

These details are set out in the Access to Information Procedure Rules in Section 15 of this Constitution. See also Section 3 in relation to Member participation in meetings.

5.11.3 What Business?

At each meeting of the Cabinet the following business will be conducted:

- a) consideration of the minutes of the last meeting;
- b) declarations of interest, if any;
- c) matters referred to the Cabinet (whether by Overview and Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Sections 7 and 16 of this Constitution;
- d) consideration of reports from Overview and Scrutiny Committee;
- e) consideration of reports from Cabinet Committees;

- f) reports from Officers of the Authority.

5.11.4 Consultation

All reports to the Cabinet from any Member of the Cabinet or an Officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of consultation undertaken with stakeholders and with the Overview and Scrutiny Committee and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

5.11.5 Who can put Items on the Cabinet Agenda?

- a) The Leader will decide upon the schedule for meetings of the Cabinet. He/she may put any matter on the agenda of any Cabinet meeting whether or not authority has been delegated to the Cabinet, a committee of it or any Member or Officer in respect of that matter.
- b) Any Member of the Cabinet may require that an item is placed on the agenda of the next available meeting of the Cabinet for consideration.
- c) The notice of the meeting will give the name of the Councillor who asked for the item to be considered and this individual will be invited to attend the meeting, whether or not it is a public meeting, and will be allowed to address the meeting in relation to that item, unless precluded from doing so in accordance with the Members' Code of Conduct.
- d) The Chief Executive, the Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of a Cabinet meeting and may require that such a meeting be convened in pursuance of their statutory duties.
- e) In other circumstances, where any two of the Chief Executive, Chief Finance Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be considered at which the matter will be considered.

5.12 Disturbance by the Public, Audio/Video recording or transmission

5.12.1 The provisions in Council Procedure Rules in Section 4 in relation to disturbance by the public apply to meetings of the Cabinet.

5.12.2 The provisions in Council Procedure Rules in Section 4 relating to filming and use of social media apply to meetings of the Cabinet.

5.13 Job sharing by Cabinet Leaders and Cabinet Members

5.13.1 Any election or appointment to the Cabinet (including the Leader) may include the election of two or more Councillors to share office.

5.13.2 Where two or more Members have been elected or appointed to share the same office on the Cabinet the maximum number of members of the Cabinet, including the Leader, will be:

- a) 12, where at least two of the members have been elected or appointed to share office; or
- b) 13, where at least three of the members have been elected or appointed to share office.

5.13.3 The members of the Cabinet who share the same office will have one vote between them in respect of any matter on which they have a right to vote because they are a member of the Cabinet.

5.13.4 Where any meeting is attended by more than one of the members who share the same office and those members are attending in their capacity as a member of the Cabinet they together count only as one person for the purpose of determining whether the meeting is quorate.

SECTION 5 – APPENDIX 1

CABINET PORTFOLIO RESPONSIBILITIES

Portfolio holders are expected to oversee and monitor the services and functions allocated to them. They should provide the necessary political leadership to ensure that those services and functions perform effectively and in accordance with, not only the Council's policies, but also making sure any proposals and decisions take into account the impact they could have on people living their lives in the Council's area in the future by applying the sustainable development principle and the following 5 ways of working – long term; prevention, integration; collaboration; involvement.

Portfolio holders are tasked with supporting the aims and targets set out in the Council's Corporate Plan so as to ensure consistent improvement in service delivery in a manner which is measurable and transparent.

Portfolio holders may also be expected to represent the Council in dealings with external bodies and organisations in relation to their portfolio areas.

In addition to the functions listed below all Portfolio holders have a collective responsibility to promote the Welsh language and equalities and diversity; and to engage and communicate effectively.

Leader (Cllr Charlie McCoubrey)

- Finance and Finance Strategy
- Welsh Government Relations
- Local Government Relations
- Strategic Networks
- Corporate Joint Committees
- North Wales Economic Ambition Board
- Public Services Board
- Emergency Planning
- Strategic Policy Development

Deputy Leader (Cllr Emily Owen)
Housing, Homelessness and Service Change

- Housing Strategy
- Housing Services
- Homelessness
- Development Management (Planning)
- Building Control
- Private Sector Housing
- Supporting People
- Rent Smart Wales
- Refugees Reception Services
- Service Change

Sustainable Economy (Cllr Nigel Smith)

- Economic Development and Funding
- Revenue and Benefits
- Welfare Reform
- Council Estate and Property Assets

Education (Cllr Julie Fallon)

