

Part 3.2 - The Cabinet, its Committees and the Portfolio Holder Structure

1. Executive functions will be performed by the Cabinet. These functions will be grouped together in the form of portfolios. The number and scope of which will be determined by the Leader.

The Leader will also allocate responsibility for the portfolios among the individual Cabinet Members on an annual basis and shall have the ability to amend these in year as required. The Leader has allocated a portfolio to each Cabinet Member and allocated to each portfolio holder responsibility for the discharge of functions set out below.

The Leader may exercise any of the functions delegated to individual Cabinet Member.

The Leader may delegate other functions not expressly set out herein to individual Cabinet Members provided they are the executive functions and provided due to notice of the exact terms of the delegation and the name of the Cabinet Member is lodged with the Proper Officer.

2.1 Cabinet

The Cabinet will be collectively responsible for executive functions which are not otherwise delegated by the Leader.

Set out below are the responsibility for executive functions to be exercised by Cabinet Committees or Joint Committees. These responsibilities are set out in the detailed Terms of Reference. These are printed below.

Where the Terms of Reference of Cabinet Committees or Joint Committees overlap with the Portfolio Holder's general powers of delegation, the executive decision is to be taken by the Cabinet Committee or Joint Committee.

Therefore the Portfolio Holders' general powers of delegation are to be subject to, and subservient to, the Cabinet Committees and Joint Committees' specific Terms of Reference.

Set out below also are responsibility for executive functions to be exercised by the Leader and Portfolio Holders (Cabinet Members). The Leader or the Portfolio Holder may refer the exercise of an executive function within a Portfolio for a decision by the Cabinet.

Cabinet Advice on Council Functions

The Cabinet has the following role in advising the Council on the following matters;

- a) The making of Council Procedure Rules in accordance with Section 106 and para 42 Schedule 12 of the Local Government Act 1972.

- b) The making of Contract Procedure Rules in accordance with Section 135 of the Local Government Act 1972.
- c) The preparation and adoption of local development documents which are development plan documents, and matters concerning the establishment, functions and dissolution of a joint Committee under Sections 29, 30 and 31 of the Planning Compulsory Purchase Act 2004.

2.2 Cabinet Committees

The Cabinet can establish Cabinet Committees with specific terms of reference. Subject to any alterations within the discretion of the Leader these Committees will exercise executive functions within their terms of reference. They may delegate further to a Sub-Committee an Area Committee (if any) via joint arrangements or to an officer.

The Cabinet has currently no established Committees.

2.3 The Cabinet Portfolios and Service Areas of Responsibility

The table below sets out the portfolio of functions allocated to each Cabinet Member:

Leader with Portfolio for Partnership Working	Communications
Deputy Leader with Portfolio for Finance and Service Quality	Finance; Revenues & Benefits; Human Resources; Legal; Governance; IMT; Corporate Support; Policy
Portfolio for Housing and Asset Management	Housing options & social inclusion; Housing operations; Housing finance; New Homes; Asset Management; Housing property services; Estates & corporate property; Guildhall
Portfolio for Communities and Wellbeing	Health & Sport; Community Grants; Community Support; Community Safety
Portfolio for Built Environment	Built Environment
Portfolio for Economic Recovery	Economy & tourism; Environmental Services; Engineering & Transport;
Portfolio for Climate Emergency	Overarching responsibility for climate emergency; Biodiversity; Public protection

2.4 General Powers Granted to Portfolio Holders

The following responsibilities have been delegated to each individual Cabinet Member to exercise within their portfolio and service area:

- a) To exercise the Executive powers and duties of the Council for strategic development, policy direction, partnership working, executive powers including key decisions, programme and performance management, in accordance with the Council's procedure rules for their portfolio areas;
- b) To be responsible for ensuring the successful delivery of business transformation in relation to their portfolio areas;

- c) To request the Scrutiny Committees review changes to policy and strategy within their areas of responsibility;
- d) To have oversight of budget planning and monitoring in their service area;
- e) To act as the Council's lead spokesperson on strategic bodies for their areas of responsibility;
- f) To determine priorities in conjunction with the relevant member of the Council's management team and other Cabinet Members (within the policy framework and budget);
- g) To make proposals for policy initiatives, within the policy framework and budget, and for the amendment of such framework subject to the agreement of the Cabinet and Council;
- h) To recommend to the Cabinet responses to reports from the Scrutiny and Audit and Governance Committees;
- i) To agree minor matters and non-material amendments to policy;
- j) To approve grant funding allocations to third parties within approved budgets for this purpose;
- k) To approve all in-year changes to fees and charges;
- l) The Cabinet Member for Built Environment and Wellbeing has delegated authority to approve all community safety partnership strategies under the Crime and Disorder Act or other related legislation.

Decisions delegated to Cabinet Members may be taken at Cabinet Member Decision Days, as set out in the Cabinet Procedure Rules (Part 4.2 of the Council's Constitution) and in accordance with the Access to Information Procedure Rules (Part 4.4 of the Council's Constitution).

2.5 The Leader

The Leader may delegate other functions not expressly set out herein to individual Cabinet Members provided they are executive functions and provided that due notice of the exact terms of the delegation and the name of the Executive Member is lodged with the proper officer.

Where the individual Cabinet Members general delegated authorities and the Cabinet Committee's specific Terms of Reference overlap then the executive decisions will be made by the Cabinet Committee unless the Leader determines otherwise.