

# SCHEME OF DELEGATION FOR CABINET MEMBERS

## AREAS OF RESPONSIBILITY

All Cabinet Members **shall** -

- Individually and collectively, ensure the implementation of corporate priorities as agreed by Council.
- Provide strong and fair leadership and clear political guidance to councillors and officers.
- Provide community leadership and engagement through partnership working.
- Have a clear understanding of the portfolio, the scope and range of services for which they are responsible and council policies in respect of those services.
- Ensure the delivery of best practice and continuous improvement in services and implementation of best practice in the Council.
- Ensure an appropriate consultation programme is developed for their area of responsibility, to involve local people and communities in the decisions of the Council as fully as possible.
- Attend 100% of Cabinet meetings or, in exceptional circumstances, inform the Chair in advance if they are unable to attend and why.
- Respond within an agreed timescale to the recommendations of relevant scrutiny panel(s), setting out what action is proposed, if any, and giving full reasons for decisions taken.
- Meet with Chairs of relevant scrutiny panel(s) on a regular basis to discuss progress in their area of responsibility, responses to concerns raised by the scrutiny panel(s) and future programmes of work.
- Ensure that Cabinet members are briefed at the appropriate time on significant issues ie those that may:
  - Result in a change to established policy
  - Have major resource implications
  - Be contentious or politically sensitive

## **THE LEADER**

- Responsible for the appointment of Cabinet members, who together with the Leader make up the Cabinet;
- To act as Chair of Cabinet meetings and may act on behalf or instead of Cabinet members;
- To ensure that the policy framework and the budget of the Council is generally covered by the Cabinet member's responsibilities and that the Cabinet adheres to the framework in its decision making;
- To be ultimately responsible for all decisions made by Cabinet;
- Agrees the scheme of delegation to Cabinet and Cabinet members and can withdraw that delegation;
- At his/her ultimate discretion, to act on behalf of any other Cabinet members;

- In accordance with Article 6.4 of Part 1 of the Constitution, to appoint a Deputy Leader who may be required from time to time to assume at Cabinet the roles and responsibilities of the Leader and any other duties as allocated by the Leader.
- Is responsible for and may take decisions about -
  - an overview of the Council and its resources
  - Corporate plan
  - Local Strategic Partnership
  - Life Centre
  - City Centre
  - Major projects
  - City Development Company
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate.
- To ensure that Cabinet members' decisions, along with his/her own, are exercised in line with constitutional rules and procedures and have regard for compliance with the Members' Code of Conduct.

### **DEPUTY LEADER AND CABINET MEMBER FOR PLANNING, STRATEGIC HOUSING AND ECONOMIC DEVELOPMENT**

As Deputy Leader –

- Deputises for the Leader
- Nominates any Cabinet member to deputise for the Leader in the absence of the Leader and Deputy Leader.

As Cabinet member –

- Is responsible for and may take decisions about -
  - Regional and local economic strategy
  - Economic development
  - Inward investment
  - Business support
  - Commercial development
  - Regional, sub – regional and local planning policies and strategies including the development plan
  - Planning
  - Local development framework
  - Strategic housing
  - Homelessness
  - Private sector housing, grants and improvements
  - Housing enabling role with respect to registered social landlords
  - Tourism development, services and marketing

- Design champion
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Development and Regeneration
  - Assistant Director for Planning Services
  - Assistant Director for Economic Development
  - Assistant Director for Strategic Housing
- Is the corporate project lead and may take decisions about -
  - West End regeneration (joint with Cabinet member for transport)
  - Millbay regeneration
  - Derriford
  - Sutton Harbour
  - Local Strategic Partnership - Wealthy Theme Group

### **CABINET MEMBER FOR ADULT HEALTH AND SOCIAL CARE**

- Is responsible for and may take decisions about -
  - Adult health and social care
  - Older people services
  - Supporting people programme
  - Mental health services
  - Physical disability services
  - Drug and alcohol services
  - Learning disability services
  - Overall healthcare issues
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Community Services
  - Assistant Director for Adult Health and Social Care
  - Joint Director for Public Health
- Is the corporate project lead and may take decisions about -
  - Local Strategic Partnership – Healthy Theme Group

