

**Minutes of the Annual Meeting of  
Sandwell Metropolitan Borough Council**

**22<sup>nd</sup> May, 2018 at 6.00pm  
at the Sandwell Council House, Oldbury**

**Present:** The Mayor (Councillor Edis);  
The Deputy Mayor (Councillor Goult);

Councillors Ahmed, Akhter, Ali, Allcock, Allen, Ashman, Bawa, Carmichael, Cherrington, Chidley, Costigan, Crompton, S Crompton, Dr T Crompton, K Davies, P Davies, S Davies, Downing, Eaves, Edwards, Eling, Gavan, E A Giles, E M Giles, L Giles, Hackett, Hartwell, Hevican, Hickey, L Horton, R Horton, D Hosell, S Hosell, P M Hughes, P Hughes, M Hussain, M Y Hussain, Dr Jaron, S Jones, Khatun, Lewis, Lloyd, Melia, Millard, Moore, Padda, Phillips, Piper, Preece, Rouf, Sandars, Shackleton, Shaeen, Singh, Tagger, Taylor, Tranter, Trow, Underhill, Webb, White and Worsey.

**Apologies:** Councillors Y Davies, Dhallu, Hadley, Jarvis, I Jones, O Jones, B Price and R Price.

49/18 **Vote of Thanks to the Retiring Mayor**

It was moved by Councillor Khatun, seconded by Councillor Gavan, and:-

**Resolved** that the appreciation of the Council be accorded to Mr Haque for his service as Mayor of the Borough during the Municipal Year 2017/18.

In response, Mr Haque thanked all members of the Council for giving him the opportunity to represent the Borough as Mayor.

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Mr Haque stated that it had been a wonderful twelve months and expressed his appreciation for the hard work and support of his wife, the Deputy Mayor, Deputy Mayor's Consort and the Mayoral staff.

50/18 **Vote of Thanks to Retiring Deputy Mayor**

It was moved by Councillor Tranter, seconded by Councillor Carmichael and:-

**Resolved** that the appreciation of the Council be accorded to Councillor Eaves for her service as Deputy Mayor during the Municipal Year 2017/18.

In response, Councillor Eaves thanked her husband in his role as Deputy Mayor's Consort and stated that she had thoroughly enjoyed working alongside the Mayor and Mayor's Consort. Councillor Eaves stated that she had attended many events and learned a great deal about Sandwell.

51/18 **Election of Mayor**

Mr Haque invited nominations for the office of Mayor of the Borough of Sandwell for the 2018/19 Municipal Year.

Councillor Edis was nominated by Councillor Lewis and Councillor Hackett seconded the nomination.

As no other nomination was submitted, the outgoing Mayor declared Councillor Edis elected Mayor of the Borough of Sandwell for the ensuing Municipal Year 2018/19.

Councillor Edis made and subscribed the Declaration of Acceptance of Office required by law and was invested with the Mayoral chain and badge of office.

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Councillor Edis took the Chair and made a speech of acceptance. The Mayor announced that, during her term of office, her chosen charities would be Sandwell and West Birmingham NHS Trust Maternity and Neonatal Appeal and Wood Green Academy Defibrillator Appeal for equipment and training for staff.

52/18      **Appointment of Mayor's Consort**

The Mayor announced that her son, Mathew, would act as Mayor's Consort for the ensuing Municipal Year. Mr Edis was invested with the chain and badge of office of Mayor's Consort.

53/18      **Appointment of Deputy Mayor**

The Mayor invited nominations for the office of Deputy Mayor of the Borough of Sandwell for the 2018/19 Municipal Year.

Councillor Goult was nominated by Councillor Costigan and Councillor Hartwell seconded the nomination.

As no other nomination was submitted, the Mayor declared Councillor Goult elected Deputy Mayor of the Borough of Sandwell for the ensuing Municipal Year 2018/19.

Councillor Goult made and subscribed the Declaration of Acceptance of Office required by law and was invested with the chain and badge of office.

Councillor Goult made a speech of acceptance.

54/18      **Appointment of Deputy Mayor's Consort**

The Deputy Mayor announced that her husband, Stephen Goult, would act as the Deputy Mayor's Consort for the ensuing Municipal Year. Mr Goult was invested with the chain and badge of office.

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**55/18 Mayor's Announcements**

The Mayor welcomed and congratulated the eight newly elected members and those members who had been re-elected.

**56/18 Minutes**

**Resolved** that the minutes of the meeting held on 17<sup>th</sup> April, 2018 be confirmed as a correct record.

**57/18 Executive Arrangements Update**

The Leader announced his appointment of Cabinet Members and the portfolio responsibilities they would hold on his behalf. In particular, the Leader welcomed Councillor Gavan to his new role as Cabinet Member for Leisure and Commonwealth Games.

In addition, the Leader presented revisions to the executive function of Scheme of Delegations to Officers and the appointments made to executive bodies.

