

APPENDIX 6 EXECUTIVE PORTFOLIOS

Leader of the Council – Strategic Leadership

Deputy Leader of the Council – to include one of the portfolios below:

Executive Member, Economy, Skills & Regeneration

Executive Member, Corporate Governance & Resources

Executive Member, Children, Families & Education

Executive Member, Communities

Executive Member, Adult Services & Housing

Executive Member, Environment

Executive Member, Waste & Sustainability

Leader

The Leader is responsible for any matters not within the responsibility of another Executive Member that is an Executive function.

The Leader of the Council also has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- All executive functions not within the remit of other Executive Members
- County Plan
- Wider Corporate & Strategic Activities
- Cross Cutting Policy & Strategy
- Cardiff Capital Region City Deal / Corporate Join Committee
- Communication & Engagement
- Civil Contingencies
- Armed Forces Covenant
- Future Generations & Well-Being
- Inequalities Agenda
- Strategic Finance
- Financial Services

Reporting Strategic Directors:

Chief Executive

Deputy Chief Executive

Strategic Director, Adults and Communities

Reporting Heads Of Service:

Director – Corporate Services

Director – Financial Services

Head of PSSU

Deputy Leader

The Deputy Leader will act on the Leader's behalf in his/her absence and will have a coordinating role with respect to all portfolios other than the Leader.

The Deputy Leader will be appointed one of the following portfolios at the annual meeting of the Council.

- Executive Member Children, Families & Education
- Executive Member Corporate Governance & Resources
- Executive Member Waste and Sustainability
- Executive Member Adult Services & Housing
- Executive Member Economy, Skills & Regeneration
- Executive Member Environment
- Executive Member Communities

Executive Member, Corporate Governance & Resources

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Administration & Business Support
- Democratic & Members Support
- Complaints & Freedom of Information (FOI)
- Performance Improvement (Policy Framework Document - Local Well-Being Plan)
- Electoral Registration
- Registrars
- Business Continuity
- Local Councils Partnership Committee
- Library & Information Services
- Community Safety
- Youth Offending Service
- Statutory Support for Welsh Language (Policy Framework Document - Welsh Language Scheme)
- Survey Design and Analysis
- Local Land & Property Gazetteer
- General Data Protection Regulations / Information Governance
- Council's Equality Plan (Policy Framework Document - Equality Improvement Framework for Wales)
- Programme Delivery & Performance (Project Management Office (PMO) & County Plan)
- Customer Services
- ICT and Digital
- SRS Client Relationship
- Internal Audit
- Procurement
- Human Resources
- Legal
- Revenue & Benefits
- Archives

Reporting Strategic Directors:

Chief Executive

Deputy Chief Executive

Strategic Director Adults and Communities

Reporting Heads of Service:

Director – Corporate Services

Director – Financial Services

Head of PSSU

Head of Programme Delivery

Head of Customer, ICT and Digital

Monitoring Officer

Head of Human Resources

Head of Revenue, Benefits Head of Audit & Procurement Head of Pensions & Investments Head of Legal Services
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Executive Member, Children, Families & Education

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

This portfolio also includes the statutory responsibility to act as Lead Member for Children and Young People

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Safeguarding & Equalities in Schools
- Additional Learning Needs for Pupils
- Schools' Finance
- Forward Planning, Capital & Access to School Places
- Early Years Education
- Pupil Attendance
- Healthy Schools
- School Improvement
- Commission of the Education Achievement Service
- County Youth Forum & Children and Young People's National Participation Standards
- Schools Catering & Cleaning
- Commissioning of Social Care Services
- Youth Engagement & Progression (including NEETS)
- Children & Families Social Care
- Safeguarding * (Policy Framework Document - Corporate Safeguarding Policy)
- Support Services (Including Young Carers, Looked After Children & Care Leavers)
- Specialist Occupational Therapy Assessments
- Foster Care
- Children's Rights / Citizenship for Children and Young People
- Play Service
- Youth Service
- Early Intervention & Prevention (service focus)

Reporting Strategic Directors: Strategic Director, Children & Family Services

Reporting Heads Of Service: Director of Education Head of Resources & Planning

Head of ALN, Inclusion & Wellbeing
Head of Learning
Head of Children & Family Services

