

Annual Council Meeting	Agenda Item: 5
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Meeting Date	16 May 2012
Report Title	Cabinet Membership for 2012/13
Portfolio Holder	Leader
SMT Lead	Director of Corporate Services
Head of Service	Interim Head of Legal and Democratic Services
Lead Officer	Democratic and Electoral Services Manager
Key Decision	No
Classification	Open
Forward Plan	Reference number: n/a

Recommendation	1. This is presented for information. The Council is asked to note the Leader's arrangements for the Cabinet.
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1 Purpose of Report and Executive Summary

- 1.1 This report asks the Council to note the Leader's arrangements for the operation of the Cabinet for the ensuing municipal year.

2 Background

- 2.1 Under the Strong Leader Model, the Leader is elected for a four year term of office and can decide arrangements in terms of designating the Deputy Leader, the Cabinet Members and their portfolio arrangements, including their terms of reference.
- 2.2 Whilst this is within the Leader's gift, it was agreed that the Council would be notified.

3 Proposal

- 3.1 This is submitted to the Council for information. Council may wish to note the arrangements.

4 Alternative Options

- 4.1 None available - this is presented for information. The Leader may wish to change arrangements at any time.

5 Consultation Undertaken or Proposed

- 5.1 Not applicable, although of course Cabinet Members will be aware of the Leader's intentions.

6 Implications

Issue	Implications
Corporate Plan	Becoming a High Performing Organisation.
Financial, Resource and Property	The cost of providing support to the Cabinet will be met within existing budgets.
Legal and Statutory	The Constitution provides that: The Leader will determine the size of the Cabinet and appoint between two and nine Members of the Council to the Cabinet. The Leader will allocate areas of responsibility i.e. Portfolios to them and be able to remove them from the Cabinet at any time. The Leader will determine the scheme of delegation for the discharge of the Executive functions of the Council and report to the Council all appointments and changes to the Cabinet.
Crime and Disorder	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Sustainability	None identified at this stage.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report
- Appendix I: Details of Cabinet Portfolios, including their terms of reference
 - Appendix II: Terms of Reference

8 Background Papers

Previous report to Council regarding the Strong Leader model style of Executive arrangements - 1 December 2010.

Cabinet Portfolios 2012/13

<p>Leader (Cllr Andrew Bowles)</p> <ul style="list-style-type: none"> • Constitution, code of conduct, elections, cross-party and cross portfolio issues • Regional and national issues including Whitehall, KCC, districts, and parishes • Corporate plan, Sustainable Community Strategy, key partnerships • Organisational reform, service transformation, shared services • Emergency planning, business continuity • Customer services and complaints • Communications, and website
<p>Deputy Leader + Planning (Cllr Gerry Lewin)</p> <ul style="list-style-type: none"> • Deputy to the Leader • Building and development control • Local plan, local development framework, core strategy, Gypsy and Traveller area assessment neighbourhood planning, section 106 and Community Infrastructure Levy • Land charges
<p>Finance (Cllr Dewar-Whalley)</p> <ul style="list-style-type: none"> • MTFS, budget setting, budget management and value for money • Commissioning and procurement • Revenues and benefits, council tax collection and council tax benefits • Support services including Asset management, Internal Audit, Legal, ICT • Health & safety issues • External and European funding (including any grants received)
<p>Performance (Cllr Ted Wilcox)</p> <ul style="list-style-type: none"> • Support to the Leader on organisational reform and service transformation • Service planning, data quality, risk management • Performance management and project management • Employment relations, welfare and human resources • Members' and officers' learning and development • Corporate Equalities Scheme
<p>Localism (Cllr Mike Cosgrove)</p> <ul style="list-style-type: none"> • Responding to the Localism Act • Asset transfer policy and implementation • Parish and Town Council and Voluntary and community sector liaison