**Resolved:-**

- (1) that the list of persons appointed by the Leader of the Council to the position of Deputy Leader and as a Cabinet Member be received;
- (2) that the Executive Portfolios, as determined by the Leader of the Council, and their assignment to the Deputy Leader and each Cabinet Member be received, as set out in Appendix A;
- (3) that the revisions to the executive function of Scheme of Delegation to Officers, as set out in Appendix B, be approved;
- (4) that the appointments made to executive bodies, as set out in Appendix C, be approved.

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**58/18 Programme of Meetings 2018/19**

The programme of meetings for the 2018/19 Municipal Year had been prepared, based on the constitution of committees and other bodies established by the Council.

**Resolved** that the programme of meetings for 2018/19 be approved.

**59/18 Appointment to Committees, Boards and Other Fora 2018/19**

In accordance with the requirements of its Constitution, the Council considered proposals relating to the identification of the bodies it wished to carry out its function as a local authority and terms of reference for those bodies.

The Council also considered proposed appointments to the various offices of the Council and the constitution and political balance of Committees, Boards and other fora for the 2018/19 Municipal Year and the assignment of members to those roles and bodies.

**Resolved:-**

- (1) that the constitution of the committees, boards and other fora for 2018/19 be approved, and to note, in view of the current political make-up of the authority, the proportionality requirements of the Local Government and Housing Act 1989 do not apply;
- (2) that the terms of reference of the Select Committee for Electoral Participation and the Sandwell Sport and Leisure Built Facilities Strategy Steering Group be approved, as set out in Appendix D;
- (3) that the revised terms of reference of the Children's Services and Education Scrutiny Board be approved, as set out in Appendix E;

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- (4) that, with the exception of the fora referred to in (3) and (4) above, the terms of reference of the committees, boards and other fora as set out in the Appendix to Part 3 of the Constitution and otherwise as approved, or amended, by the Council during the 2017/18 Municipal Year, be reaffirmed;
- (5) that, in accordance with the provisions of the Localism Act 2011, one nomination be sought from each of the Church of England Diocese and Roman Catholic Archdiocese and two nominations for Parent Governor representatives to serve as non-elected members on the Children's Services and Education Scrutiny Board, with voting rights conferred only on any matter with regard to education, whether in respect of schools or wider educational issues;
- (6) that members and co-opted members be appointed to the positions, committees, boards and other fora established by the Council, as set out in Appendix F.

60/18

**Appointment of Representatives to Other Bodies**

The Council considered the appointment or nomination of representatives to serve on outside bodies for the Municipal Year 2018/19. A schedule of nominations was circulated at the meeting.

At its meeting on 16<sup>th</sup> May 2018, the Cabinet gave consideration to the dissolution of the West Midlands Joint Committee, the setting up of a Joint Executive Committee with the other six Councils within the West Midlands for the purpose of airport decisions, known as West Midlands Shareholders Airport Committee and to the proposals for managing the remaining residual business of the West Midlands Joint Committee once it was resolved (Minute No. 83/18 refers).

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**Resolved:-**

- (1) that the persons listed in Appendix G be appointed or nominated, as the case may be, as the Council's representatives on the bodies referred to;
- (2) that the dissolution of the West Midlands Joint Committee be approved.

(The meeting ended at 6.51pm)

This meeting was webcast live and is available to view on the Council's website (<http://sandwell.public-i.tv/core/portal/home>).

<p>Contact Officer: Trisha Newton Democratic Services Unit 0121 569 3193</p>
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# **Executive Portfolios 2018/19**



## Leader of the Council

### Portfolio Responsibilities

To provide overall political leadership and strategic policy direction to the Council and the Cabinet and to act as the Council's principal spokesperson on Council policy and/or matters affecting the Borough or its citizens at local, regional, national and international level.

To undertake the duties and responsibilities required or expected of the Leader of the Council in accordance with the Leader and Cabinet Executive model form of governance.

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The formulation of proposals for the political management and decision making structures of the Council, including the Council's Constitution.  
*Officer Lead: Chief Executive*
- The strategic lead for the development of and to represent the Council's interests in the establishment of a combined authority.  
*Officer Lead: Chief Executive*

- The strategic lead in maintaining the Council's interests in the economic development and regeneration of the Borough and the wider region, through the work of the Combined Authority, including the effectiveness and efficiency of transport.  
*Officer Lead: Chief Executive*

- Financial management and control, including financial planning and development of the medium-term budget strategy (capital and revenue), the Housing Revenue Account) and the delivery of value for money across the Council.  
*Officer Lead: Chief Executive & Chief Finance Officer*

- The determination of the allocation of resources in respect of matters which require additional, non-budgeted expenditure in year or commit the Council to non-budgeted expenditure in future years.  
*Officer Lead: Chief Finance Officer*

- The Local Economic Partnership, Black Country Consortium and Association of Black Country Authorities including their inter-relationship with the functions of the Combined Authority .  
*Officer Lead: Chief Executive*