Executive Member, Adult Services & Housing

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Adult Social Care & Housing
- Community Based Reablement
- Health, Social Care & Housing Partnerships
- Hospital Discharges
- Adaptations
- Mental Health Professional Services
- Adult Protection Referrals
- Supporting People
- Common Housing Register
- Homelessness Prevention
- Local Housing Strategy

Reporting Strategic Directors:

Strategic Director, Adults and Communities

Reporting Heads of Service:

Head of Adult Services

Head of PSSU

Executive Member, Communities

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Community Cohesion and Resilience Strategy
- Resettlement of Refugees
- Leisure & Sports Development
- Commission of the Leisure Trust
- Torfaen Local Authority Partnership Agreement (LAPA)
- Community Services
- Volunteering
- Public Service Board – Wellbeing Plan
- Major Third Sector Grants Programme
- Welsh Church Fund in Torfaen
- Personal And Community Resilience
- Community Halls
- Greenmeadow Farm
- Community Sector
- Early Intervention & Prevention (Community Focus)

Reporting Strategic Directors:

Strategic Director, Adults and Communities

Reporting Heads of Service:

Head of Communities & Renewal

Head of PSSU

Executive Member, Economy, Skills & Regeneration

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Deputise for the Leader on City Deal
- Regeneration Projects and Programmes
- Economy & Enterprise Strategy
- Marketing Torfaen
- Business Incubation, Business Support & Advice
- Pontypool Indoor Market
- Blaenavon World Heritage Centre / Library
- Arts & Culture
- Skills
- Employability Services
- Adult Community Learning
- External Funding
- Blaenavon Partnership / Local Authority World Heritage Forum (LAWHF)
- Placemaking Plans across the County Borough
- Development Control & Planning Enforcement
- Building Control
- Forward Planning & Planning Policy Including Local Development Plan
- Planning Guidance
- Asset management

Reporting Strategic Directors:

Strategic Director, Economy & Environment

Strategic Director Adults and Communities

Reporting Heads of Service:

Head of Economic Development, Assets & Property

Head of Planning & Development

Head of Communities and Renewal

Executive Member, Environment

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Greenspace Management & Cleansing Operations Including Upland Commons,
- Formal Parks, Local Nature Reserves, Allotments, Leased Sports Grounds & Formal
- Play Areas
- Countryside / Ecology
- Environmental & Recreational Improvement Schemes
- Public Rights of Way & Cycle Routes
- Cemeteries & Bereavement Services
- Property Maintenance, Management & Construction
- Highway Development Control & Maintenance
- Highways, Traffic & Engineering
- Integrated Transport Unit (Including Schools, Social Care, Commercial & Public)
- Local Transport Plan
- Food, Health and Safety
- Licensing
- Trading Standards
- Public Protection

Reporting Strategic Directors:

Strategic Director, Economy & Environment

Reporting Heads of Service:

Deputy Director Highways, Transport & Climate Change

Head of Public Protection

Head of Recycling & Environment

Head of Economic Development, Assets and Property

Executive Member, Waste and Sustainability

This Executive Member has the strategic oversight and direction of the following policy and operational areas and the lead role on the following strategies:

- Waste Management & Recycling
- Raise the Rate
- Climate & Nature Emergency
- Decarbonisation of the Torfaen Estate and Fleet
- Net Zero
- Energy
- Food resilience programme

Reporting Strategic Directors:

Strategic Director, Economy & Environment

Reporting Heads of Service:

Deputy Director Highways, Transport & Climate Change

Head of Recycling & Environment

All portfolios will also include the following roles and responsibilities

The portfolio holder is required to consider the following when discharging the functions set out above:

Equalities / Diversity / Planning for Future Generations.

They are also required to promote the following when discharging the functions set out above:

- The effective democratic functioning of the Council in a manner that secures the rights of Councillors and the public under this Constitution.
- The involvement of the public and organisations within the Borough in decisions that affect them.
- Social inclusion and sustainable and cohesive communities.
- Partnerships and good relationships between individuals, organisations and communities within the Borough.

They are also required to:

- Witness the sealing of documents which confers the Freedom of the Borough on behalf of the Council.
- Attend such functions as the council and he / she determines appropriate.

The portfolio holder is accountable to:

Council in all matters / Cabinet / relevant Overview and Scrutiny Committees.

They are responsible for the performance of:

Deputy Chief Executive and Strategic Directors for those functions set out above.