## **CABINET MEMBER FOR FINANCE, PROPERTY, PEOPLE AND GOVERNANCE**

- Is responsible for and may take decisions about -
  - Revenue budget
  - Capital programme
  - Strategic procurement
  - Housing benefit and revenues
  - Corporate property and facilities management
  - Democracy and governance
  - Human resources
  - Member development
  - Lord Mayors' role and events
  
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Corporate Support
  - Assistant Director for Finance, Assets and Efficiencies
  - Assistant Director for Democracy and Governance
  - Assistant Director for Human Resources / Organisational Development

## **CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE**

- Is responsible for and may take decisions about -
  - Children's services
  - Adoption and fostering
  - Corporate parenting
  - Schools and colleges, including governing issues
  - Early years development
  - Education grants
  - School capital programme
  - Building schools for the future
  - Youth services
  
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director of Services for Children and Young People
  - Assistant Director for Lifelong Learning
  - Assistant Director for Children's Social Care
  - Assistant Director for Learner and Family Support

- Assistant Director for Commissioning, Policy and Performance (Children)
- Is the corporate project lead and may take decisions about -
  - Local Strategic Partnership - Wise Theme Group

### **CABINET MEMBER FOR CUSTOMER SERVICES**

- Is responsible for and may take decisions about –
  - Customer services
  - Business continuity
  - ICT
  - Media, public relations and communications
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Corporate Support
  - Assistant Director for Customer Services and Business Transformation
  - Assistant Director for ICT
  - Assistant Chief Executive
  - Head of Communications
- Is the corporate project lead and may take decisions about -
  - Developing effective and efficient customers' services for the Council ensuring a high standard and improving customer satisfaction across all Council services
  - Communications (internal and external)

### **CABINET MEMBER FOR PERFORMANCE AND TRANSFORMATION**

- Is responsible for and may take decisions about -
  - Performance management
  - Transformation / change management
  - Corporate policy development
  - Corporate planning
  - Civil contingencies
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Assistant Chief Executive
  - Head of Policy, Performance and Partnerships

- Director for Corporate Support
- Assistant Director for Customer Services and Business Transformation
- Is the corporate project lead and may take decisions about -
  - Overall transformation and change management strategy
  - Local Area Agreement

**CABINET MEMBER FOR COMMUNITY SERVICES (Safer and Stronger Communities, Sports and Leisure)**

- Is responsible for and may take decisions about -
  - Anti-social behaviour
  - Community safety
  - Communities cohesion and equalities
  - Leisure / sports facilities
  - Events
  - Cultural activities
  - Heritage, museums and libraries
  - Mount Edgumbe country house and park
  - Licensing - hackney carriages
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Community Services
  - Assistant Director for Safer Communities
  - Assistant Director for Culture, Sport and Leisure
- Is the corporate project lead and may take decisions about -
  - Benefit take up campaigns
  - Localities working
  - Local Strategic Partnership – Safe and Strong Theme Group
  - Historic environment champion

**CABINET MEMBER FOR COMMUNITY SERVICES (Street Scene, Waste and Sustainability)**

- Is responsible for and may take decisions about -
  - Waste management
  - Cleansing, waste disposal and recycling
  - Fleet management
  - Parks including playgrounds
  - Public open space
  - Climate change and sustainability

- Public protection service (covering environmental protection and monitoring and neighbourhood and environmental quality, trading standards, food safety and standards, safety, health and licensing (excluding hackney carriages)
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff –
  - Director for Development and Regeneration
  - Director for Community Services
  - Assistant Director for Environmental Services

Is the corporate project lead and may take decisions about -

- Strategic Waste Project

### **CABINET MEMBER FOR TRANSPORT**

- Is responsible for and may take decisions about -
  - Regional, sub-regional and local transport policies and strategies
  - Highways
  - Car parks
  - Tamar Bridge and Torpoint Ferry
- Will take decisions in consultation with the Chief Executive or such directors, assistant directors or heads of service (or their staff) as may be appropriate, to include the following, or their staff -
  - Director for Development and Regeneration
  - Assistant Director for Transport

Is the corporate project lead and may take decisions about -

- West End regeneration (joint with Cabinet Member for Planning, Strategic Housing and Economic Development)
- Eastern corridor scheme