## Leader of the Council (cont)

<ul style="list-style-type: none"><li>• Press and media relations; communications; marketing and the image of the Council; civic and ceremonial issues; and the identification, development, promotion and marketing of public events. <i>Officer Lead: Executive Director – Resources</i></li></ul>	<ul style="list-style-type: none"><li>• Executive matters within all other areas of service provision or activities of the Council which are not otherwise allocated to a Cabinet Member.</li></ul>
<ul style="list-style-type: none"><li>• Dispute resolution with Sandwell Children’s Trust during the Final Resolution Period. <i>Officer Lead: Chief Executive</i></li></ul>	

## Deputy Leader and Cabinet Member for Neighbourhoods and Communities

### Portfolio Responsibilities

*To undertake the duties and responsibilities required or expected of the Statutory Deputy Leader of the Council in accordance with the Leader and Cabinet Executive model form of executive.*

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- Sandwell local neighbourhood working and the co-ordination and delivery of services through a neighbourhood delivery model.

*Officer Lead: Executive Director - Neighbourhoods*

- The development and co-ordination of the work of Town Lead Members.

*Officer Lead: Executive Director - Neighbourhoods*

- Town management, tasking and cross-organisational service delivery at a town level.

*Officer Lead: Executive Director – Neighbourhoods*

- *The provision and development of library and archive services.*

*Officer Lead: Executive Director – Neighbourhoods*

- Cemeteries and crematoria, the duties of the Council in relation to the Coroners Service and registration services, including the registration of births, deaths and marriages, citizenship, civil partnership.

*Officer Lead: Director – Monitoring Officer*

- The development of the Council's relationship with the voluntary sector, charities and community ventures.

*Officer Lead: Executive Director – Neighbourhoods*

- Developing the capacity and horizons of the voluntary sector and expanding the opportunities the Council can offer to the sector for the support to and/or delivery of services on behalf of the Council.

*Officer Lead: Executive Director – Neighbourhoods*

- Development of the Council's relationship with partner organisations.

*Officer Lead: Chief Executive*

- Policy and funding strategies for the voluntary and community sector, including applications for discretionary relief from national non-domestic rates.

*Officer Lead: Executive Director – Neighbourhoods / Chief Finance Officer*

- Community Services, including community centres and shop mobility.

*Officer Lead: Executive Director – Neighbourhoods*

## Cabinet Member for Children's Services

### Portfolio Responsibilities

Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:

- The safeguarding and social care needs of children and young people in the Borough.  
*Officer Lead: Executive Director – Children's Services*
- In conjunction with the Cabinet Member for Social Care, the development and delivery of services to effect the seamless transition of citizens from children's social care to adults social care.  
*Officer Lead: Executive Director – Children's Services*
- To support the Council's statutory duties for the protection of children through the development and delivery of effective health care services for young people and a robust Children's health agenda.  
*Officer Lead: Director – Children & Families*
- Sandwell Children's Trust including dispute resolution during the Second Resolution Period.  
*Officer Lead: Executive Director – Children's Services*

- The development of and compliance with educational statutory requirements placed on the Council.  
*Officer Lead: Director – Education, Education, Skills and Employment*
- Improving educational attainment.  
*Officer Lead: Director – Education, Education, Skills and Employment*
- School governing bodies and the making of new or amended Instruments and Articles of Government for schools.  
*Officer Lead: Director – Education, Education, Skills and Employment*
- The 14 – 19 year olds strategy and the determination of fees and charges in adult education.  
*Officer Lead: Director – Education, Education, Skills and Employment*
- The development and co-ordination of youth opportunities in the Borough, including The Sandwell Youth Service and the Sandwell Play Service, including the Council's links with the Sandwell Youth Forum and the Youth Parliament.  
*Officer Lead: Executive Director – Children's Services*
- Youth Offending Service.  
*Officer Lead: Executive Director – Children's Services*

## Cabinet Member for Children's Services (cont.)

- The strategic overview and development of education provision within the Borough, including adult education, community and family learning.

*Officer Lead: Director – Education, Education, Skills and Employment*

- The Council's statutory requirements in relation to child poverty and the development and co-ordination of the approach to child poverty across the Council and its partner organisations.

*Officer Lead: Executive Director - Resources*

- The provision of transport for children and young people with special education needs.

*Officer Lead: Director – Education, Education, Skills and Employment*

## Cabinet Member for Culture and Core Council Services

### Portfolio Responsibilities

Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:

- Strategic asset management planning across the Council.

*Officer Lead: Executive Director - Neighbourhoods*

- The development, overview and co-ordination of the delivery of the Council's Corporate Landlord service.

*Officer Lead: Executive Director - Neighbourhoods*

- The procurement policy framework and financial rules/financial standing orders of the Council, including sustainable procurement.

*Officer Lead: Chief Finance Officer*

- Risk management and insurance.

