

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.
- Development of the Council's Budget Strategy / Planning
- Museum of Cannock Chase

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 Wellbeing

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

- Housing Strategy
- Housing Options and Rough Sleeping
- Housing Adaptations and Assistance
- Poverty and Food Justice
- Leisure Centres and Sports
- Health and Wellbeing
- Community Safety & CCTV (insofar as they are not the responsibility of the Chief Executive)
- Crime Reduction and Prevention (insofar as they are not the responsibility of the Chief Executive)
- Voluntary Sector and Communities
- Asylum and Resettlement
- Disabled Facilities Grants (except where it involves determining any grant)
- 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 Environment and Climate Change

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees, and other meetings on the following (except where it involves determining any application, taking direct regulation or enforcement action):

- Waste and Recycling
- Engineering Services
- Markets
- Pest Control
- Fleet Management and Vehicle Workshop
- Car Parks and Lorry Parks
- Highways Liaison
- Climate Change
- Abandoned Vehicles
- Food Hygiene
- Health and Safety (Commercial Premises)
- Environmental Protection
- Licensing Services
- Civil Contingencies
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.

15.6 Portfolio Leader for Housing and Corporate Assets

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees, and other meetings on the following (except where it involves determining any application, taking direct regulation or enforcement action):

- Housing Tenancy Services
- Housing Property Services
- Housing Maintenance
- Renovation Grants and Stock Decarbonisation
- Sheltered Housing
- Disabled Facilities Works
- Asset and Commercial Estate Management
- Caretaking and Cleaning
- 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 Parks, Culture, and Heritage

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees, and other meetings on the following (except where it involves determining any application, taking direct regulation or enforcement action):

- Parks and Open Spaces
- Grounds Maintenance
- Cannock Chase National Landscape
- Drainage and Watercourses
- Arboricultural and Ecology
- Landscaping and Countryside Services
- Cemeteries and Burial Grounds
- Allotments
- Street Cleansing and Graffiti Removal
- Theatres and the Arts
- Culture and Heritage
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.

15.8 Portfolio Leader for Regeneration and High Streets (*allocated to the Deputy Leader of the Council*)

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

- Economic Development
- Business Support and Enterprise
- Regeneration Delivery
- Industrial Estates
- Town Centres
- Car Parking Strategy
- Planning Policy and Enforcement
- Local Development Framework
- Neighbourhood Plans
- Section 106 / Community Infrastructure Levy
- Tourism
- Conservation and Heritage
- Building Control
- Land Charges

- Street Naming and Numbering
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned service areas and facilities.

15.9 Portfolio Leader for Resources and Transformation

The Portfolio Leader will be responsible for speaking at Council, Cabinet, Committees, and other meetings on the following (except where it involves determining any application, taking direct regulation or enforcement action):

- Legal Services
- Information Governance
- Democratic Services
- Electoral Services
- Civic, Corporate and Support Services
- HR, Pensions, and Employee Services
- Equality and Diversity
- Information Technology
- Business Planning and Performance
- Projects and Transformation
- Customer Services
- Communications and Engagement
- Audit, Insurance, and Risk Management
- Health and Safety (Council Premises)
- Procurement
- Corporate Policy and Performance
- Revenues and Benefits
- Management Accounts
- Budget Planning / Strategy
- Housing Revenue Account Finance
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.