- 'Sustainable communities for learning' (previously known as 21st Century Schools)
- School Improvement
- Additional Learning Needs
- Schools Organisation Planning
- Educational Welfare and Inclusion
- Food in schools and wellbeing

- School Transport and Admissions (Policy)
- Nursery Education and Standards
- Young People Not in Education, Employment and Training
- Youth Service
- Adult Learning and Skills
- Welsh in Education Strategic Plan

Children, Families and Safeguarding (Cllr Cathy Augustine)

- Lead Member for Children
- Family, Support and Intervention
- Children Looked After
- Safeguarding
- Vulnerable People
- Community Mental Health
- Youth Justice
- Specific Social Care Capital Projects

Integrated Adult and Community Services (Cllr Penny Andow)

- Specific Social Care Capital Projects
- Community Wellbeing
- Disability
- Older People and Hospital Social Work
- Quality Standards and Commissioning
- Carers

Infrastructure, Transport and Facilities (Cllr Goronwy Edwards)

- Facilities Management
- Seaboard and Harbour
- Burial Services
- Flood Risk and Infrastructure
- Transport
- Public Transport
- Infrastructure Consultancy
- Open Spaces
- Traffic and Network Management

Neighbourhood and the Environment (Cllr Geoff Stewart)

- Climate Challenge
- Sustainability Policies
- Energy Projects and Carbon Management
- Recycling and Waste
- Public Protection
- Licensing
- Community Safety
- Health and Safety

Culture, Governance and IT (Cllr Dilwyn Roberts)

- Creu Conwy/Conwy Culture Strategy
- Welsh Language (including translation)
- Democracy and Democratic Services
- Engagement with Town and Community Councils
- Legal Services

- Registration Services
- Community Hubs/Libraries and Archive
- Culture and Arts Development
- Theatres and Conference Centre
- Events
- Leisure/ Healthy and Active Living
- Communications and Marketing
- Information Technology and Digital Transformation

Audit, Policy and Performance (Cllr Chris Cater)

- Audit and Procurement
- Risk Management
- Corporate Performance & Improvement
- Project Management
- Information Governance
- Corporate Complaints and Compliments
- Human Resources
- Equality and Diversity
- Corporate Organisation Development
- Strategic Land Use Planning (RLDP)

SECTION 5 – APPENDIX 2

PROTOCOL FOR THE APPOINTMENT OF COUNCILLORS TO THE EXECUTIVE

As per Article 7 of the Constitution, the Executive will consist of the Leader of the Council plus up to 9 other Councillors appointed to the Executive by the Leader. In appointing such other Councillors, the Leader will act in the best interests of the County Borough.

When appointing Councillors to the Executive (either at the start of a new administration or as a result of any mid-term changes) the Leader will take into account a number of issues in an attempt to balance the make-up of the Executive, such as:

- Political alignment
- Diversity
- Mix of Welsh and English speakers
- Mix of Councillors representing the urban/rural communities
- Mix of Councillors representing the widespread geography of the County Borough

The ability to achieve an overall balance of the above is dependent on the membership of those 'political' groups represented on the Executive.

At the beginning of each administration, once the Leader has been appointed by Council he/she will identify potential Councillors to take on the role of Executive member and consult with the Group Leaders concerned. Councillors can submit an expression of interest to become a member of the Executive via their Group Leader.

As well as the issues listed above the Leader will take into account individual strengths and capabilities and provisionally match those Councillors to a portfolio. Those Councillors will be informed of the Leader's deliberations and given an opportunity to consider the proposals put forward. The Councillors concerned can either confirm that they are happy with the proposals put forward by the Leader or ask the Leader to consider an alternative, e.g. swap a portfolio, or alter a portfolio's areas of responsibility. The Leader will give due consideration to any suggestions but the final decision remains with the Leader.

Once the above process is complete the Leader will advise all Councillors and staff of his decision by e-mail. At the next available Council meeting the Leader will formally introduce the members of the Executive and they will be given an opportunity to briefly address Council on their appointment and what they intend to bring to the role of Executive member.

The Leader is responsible for monitoring the performance of the Executive members and will undertake regular Performance and Development Reviews (PDRs). The Leader needs to have full trust and confidence in the ability of the Executive members. There may be occasion when the Leader decides, in the interests of the County Borough, to re-shuffle portfolio responsibilities or make changes to the Executive membership.

Prior to any change taking place the Leader will consult with the Councillor(s) affected by the proposed change and their Group Leaders. Whilst the potentially affected

Councillor(s) and their Group Leaders will have the opportunity to comment on proposals put forward by the Leader the decision ultimately remains with the Leader. Any Member appointed to the Executive mid-term will be given the same opportunity to address the Council on their appointment and what they intend to bring to the role of Executive Member.