*Officer Lead: Chief Finance Officer*

- Internal and external audit functions.

*Officer Lead: Chief Finance Officer*

- The overview and co-ordination of the delivery of the Revenue and Benefits service and associated matters.  
*Officer Lead: Chief Finance Officer*
- Member development and the provision of services to members of the Council.  
*Officer Lead: Director – Monitoring Officer*
- Protecting the Council's interests:
  - when acting as the accountable body for schemes/projects funded by external funding streams with the exception of matters agreed under the authority delegated to a combined authority;
  - in the financial control and management of trust funds and charities of which the Council are trustees;
  - in the governance of partnerships.  
*Officer Lead: Chief Finance Officer*
- The delivery and direction of the Council's welfare rights and anti-poverty strategy.  
*Officer Lead: Executive Director - Resources / Executive Director - Neighbourhoods*
- The strategic policy overview and co-ordination of all strategic partnering arrangements and Council-wide contracts entered into by the Council.  
*Officer Lead: Executive Director - Resources*
- The provision of corporate governance, legal services, the support of democracy and information management.  
*Officer Lead: Director – Monitoring Officer*

## Cabinet Member for Culture and Core Council Services (cont)

- Electoral registration, engagement and participation.  
*Officer Lead: Chief Executive*
- The delivery of all aspects of the Council's equality agenda and duties.  
*Officer Lead: Executive Director - Resources*
- Organisational development and human resource management.  
*Officer Lead: Executive Director - Resources*
- Information Communication Technology (ICT).  
*Officer Lead: Chief Finance Officer*
- The development and commissioning of cultural opportunities in the Borough, support of the arts and heritage, including museums, art galleries and archaeology.  
*Officer Lead: Executive Director - Neighbourhoods*

- Catering (except for schools meals and adults in need of social care).  
*Officer Lead: Executive Director - Resources*
- Customer Services and Customer Care.  
*Officer Lead: Executive Director - Neighbourhoods*
- The Local Government Ombudsman.  
*Officer Lead: Director – Monitoring Officer*

## Cabinet Member for Highways and Environment

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The improvement of the visual appearance of the Borough (the 'streetscene') to create a better place to live.  
*Officer Lead: Executive Director – Neighbourhoods*
- Highways network management and maintenance.  
*Officer Lead: Director Regeneration & Planning*
- Transport, vehicle and plant management, and the integration of transport services provided by Council services.  
*Officer Lead: Executive Director – Neighbourhoods*
- Environmental services including cleansing, grounds maintenance, public conveniences and the maintenance of water courses.  
*Officer Lead: Executive Director – Neighbourhoods*

- The waste strategy and waste collection and disposal services, including the Council's direction and input to the integrated waste management contract.  
*Officer Lead: Executive Director – Neighbourhoods*
- Markets and market management.  
*Officer Lead: Director – Regeneration & Growth*
- Strategic flood management.  
*Officer Lead: Director – Regeneration & Growth*



## Cabinet Member for Housing

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The maximisation of public and private sector housing development.

*Officer Lead: Director – Regeneration & Growth*

- The development, implementation and review of local housing strategy, all housing policies and neighbourhood housing plans, including private sector housing.

*Officer Lead: Executive Director – Neighbourhoods /  
Director – Housing and Communities /  
Director - Regeneration & Growth /  
Executive Director – Adult Social Care, Health & Wellbeing*

- The strategic direction of the Council's interests in relation to the development and delivery of housing of all types and tenures, including transient groups.

*Officer Lead: Director – Regeneration & Growth*

- Housing conditions in the private sector and the Housing Agency Service, including improvement, clearance and associated enforcement.

*Officer Lead: Executive Director - Adult Social Care, Health & Wellbeing*

- Services for the provision of aids and adaptations and home support from the Better Care Fund.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Homelessness.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing / Executive Director – Neighbourhoods / Director – Housing and Communities*

- The direction for and delivery of the Council's investment in and management responsibilities for the authorities housing stock, including maintenance.

*Officer Lead: Executive Director – Neighbourhoods / Director – Housing and Communities*

## Cabinet Member for Leisure and Commonwealth Games

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- All matters relating to the Commonwealth Games in consultation with other Cabinet members as required
- Sports and leisure including the Council's interests in, and the strategic direction of the Council's input to the Sandwell Leisure Trust.  
*Officer Lead: Executive Director - Neighbourhoods*
- The development of proposals to stimulate tourism and visitor economy of the Borough.  
*Officer Lead: Director – Regeneration & Growth*

- The policy direction for countryside management, nature reserves, parks, green spaces and visitors centres.  
*Officer Lead: Executive Director – Neighbourhoods*
- The provision and maintenance of allotments within the Borough.  
*Officer Lead: Executive Director – Neighbourhoods*

## Cabinet Member for Public Health and Protection

### Portfolio Responsibilities

Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:

- The Council's contribution to domestic violence services.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing / Executive Director - Neighbourhoods*

- Community safety and the development and implementation of the Council's Community Safety policies.

