

# Section 15

## Allocation of Portfolio Responsibilities to Cabinet Members

### 15.1 Collective Responsibility of the 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 Section 4 of Part 2 of the Constitution as forming part of the Council's Policy Framework.
- 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.

## **15.2 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 chairing of Cabinet, Civic Regalia, hospitality accounts, the Official Car, Members' allowances, and functions relating to the conduct of Committee meetings.
- Local Government and Social Care Ombudsman and MP liaison.
- 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 Plan, and
  - Priority Delivery Plans.
- Bequests and donations to the Council.

The Leader also retains discretion to speak on any matter which falls within the remit of a specific Portfolio Leader; although they may delegate the responsibility for speaking on such matters to the Portfolio Leaders in the manner described in paragraphs 15.4 to 15.9.

## **15.3 Deputy Leader**

The Deputy Leader will substitute for the Leader when necessary and be allocated one of the Portfolios referred to in paragraphs 15.4 to 15.9 as so desired by the Leader.

## **15.4 Portfolio Leader for Community Safety and Partnerships**

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

- Community safety arrangements (insofar as they are not the responsibility of the Managing Director) including crime prevention and crime reduction programmes.
- CCTV.
- Developing partnerships.
- Asylum Seekers and Refugees
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.

## **15.5 Portfolio Leader for District and High Street Development**

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees, 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.
- Liaison with various bodies and agencies to further the economic well-being of the District.
- Services and facilities to assist tourism, other regeneration schemes, derelict land and other economic initiatives, and industrial estate management and relevant externally funded projects.
- Town centre regeneration schemes and town centres management.
- Liaison with various bodies and agencies involved with the economic well-being and management of town centres.
- Car Parking Strategy
- Town and country planning and transportation services and facilities including planning policy development at regional, county, and local plan levels; public transportation policies.
- Building Control services.
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned service areas and facilities including (but not limited to):
  - The Economic Regeneration Strategy
  - The Local Development Framework (including Neighbourhood Plans), and
  - The Tourism Strategy.

## **15.6 Portfolio Leader for Environment and Climate Change**

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

- 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.
- Public car and lorry parks.
- Highways liaison.
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.

### **15.7 Portfolio Leader for Health, Wellbeing, and Community Engagement**

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

- Liaison with various bodies and agencies to tackle health inequalities across the District.
- Environmental Health services, including food hygiene and safety, disease control, health & safety, health promotion and mortuary. Except where it involves determining any application, taking direct regulation or enforcement action.
- Licensing services in accordance with the policies determined for service portfolios for various activities including hackney carriage and private hire vehicles, public entertainment, street trading, street collection, liquor licensing etc. Except where it involves determining any application, taking direct regulation or enforcement action.
- Poverty (including being the Council's 'Food Justice Champion').
- Grants to Voluntary Organisations.
- Engagement, consultation, and equality & diversity.
- 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 Licensing Act Policy,
  - The Gambling Act Policy,
  - Hackney Carriage and Private Hire Licensing Policies,
  - The Food Safety Service Plan, and
  - The Equality and Diversity Policy.

## **15.8 Portfolio Leader for Housing, Heritage & Leisure**

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

### **Housing:**

- The Housing Revenue Account (HRA) and HRA Capital Programme.
- The management and maintenance (including rent collection, the Respect Agenda for housing management, 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.
- The provision of additional social housing.
- 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.
- 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,
  - Homelessness Strategy,
  - Housing 30 Year Business Plan, and
  - The Housing Asset Management Plan.

### **Heritage & Leisure**

- Leisure, sports, cultural, recreation and entertainment services and facilities, entertainment venues, arts, theatres, leisure centres and museums.
- Parks and open spaces.
- Grounds Maintenance.
- Cemeteries and burial grounds.
- Allotments.
- 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.

## 15.9 Portfolio Leader for Innovation and Resources

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

- Development of the Council's budget strategy.
- Corporate finance, financial management.
- Council Tax and National Non-Domestic Rates administration, except where it involves determining any application, taking direct regulation or enforcement action.
- Housing Benefit and Local Council Tax Reduction Administration, except where it involves determining any application, taking direct regulation or enforcement action.
- Human resources (including payroll and training) and conditions of service for employees.
- Audit, insurance, risk management, corporate health & safety, civil contingencies, and procurement.
- Technology, and
- legal.
- Corporate policy, performance, publicity & communications, and Information Governance
- Customer and Support Services (including Local Land Charges).
- Corporate Governance, civil contingencies
- Management of the Council's land and property holdings (excluding Housing Revenue Account property).
- 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 Code of Corporate Governance,
  - The Pension Discretion Policy and Pay Policy Statement,
  - The Treasury Management Policy and the Minimum Revenue Provision Policy, and
  - The Asset Management Plan.