In addition to the requirements of Article 7 of the Constitution, under certain circumstances an Executive Member can request a leave of absence (unpaid) from being a member of the Executive, (for example, in the period leading up to any national elections an Executive member intends to stand in). Under such circumstances the Leader can also request an Executive Member to take a leave of absence (unpaid) if the Leader feels the Councillor is likely to be unable to fulfil the role of Executive Member effectively during that particular period in the best interests of the County Borough.

During any leave of absence the Leader may decide to appoint another Member to take on the role of Executive Member (in line with the process above). If that is the case then payment will be made in line with the approved Members Remuneration Scheme.

SECTION 5 - APPENDIX 3

PROTOCOL FOR ACCESS BY CABINET MEMBERS TO OVERVIEW AND SCRUTINY COMMITTEES AND BY CHAIRS OF OVERVIEW AND SCRUTINY COMMITTEES TO CABINET

1. Meetings of the Cabinet

The Council's Executive Procedure Rules specify that –

- a) Matters referred to the Executive for reconsideration in accordance with the Overview and Scrutiny Rules; and
- b) Reports from Overview and Scrutiny Committees and the Audit Committee will be considered at each meeting of the Executive.

In addition –

Any member of the Council may require that an item be placed on the agenda of the next available Cabinet meeting. The member will be entitled to address the meeting in relation to that item. However, there may be only 2 such items per Cabinet meeting.

Subject to the above, the Chair of the meeting has discretion to allow non-members of the Executive to address the meeting.

2. Meetings of Committees other than the Executive, including Overview and Scrutiny Committees

Subject to what is said below, the Chair of the meeting has discretion to allow non-members of the Committee to address the meeting.

Under the Council's Procedure Rules however –

- a) The Leader and/or the appropriate Portfolio Holder(s) may attend and speak but not vote at meeting of Committees of which they are not members.
- b) A member may attend and speak at meetings of which he or she is not a member in relation to items which affects the member's own electoral division, but not where the item applies on a similar basis to other parts of the County Borough.
- (c) Cabinet Members are not required to present reports to Scrutiny Committees.
- (d) Cabinet Members should be in attendance at Scrutiny Committee meetings wherever possible, to get a better understanding of the debate, which will assist when presenting reports to Cabinet. If the Cabinet Member is unable to attend Scrutiny this should in no way delay the decision making process, but an explanation should be provided as to why they are not able to attend.

3. Moving to a situation of mutual accessibility vis a vis Cabinet and the Overview and Scrutiny function.

As can be seen above, access by the Leader and/or the appropriate Portfolio Holder(s) to Overview and Scrutiny Committees is allowed by the Constitution.

In relation to access by Chairs or Vice Chairs of Overview and Scrutiny to Cabinet on the presentation of their reports, the Constitution states that when reports from an Overview and Scrutiny Committee are being presented to Cabinet the Chair (or Vice Chair in the absence of the Chair) of the Overview and Scrutiny Committee concerned is entitled to address the Cabinet and is given a reasonable time to do so. It is a matter for the Chair of Cabinet to determine the reasonableness of the time allowed, taking into account the importance and/or complexity of the issues itself as well as the need to effectively manage the Cabinet agenda.

SECTION 5 – APPENDIX 4

Cabinet Sub Committees – Terms of Reference

The Council's Cabinet has established the following sub-committees, which are noted here for information, but which the Cabinet may change and/or add to from time to time.

Decision Making Body	Membership	Functions
Cabinet Sub Committee – Discretionary Rate/Hardship Relief Appeals	6 members of the Cabinet	To consider appeals against discretionary/hardship relief eg empty properties decisions
Cabinet Sub Committee- Fit and Proper Person	3 members of the Cabinet plus Leader as reserve member	<p>To determine under the registration of Houses in Multiple Occupation Scheme 2002 whether a person applying to be registered as having control was a fit and proper person</p> <p>To determine applications or reviews as to whether the applicant is a suitable person under the provisions of the Scrap Metal Dealers Act 2013</p>

SECTION 6 - THE LEADER

6.1 Election

- 6.1.1 The Leader will be a Councillor elected to the position of Leader by the Council.
- 6.1.2 The Leader will usually be elected for a period of five years at the initial annual meeting of the Council. However, where the post of Leader becomes vacant between Council elections the Leader will be elected at the next meeting of the Full Council.