*Officer Lead: Executive Director - Neighbourhoods*

- Tackling anti-social behaviour and local crime and disorder.

*Officer Lead: Executive Director - Neighbourhoods*

- The promotion of public health in everyday service delivery across the Council and the integration of public health services within the Council.

*Officer Lead: Director – Public Health*

- Health improvement and the eradication of health inequalities.

*Officer Lead: Director – Public Health*

- Monitoring performance and strategic development of health visitors and school nurses in driving wellbeing of young persons.

*Officer Lead: Director – Children & Families / Director – Public Health*

- Environmental health, trading standards, consumer protection.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- The Regulation of Investigatory Powers.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Emergency planning and civil resilience.

*Officer Lead: Executive Director – Neighbourhoods / Chief Executive*

- The policy direction for all licensing regimes for which the Council is the designated authority and the application of the executive functions relating to licensing.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing / Director – Prevention and Protection / Director – Monitoring Officer*

## Cabinet Member for Regeneration and Economic Investment

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- To support the Leader in the strategic development of and to represent the Council's interests in the establishment of a combined authority.

*Officer Lead: Director – Regeneration & Growth*

- In support of the Leader, to deliver the following for and within Sandwell and in the wider combined authority area, through both local and combined authority wide projects and initiatives:

- the regeneration of the physical environment of the Borough;
- regeneration and transport planning, the transport network and public infrastructure;
- the achievement of economic regeneration, the creation of jobs and the development of wealth;
- the maximisation of employment, training and local business opportunities.

*Officer Lead: Director – Regeneration & Growth*

- In support of the Leader, to deliver capital investment in infrastructure, regeneration and renewal within Sandwell and in the wider combined authority area, through both local and combined authority wide projects and initiatives.

*Officer Lead: Director – Regeneration & Growth /  
Chief Finance Officer*

- Strategic town planning, including development control and building regulation, the development of supplementary planning guidance and regional planning guidance.

*Officer Lead: Director – Regeneration & Growth*

- The declaration and making of all clearance areas, permitted development rights and the designation of conservation areas, areas of archaeological interest, nature reserves, green spaces and parks.

*Officer Lead: Director – Regeneration & Growth*

- The development of links with the local business community and skills/worklessness agencies and regional and national employment organisations, agencies and associations.

*Officer Lead: Director – Regeneration & Growth*

- To deputise for the Leader of the Council on the Local Enterprise Partnership.

*Officer Lead: Director – Regeneration & Growth*

## Cabinet Member for Social Care

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The social care needs of adults in the Borough and looking after people in later life.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Safeguarding of vulnerable adults.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- The Council's prevention strategy for vulnerable adults.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Development of relationships with adults in need of social care, their carers and with providers of adult social care.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Home meals support services and access to healthy eating for vulnerable citizens.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- To represent the Executive in the work of the Health and Wellbeing Board.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- Health partnership working between the Council and the wider health economy, including through the Sustainability and Transformation Plan.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

- In conjunction with the Cabinet Member for Children's Services, the development and delivery of services to effect the seamless transition of citizens from children's social care to adults social care.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing / Director – Children & Families*

- Developing the Council's approach to whole life services for people with lifelong disabilities and learning disabilities.

*Officer Lead: Executive Director – Adult Social Care, Health & Wellbeing*

# Appendix B

## Revision to Delegations to Officers 2018/19

Miscellaneous Officers (cont)	
Authority to Act	Commentary
<b>Category E</b> Decisions where an approved person has been given authority to take actions which are a general duty to be observed in carrying out a Council function; or which is a procedural requirement; or which is a decision of the Council for which there is no directly associated statutory requirement.	
<b>Data Protection Act 1998 and subsequent Data Protection Legislation</b> To undertake or commission investigations into alleged breaches of Data Protection legislation, including the interviewing of relevant persons and the inspection of all relevant records and recorded data.	
<b>Corporate Information Governance Manager</b>	
<b>Licensing Act 2003 – Designation as Responsible Officer</b> To act as the designated appropriate officer for the purpose of discharging the functions of the Council as the responsible authority under Sections 13 and 69 of the Licensing Act 2003.	
<b>Trading Standards and Licensing Manager</b>	
<b>Signing of Notices</b> To sign notices as required by the Planning (Listed Buildings and Conservation Areas) Regulations 1990 notifying owners/occupiers that a building has become listed  Planning (Listed Buildings and Conservations Areas) Act 1990	
<b>Conservation Officer</b>	
<b>Solicitor to the Council</b> In the absence or inability to act of the Solicitor to the Council or in the event of a vacancy in that office and only in consultation with the Chief Executive or another person authorised to act for him/her, to act as the Solicitor to the Council in relation to all matters for which the Solicitor to the Council is the Proper Officer and accordingly be authorised to convene meetings, sign documents and attest the fixing of the Common Seal of the Council.	
<b>Deputy Monitoring Officer</b>	



