

ANNUAL COUNCIL
24 MAY 2017
NOTIFICATION FROM THE LEADER OF THE COUNCIL OF THE FORM AND
COMPOSITION OF THE CABINET FOR 2017-18

COUNCILLOR	PORTFOLIO
Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

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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 chairmanship of 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.
- Corporate finance, financial management
- 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, the Sustainable Community Strategy and Asset Management Plan.
- General grants, 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 he/she may delegate the responsibility for speaking on such matters to the Portfolio Leaders in the manner described in paragraphs 15.4 to 15.11.

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 15.11 as so desired by the Leader.

15.4 PORTFOLIO LEADER FOR CORPORATE IMPROVEMENT

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

- Resources to assist the Council in delivering its policies and objectives, including:
 - 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 publicity and communications;

- Information Governance;
- Community engagement and consultation, policy planning and review, equality and diversity;
- Customer Services & social alarms systems.
- Ombudsman and MP liaison;
- 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.

15.5 PORTFOLIO LEADER FOR CRIME 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;
- Representing the Council on the Staffordshire Police and Crime Panel and other associated bodies;
- CCTV
- Developing partnerships.

15.6 PORTFOLIO LEADER FOR CULTURE AND SPORT

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

- Leisure, sports, cultural, recreation and entertainment services and facilities, entertainment venues, arts, theatres, leisure centres and museums;
- Parks and open spaces;
- 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.

15.7 PORTFOLIO LEADER FOR ECONOMIC DEVELOPMENT AND PLANNING

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 (excluding town centres), derelict land and other economic initiatives, and industrial estate management and relevant externally funded projects;
- Town and country planning and transportation services and facilities including planning policy development at regional, county and local plan levels; public transportation policies
- Local Land Charges;
- Building Control services;
- 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 service areas and facilities including (but not limited to); the Economic Regeneration Strategy, Local Development Framework and the Tourism Strategy.

15.8 PORTFOLIO LEADER FOR ENVIRONMENT

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

- Issues relating to itinerants;
- 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, grounds maintenance, 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
- 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.

15.9 PORTFOLIO LEADER FOR HEALTH AND WELLBEING

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;
- 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.

15.10 PORTFOLIO LEADER FOR HOUSING

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees 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, 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.
- 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.

15.11 PORTFOLIO LEADER FOR TOWN CENTRE REGENERATION

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

- 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.