<ul style="list-style-type: none"> • Consultation, community engagement, community involvement, and community development • LEFs, Youth Forum and young people's liaison • Children's Trust, Health Authorities, and Adult Services liaison
<p>Regeneration (Cllr John Wright)</p>
<ul style="list-style-type: none"> • Regeneration, economic development, town centre management, tourism • SERP, business engagement • Highway and transportation matters • Learning and skills, early years, family and community learning • Culture, leisure, sport including Olympics and Paralympics
<p>Housing (Cllr Derek Conway)</p>
<ul style="list-style-type: none"> • Needs assessments, stock conditions survey and housing-related strategies • Advice and homelessness • Housing register and choice based lettings • Housing-related environmental health, DFGs, Home Improvement, and Staying Put • Relationships with the HCA, HIA and housing providers
<p>Environmental & Rural Affairs (Cllr David Simmons)</p>
<ul style="list-style-type: none"> • Street cleaning, refuse collection, recycling and public conveniences • Off and on-street parking facilities and enforcement • Climate change, environmental and rural issues • Emergency planning, business continuity and health & safety issues • All enforcement issues – food hygiene, health and safety at work, animal welfare, pollution control (inc noise & pest), illegal encampments • Sea defences, coastal protection, sea fronts, coastal resorts, harbours & quays • Urban parks, open spaces, countryside, country parks and play areas, cemeteries and crematoria, allotments • Council wardens • Rural forum
<p>Community Safety and Health (Cllr Lesley Ingham)</p>
<ul style="list-style-type: none"> • Crime & disorder, including anti-social behaviour • Safeguarding duties • Community budgets/troubled families • Health inequalities, public health, Health & Wellbeing Board, relationships with CCGs

Terms of Reference of the Cabinet and individual Portfolio holders

3.3 RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

The Cabinet takes all the major decisions which need to be made by the Council's Executive. Decisions are also delegated to individual Cabinet Members and Officers in accordance with the Leader's Scheme of Delegation as set out in Part 3.

The Cabinet comprises of up to 10 members who are each responsible for a portfolio. Cabinet may make decisions collectively, or can exercise delegated powers individually in accordance with Article 7, the Executive Procedure Rules and the scheme of delegation.

Who is responsible?	Membership	Functions	Onward limits on delegations
The Cabinet	The Leader and up to 9 members	<ol style="list-style-type: none"> 1. To lead the formulation of the policy framework and preparation of the budget, including the setting of fees and charges. 2. To take in year decisions on resources and priorities to deliver and implement the budget and policies decided by the Council. 3. To consider and make recommendations to the Council on the political and supporting staffing structure needed to meet the Council's objectives and Government requirements. 4. To lead the community planning process with input from scrutiny, area forums and other persons as appropriate. 5. To make decisions which involve a recommendation to Council (including budget and policy proposals). 6. To take Key Decisions. 7. To monitor progress on key tasks. 	

Who is responsible?	Membership	Functions	Onward limits on delegations
		<p>8. To receive and respond to reports from Policy Overview and Scrutiny Committees; the Monitoring Officer; the Chief Finance Officer; the Audit Commission; the Performance Board or recommendations from Council.</p> <p>9. To consider reports from Officers which have been agreed by Directors and identified as an item to be considered by the Cabinet.</p> <p>10. To consider annual reports from the Audit Committee.</p> <p>11. To agree Supplementary Planning Documents following recommendations from the Local Development Framework Panel.</p> <p>12. To make appointments to, and the payment of grants to, outside bodies within its remit;</p>	
Individual Cabinet Members	Individual Cabinet Members	<p>Can take decisions within their respective portfolio areas except for the following:-</p> <ol style="list-style-type: none"> 1. Key Decisions 2. Decisions which are outside the policy and budget framework (i.e., are a recommendation to Council for approval) 3. Decisions which cut across two or more portfolios 4. Proposals for new or amended policies or strategies. <p>Individual members can ask for the decision to be referred to the Full Cabinet if they wish, for example it may be potentially controversial. Cabinet Members should consider the advice of the Monitoring Officer</p>	See Executive Procedure Rules and individual decision making procedure

Who is responsible?	Membership	Functions	Onward limits on delegations
		as to whether the matter should be considered by the full Cabinet rather than an individual member.	