Director – Housing and Communities (cont)	
<p><b>Review of Housing Needs</b> To consider and review the housing conditions and the needs of the Borough with respect to the provision of further housing accommodation.</p> <p>Section 8 Housing Act 1985</p>	
<p><b>Buy Back Provisions</b> Re-purchase of Former Right to Buy Properties To enter into formal negotiations with homeowners of residential properties bought from the Council (or predecessors) and that subject to the satisfactory outcome of the value for money evaluation in consultation with the Executive Director - Resources, negotiate terms and conditions, as necessary, to complete the acquisition of homes considered suitable additions to the Council's housing stock.</p>	<p>A number of decisions within this delegation may be exempt from publication:</p> <p>Exemptions 1, 2 and 7</p>
<p><b>Sheltered/Supported Accommodation</b> The provision and management of sheltered/supported housing, entering into tenancy/licence agreements, service notices, authorising legal proceedings and evictions.</p>	
<p><b>Trees in Private Ownership - Local Government (Miscellaneous Provisions) Act 1976</b> To exercise powers in respect of trees in private ownership that threaten damage to persons or property.</p>	
<p><b>Warden Patrolling Service</b> To act and to authorise others to act in the exercise of the Council's statutory powers and duties including but not limited to:-</p> <p>littering and waste dog fouling Dog Control Orders</p> <p>To exercise the Council's statutory duties and powers in respect of vehicles, including but not limited to, abandoned vehicles, the repairing or selling of vehicles, the seizure and disposal of vehicles and verification of number plates.</p> <p>To exercise duties and powers in respect of cycling on footpaths.</p> <p>To exercise authorisations given by the DVLA with respect to the removal of vehicles.</p> <p>To exercise any authorisations given by West Midlands Police under the Accredited Community Safety Scheme.</p> <p>To authorise and to authorise others to authorise the investigation of fraud under the Council's Blue Badge Scheme.</p>	<p>A number of decisions within this delegation may be exempt from publication:</p> <p>Exemptions 1, 2, 6 and 7</p>

# **Appointments to Executive Bodies**

**2018/2019**

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## Appointments made by the Executive

### Health and Wellbeing Board (2018/2019)

(4 members)  
(Lab 4)

Deputy Leader of the Council  
Cabinet Member for Children's Services  
Cabinet Member for Public Health and Protection  
Cabinet Member for Social Care (Chair)

Non voting members:

Chair – Health & Adult Social Care Scrutiny Board

Chair – Children's Services & Education Scrutiny Board

Other Board members as agreed by Council on 18 October, 2016:-

NHS Commissioning Board:

One representative of the NHS England - Birmingham, Solihull and the Black Country Area Team (without voting rights)

Sandwell and West Birmingham Clinical Commissioning Group:

Four representatives (three with voting rights and one without voting rights)

Healthwatch Sandwell:

One representative (with voting rights)

Black Country Partnership NHS Foundation Trust (without voting rights)

One representative of West Midlands Police (without voting rights)

One representative of West Midlands Fire and Rescue Service (without voting rights)

One representative of Sandwell Council of Voluntary Organisations (without voting rights)

## Strategic Waste Partnership Board (2018/2019)

(3 members)  
(Lab 3)

Cabinet Member for Highways and Environment  
Cabinet Member for Culture and Core Council Services  
Leader of the Council

(and representatives of Serco)

## Cabinet Petitions Committee 2018/2019)

(8 members)  
(Lab 8)

**Chair** Cabinet Member for Highways and Environment

All members of the Cabinet

# **Terms of Reference 2018/19**

Select Committee on Electoral  
Registration and Participation

Sandwell Sport and Leisure Built  
Facilities Strategy Steering Group

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## **Select Committee on Electoral Registration and Participation**

### **Responsibilities**

In accordance with the overall aims and objectives of the Council and particularly in accordance with the principles of accountability and democracy, the Select Committee shall:-

1. Examine the present processes employed in Sandwell to secure the registration of all persons who are entitled to vote in municipal, Parliamentary and other elections and referenda and identify what actions, if any, the Council could undertake to maximise the registration of voters;
2. Examine the conduct of the electoral process in Sandwell with a view to identifying measures, if any, which the Council could take to facilitate and encourage voter turnout;
3. Examine the feasibility of such actions and measures that may be identified and submit its findings and recommendations to the Council.
4. Examine the present processes which are used to engage residents in the electoral process and to establish mechanisms by which to widen participation in the democratic process.
5. To submit its findings and recommendations to the Cabinet and Council as appropriate.

### **Composition**

The Select Committee will be made up of five members including a Member of Parliament, who can add value to the work of the Committee.

The Committee will also invite persons to attend meetings, as necessary, where they can contribute to the work of the Committee.

