

# *Section 23*

## *Allocation of the Portfolio*

### *Responsibilities to Respective*

#### *Cabinet Members*

#### **COLLECTIVE RESPONSIBILITY OF CABINET**

Cabinet will exercise collective responsibility in exercising its functions including the following:-

- The consideration of proposals involving any growth or service development and the making of recommendations to Council for approval if those proposals are contrary to the Policy Framework or not in accordance with the Budget.
- The consideration and submission of proposals to Council for approval in respect of the allocation of resources including consideration of the Council's Budget and the Council Tax to be set.
- The consideration and submission of policies to Council for approval in respect of plans and strategies identified in Article 4 of Part 2 of the Constitution as forming part of the Council's Policy Framework including those relating to the Local Area Agreement.
- The consideration and determination of plans and strategies which do not form part of the Council's Policy Framework.
- The appointment of representatives to other bodies and attendance at annual conferences where these relate to executive functions.
- The consideration of the implications of new or proposed legislation.
- The implementation of the Policy Framework and the Budget as approved by Council.
- Overall responsibility for good governance and value for money.
- The implementation of Council functions except those which are specifically stated not to be the responsibility of the Cabinet.

#### **THE LEADER OF THE COUNCIL**

The Leader is responsible for speaking at Council, Cabinet, Committees and other meetings on any matter which falls within the Collective Responsibility of Cabinet as detailed above and in particular:

- Member related matters including chairmanship of the Cabinet, Civic Regalia, hospitality accounts, the Official Car, Members allowances and functions relating to the conduct of Committee meetings.
- Development of the Council's budget strategy.
- All statutory and non statutory Plans and policy documents prepared by the Council (insofar as they are not the responsibility of any other Committee, Member or Officer of the Council) including (but not limited to) the Corporate and Performance Plan, the Sustainable Community Strategy, Asset Management Plan, Local Area Agreements and the E Government Strategy.
- Developing partnerships.
- General grants, bequests and donations by the Council.

The Leader also retains discretion to speak on any matter which falls within the remit of a specific Portfolio Leader; although he may delegate the responsibility for speaking on such matters to the Portfolio Leaders in the manner described below.

#### **THE DEPUTY LEADER AND PORTFOLIO LEADER FOR ENVIRONMENT**

The Deputy Leader will support the Leader of the Council and will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:

- Community safety arrangements (insofar as they are not the responsibility of the Chief Executive) including crime prevention and crime reduction programmes, Street Wardens, the Crime and Disorder Reduction Partnership.
- Safer and Stronger Communities Block of the Local Area Agreement (LAA) for Staffordshire
- Sustainable Development Block of the Local Area Agreement (LAA) for Staffordshire
- Issues relating to itinerants.
- Town and country planning and transportation services and facilities including planning policy development at regional, county and local plan levels, public car and lorry parks, street lighting including Christmas lighting, public transportation policies including hackney carriages and private hire vehicles, public rights of way and travel concessions.
- Management of the Area of Outstanding Natural Beauty (AONB) Landscape and countryside management services including wildlife issues, tree preservation and the Ranger service. Except where it involves determining any application, taking direct regulation or enforcement action.
- Land drainage and watercourses, engineering services and public clocks.

- Environmental Protection Services including public nuisances, stray dog services, pest control and contaminated land. Except where it involves determining any application, taking direct regulation or enforcement action.
- Refuse collection, waste management and recycling.
- Street cleansing, graffiti, abandoned vehicles and fly-tipping. Except where it involves determining any application, taking direct regulation or enforcement action.
- Parks, allotments and open spaces.
- Licensing Services in accordance with the policies determined for service portfolios for various activities including taxis, public entertainment, street collections, liquor licensing etc. Except where it involves determining any application, taking direct regulation or enforcement action.
- Street trading.

#### **THE PORTFOLIO LEADER FOR CORPORATE IMPROVEMENT**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- Financial, human and other resources to assist the Council in delivering its policies and objectives including conditions of service for employees, corporate finance and financial management services, management of the Council's land and property holdings (excluding Housing Revenue Account property), human resources (including payroll, training and health & safety), audit, insurance, risk management, civil contingencies, procurement, local taxation, legal and local land charges services.
- Corporate publicity and consultation, policy planning and review, bidding, Ombudsman and MP Liaison.
- Equality and Diversity.
- Community engagement and consultation.
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities including (but not limited to) the Equality and Diversity Policy, Race Equality Scheme and Disability Equality Scheme.

#### **THE PORTFOLIO LEADER FOR CULTURE AND SPORT**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- Leisure, sports, cultural, recreation and entertainment services and facilities, entertainment venues, arts, theatres, leisure centres, and museum.

- All statutory and non statutory plans and policy documents prepared by the Council relating to the above mentioned services and facilities including (but not limited to) the Play Strategy.

## **THE PORTFOLIO LEADER FOR HEALTH AND WELLBEING**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- Liaison with various bodies and agencies to tackle health inequalities across the District, including the Primary Care Trust and NHS Trusts.
- Children and Young People Block of the Local Area Agreement (LAA) for Staffordshire and the Children's Trust.
- Health and Wellbeing Block of the Local Area Agreement (LAA) for Staffordshire
- Environmental Health Services, including food hygiene and safety, disease control, health and safety, health promotion, mortuary, cemeteries and burial grounds. Except where it involves determining any application, taking direct regulation or enforcement action.
- Management and maintenance of the Council's community alarms.
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities including (but not limited to) the Food Law Enforcement Service Plan.

## **THE PORTFOLIO LEADER FOR HOUSING**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- The Housing Revenue Account (HRA) and HRA Capital Programme.
- The management and maintenance (including rent collection, the Respect Agenda for housing management, Benion Road Area CCTV and sheltered housing) of the Council's Housing Stock and other HRA assets associated with housing use, except where it involves taking enforcement action.
- Administration of the housing register, the allocation of Council dwellings and homelessness services, except where it involves determining any application.
- Private sector housing services including disabled facilities grants, renovation grants and home security grants, except where it involves determining any grant or housing enforcement action.
- The provision of additional social housing.

- The administration of Housing and Council Tax Benefits, except where it involves determining any application, taking direct regulation or enforcement action.
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities including (but not limited to) the Housing Strategy.

## **THE PORTFOLIO LEADER FOR ECONOMIC DEVELOPMENT AND PLANNING**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- Promotion of the economic well-being of the District including measures to alleviate unemployment and create new employment opportunities.
- Economic Development and Enterprise Block of the Local Area Agreement (LAA) for Staffordshire and the Learning, Education, Employment and Prosperity Group (LEEP) within Cannock Chase.
- Liaison with various bodies and agencies to further the economic well-being of the District including (but not limited to) Southern Staffordshire Partnership, Staffordshire Destination Management Partnership, InStaffs, Learning and Skills Council and Southern Staffordshire Chamber of Commerce and Industry.
- Services and facilities to assist tourism, other regeneration schemes (excluding town centres), derelict land, and other economic initiatives, and industrial estate management and relevant externally funded projects.
- All statutory and non statutory plans and policy documents prepared by the Council relating to the above mentioned services and facilities including (but not limited to) the Economic Regeneration Strategy, Local Development Framework and the Tourism Strategy.

## **THE PORTFOLIO LEADER FOR TOWN CENTRE REGENERATION**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committee and other meetings on the following:-

- Town centres regeneration schemes and town centres management.
- Liaison with various bodies and agencies involved with the economic wellbeing and management of town centres.