6.2 Term of Office

The Leader will hold office for the full term of the Council or until:-

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

6.3 Resignation, Dismissal, Disqualification and Suspension

- 6.3.1 The Leader may resign the position of Leader by writing to the Chair.
- 6.3.2 The Leader can be dismissed where the Council passes a resolution removing him/her from office in accordance with the Rules below.
- 6.3.3 The Leader shall cease to be Leader if he/she is suspended or disqualified as a Councillor, or, for other such reasons, cannot fulfil the role of Leader.
- 6.3.4 The Leader will cease to be Leader upon death or upon suffering any disability which will, or is likely to, prevent them from undertaking the role of Leader for a period of three months or more.

6.4 Deputy Leader

6.4.1 Appointment

The Leader may appoint a C Member as their Deputy to undertake such tasks as the Leader may determine from time to time.

6.4.2 Duties of the Deputy Leader

The Deputy Leader may exercise all the functions of the Leader where the position is vacant or where the Leader is absent or is otherwise unable to act.

6.4.3 Removal from Office

The Leader may, if he/she thinks fit, remove the Deputy Leader from office at any time.

6.5 Functions and Delegated Authority

6.5.1 Membership of the Cabinet

The Leader appoints and dismisses the Members of the Cabinet subject only to their being a minimum of two and a maximum of nine Members of the Cabinet (not counting the Leader) at any time. This number may be increased pursuant to Section 5.13.2 (b) in the event of a job share to 13. In appointing such other councillors, the Leader will act in the best interests of the County Borough and comply with the Protocol for the appointment of Councillors to the Cabinet.

6.5.2 Role of the Leader

- Provide political leadership to the Council
- Appoint the Cabinet
- Determine the portfolios of members of the Cabinet
- Representing and acting as ambassador for the Authority
- Provide leadership within the portfolio
- Manage and lead the work of the Cabinet and chair meetings
- Participate in the collective decision making of the Cabinet
- To work with Officers to lead the organisation
- Leading partnerships and community leadership
- Internal governance, ethical standards and relationships

6.5.3 The Cabinet Scheme of Delegations

- a) Subject to (b) below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council. It will contain the details required in Section 6.12 of this Constitution.
- b) As the Leader is able to decide whether to delegate Cabinet functions, he / she may amend the scheme of delegation relating to Cabinet functions at any time during the year. To do so, the Leader must give written notice to the Proper Officer (i.e. Monitoring Officer) and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole. The Proper Officer will report the changes made to the scheme of delegation by the Leader to the next Council meeting for information.
- c) Where the Leader seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when he has served it on its chair.
- d) In addition, the Leader has powers under s.15(4) of the Local Government Act 2000 to discharge personally or to arrange for discharge under others' delegated powers any Cabinet functions not covered by the Scheme of Delegations for the time being.

- e) NB: No Member of the Cabinet may have a Deputy, other than the Leader. This means that no Member of the Cabinet can have responsibilities which mean that they will work to, or under, another Member of the Cabinet, except the Leader.

6.5.4 Meetings of the Cabinet

Subject to the requirement to publish notice of each meeting at least three clear days before it takes place, and other conditions contained in [Section 15](#) [Access to Information Procedure Rule], the Leader can call meetings of the Cabinet at such times and places as he/she chooses (NB: the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer can all, should the need arise, call meetings of the Cabinet as well).

6.5.5 Chairing Cabinet Meetings

The Leader shall chair Cabinet meetings. In the Leader's absence the Deputy Leader will chair. If the Deputy Leader is not available the Cabinet will appoint a Member of the Cabinet to Chair the meeting on their behalf by informing the Proper Officer of the person chosen, subject to quorum.

6.5.6 Acting as one of the Council's Representatives on the Public Services Board

- a) The Leader shall be one of the Council's two representatives at meetings of the Public Services Board.
- b) The Leader may designate another member of the Cabinet to attend a meeting of the Public Services Board in their absence. The Leader shall designate the Deputy Leader to attend in their absence unless the Deputy Leader is also not available in which case the Leader shall designate another Member of the Cabinet.

6.5.7 Acting as the Council member of the North Wales Corporate Joint Committee

The Leader shall be the Council member of the North Wales Corporate Joint Committee. Where the Leader is unable to discharge their functions in respect of the North Wales Corporate Joint Committee, the Council shall appoint another member of the Cabinet to discharge those functions on behalf of the Council.

6.5.8 Appointments of Representatives on Outside Bodies

The Leader has authority to appoint representatives of the Council on outside bodies where those outside bodies relate to Cabinet Functions of the Council.