**Sandwell Sport & Leisure Built Facilities Strategy**  
**Members Steering Group**  
**Terms of Reference**

**Purpose**

To steer the delivery of the Sandwell Sport & Leisure Built Facilities Strategy 2017 – 2030 (the Strategy).

**Responsibilities**

1. To steer the delivery of the Strategy.
2. To explore how the Council may use its strategic role to identify opportunities for investment to deliver the opportunities identified in the Strategy.
3. To work closely with the relevant agencies, organisations and local and national business community to maintain and improve the leisure offer as identified in the Strategy.
4. To receive reports and monitor progress on the delivery of the Strategy.
5. To monitor key dates and milestone in the delivery of the Strategy to ensure delivery to agreed timescales.
6. To ensure the integration of the various opportunities identified in the Strategy and that information is shared among all relevant parties.
7. To consider risks to the delivery of the Strategy, review and provide advice and feedback on mitigation measures.
8. To ensure that stakeholders are suitable engaged, consulted and kept informed of progress.
9. To steer on matters related to:
  - Planning;
  - Design;
  - Health and safety;
  - Accessibility;

- Environment / sustainability;
  - Community consultation;
  - Procurement;
  - Technical development;
  - Construction;
  - Transport; and
  - Legacy of each opportunity identified in the Strategy.
10. To submit its findings and recommendations to the Cabinet and Council as appropriate.

### **Composition**

The Steering Group will be made up of five members.



# Appendix E

Terms of Reference  
2018/19

Children's Services and  
Education Scrutiny Board

# **Children's Services and Education Scrutiny Board**

## **Terms of Reference**

As set out in the Scrutiny Procedure Rules contained in Part 4 of the Council's Constitution to scrutinise recommendations, consider referrals under the Call for Action process, and contribute to decision making and policy development through pre-decision scrutiny processes in relation to the following matters:-

- (a) all of the functions of the Council as an authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time (i.e. pre-school, statutory and post 16 education);
- (b) any other education related services for children and young people;
- (c) services for children, young people and families;
- (d) any trust or partnership, including the Sandwell Children's Trust, which involves the care of local children and young people and to review and scrutinise the performance of the Sandwell Children's Trust including consideration of bi-annually performance reports, the Annual Report and the Improvement Plan.
- (e) local safeguarding arrangements for children and young people including the Multi-Agency Safeguarding Hub and the Safeguarding Children Board;
- (f) corporate parenting, including services and support to care leavers;
- (g) early years services;
- (h) Targeted Youth Support.

**Appointments to  
Committees,  
Panels and Boards**

**2018/2019**

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## Town Chair and Vice Chair (2018/2019)

(Lab 6)

### **Oldbury**

Hartwell (Deputy: Goult)

### **Rowley Regis**

Eaves (Deputy: Webb)

### **Smethwick**

Dr Jaron (Deputy: K Davies)

### **Tipton**

Jarvis (Deputy: Cherrington)

### **Wednesbury**

P M Hughes (Deputy: L Giles)

### **West Bromwich**

S Hosell (Deputy: E A Giles)  
(Deputy: Padda)

## Planning Committee (2018/2019)

(16 members to be geographically representative)  
(Lab 16)

**Chair** Sandars

**Vice-Chair** Webb

Chidley

Costigan

K Davies

Downing

Eaves

Edis

E A Giles

L Giles

R Horton

P M Hughes

Piper

Singh

Taylor

Tranter

## Emergency Committee (2018/2019)

(7 members)  
(Lab 7)

**Chair** Eling

**Vice-Chair** Khatun

Carmichael  
Hackett  
D Hosell  
Moore

Ahmed

## Ethical Standards and Member Development Committee (2018/2019)

(8 elected members)  
(Lab 8) + 3 independent persons

**Chair** Lewis

**Vice-Chair** E M Giles  
Hartwell  
P Hughes  
Sandars  
Shackleton  
Trow  
Underhill

(+ 3 independent persons)

## Audit and Risk Assurance Committee (2018/2019)

(7 members) + 2 independent members  
(Lab 7)

<b>Chair</b>	Preece
	Ali
	Allcock
	Dr Jaron
	Jarvis
	Piper
	Singh
	(+2 independent members)

## Select Committee for Policy Review (2018/2019)

(7 members)  
(Lab 7)

<b>Chair</b>	Worsey
	Ali
	Cherrington
	Jaron
	Hickey
	Edwards
	Sandars

## Select Committee for Electoral Participation (2018/2019)

(5 members + 1 Co-opted)  
(Lab 5)

<b>Chair</b>	Melia
	Allcock
	L Horton
	Webb
	P Hughes
	John Spellar MP

## Chief Officer Terms and Conditions Committee (2018/2019)

(7 members)  
(Lab 7)

<b>Chair</b>	Councillor Eling
<b>Vice-Chair</b>	Councillor Khatun

Plus five members drawn from the following:-

Councillors Carmichael, Costigan, Gavan, Hackett, D Hosell, Moore Shackleton and Trow or chairs or vice-chairs of relevant boards/committees/panels.

### **Chief Officers Terms and Conditions Appointments Sub-Committee**

Councillor Eling plus two members selected by the Chair from Councillors Ahmed, Carmichael, Costigan, Gavan, E M Giles, Hackett, Hickey, D Hosell, P Hughes, Moore Shackleton, Trow and Underhill to deal with appointments to and the determination of matters relating to posts designated as service manager tier 2.



**Governance and Constitution Review  
Committee  
(2018/2019)**

(8 members)  
(Lab 8)

<b>Chair</b>	Councillor Eling
	Hevican
	P Hughes
	Khatun
	Lewis
	Preece
	Trow
	Underhill

**Adoption Panel  
(2018/2019)**

P M Hughes

**Fostering Panel  
(2018/2019)**

Shaeen

## Scrutiny Boards (2018/2019)

<p><b>Budget and Corporate Scrutiny Management Board</b> (5 members) (Lab 5)</p> <p><b>Chair</b>                      P Hughes</p> <p>   Chairs of 4    Scrutiny Boards</p>	<p><b>Children's Services and Education Scrutiny Board</b> (11 members + 4 co-opted members) (Lab 11)</p> <p><b>Chair</b>                              Underhill</p> <p><b>Vice-Chair</b>                      S Davies</p> <p><b>Vice-Chair</b>                      M Y Hussain</p> <p>   Akhter</p> <p>   Allen</p> <p>   Ashman</p> <p>   Hevican</p> <p>   Hickey</p> <p>   M Hussain</p> <p>   Phillips</p> <p>   Shaeen</p> <p>1 Church of England Diocese representative (Reverend P French)</p> <p>1 Roman Catholic Archdiocese representative</p> <p>2 Parent Governor representatives</p>
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## Scrutiny Boards (cont) (2018/2019)

<p><b>Economy, Skills, Transport and Environment Scrutiny Board</b> (11 members) (Lab 11)</p> <p><b>Chair</b>                    Hickey  <b>Vice-Chair</b>             Ashman  <b>Vice Chair</b>                Singh</p> <p style="margin-left: 40px;">Ahmed  Ali  Allcock  Chidley  E M Giles  I Jones  Preece  Tagger</p>	<p><b>Health and Adult Social Care Scrutiny Board</b> (11 members) (Lab 11)</p> <p><b>Chair</b>                        E M Giles  <b>Vice-Chair</b>                Downing  <b>Vice-Chair</b>                Lloyd</p> <p style="margin-left: 40px;">Akhter  Bawa  Crompton  O Jones  Shaeen  Tranter  White  Worsey</p>
<p><b>Safer Neighbourhoods and Active Communities Scrutiny Board</b> (11 members + 1 co-opted member) (Lab 11)</p> <p><b>Chair</b>                        Ahmed  <b>Vice-Chair</b>                Crompton  <b>Vice-Chair</b>                Hevican</p> <p style="margin-left: 40px;">Allcock  Chidley  Hadley  M Hussain  S Jones  Phillips  M Y Hussain  White</p> <p>1 Co-opted member</p>	

## Licensing Committee (2018/2019)

(15 **non-Executive** members)  
(Lab 15)

<b>Chair</b>	Piper
<b>Vice-Chair</b>	Dr T Crumpton
<b>Vice-Chair</b>	White
	Allen
	S Crumpton
	K Davies
	P Davies
	S Davies
	Downing
	Eaves
	L Giles
	Lewis
	Millard
	Padda
	Tranter

## General Purposes and Arbitration Committee (2018/2019)

(7 **non-Executive** members)  
(Lab 7)

<b>Chair</b>	Dhallu
<b>Vice-Chair</b>	P Davies
	S Crumpton
	Y Davies
	S Hosell
	Melia
	Tagger

**Joint Consultative Panel  
(2018/2019)**

(6 members)  
(Lab 6)

<b>Chair</b>	Trow
	Dr T Crumpton
	Dhallu
	L Horton
	Taylor
	Underhill

**Land and Asset Management Committee  
(2018/2019)**

(7 members)  
(Lab 7)

<b>Chair</b>	Gavan
	Dhallu
	Edis
	Eling
	L Giles
	Moore
	Preece

**Member Champion  
(2018/2019)**

(Lab 4)

**Children and Youth**

Millard

**Equality and Diversity**

Taylor

**Business**

Rouf

**Environment**

Cherrington

**Sandwell Sport and Leisure Built Facilities  
Strategy Steering Group  
(2018/2019)**

5 members)  
(Lab 5)

**Chair**      Sandars

Jaron  
Jarvis  
Chidley  
L Giles  
Padda

## Commonwealth Games 2022 Steering Group (2018/2019)

(5 members)  
(Lab 5)

<b>Chair</b>	Eling
	Gavan
	P Hughes
	Dr Jaron
	Moore
	Sandars