

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.

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 15.10.

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 15.10 as so desired by the Leader.

15.4 Portfolio Leader for Community Safety and 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
- Disabled Facilities Grants (except where it involves determining any grant)
- Poverty and Food Justice
- Health and Wellbeing
- Community Safety, CCTV, crime reduction and prevention (insofar as they are not the responsibility of the Chief Executive)
- Partnerships
- Voluntary Sector and Communities
- Asylum and Resettlement
- 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 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 Services
- Housing Tenancy Services
- Housing Maintenance
- Housing Property Services
- 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.

15.6 Portfolio Leader for Leisure, 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):

- Theatres and the Arts
- Culture and Heritage
- Museum of Cannock Chase
- Leisure Centres and Sports
- 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 Operational Services and Parks

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):

- Cannock Chase National Landscape
- Countryside and Open Spaces Management and Maintenance
- Arboricultural (Trees and Tree Preservation Orders)
- Ecology
- Bereavement Services
- Street Cleansing
- Graffiti Removal
- Grounds Maintenance
- Parks and Play Areas Management
- Engagement and Events (Parks)
- Capital and Project Works (Parks and Open Spaces)
- Allotments
- Waste and Recycling
- Engineering Services
- Fleet Management and Maintenance
- Management and maintenance of Car Parks and Bus Shelters / Stations

15.8 Portfolio Leader for Regeneration and Corporate Strategy (allocated to the Leader of the Council)

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

- 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.
- 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 Reorganisation
- Economic Development / Strategy
- Business Support
- Enterprise and business growth
- Inward Investment
- Tourism
- External Funding
- Regeneration Delivery
- Development Management
- Planning Enforcement
- Development Support
- Planning Policy
- Local Plans
- Neighbourhood Plans
- Section 106 / Community Infrastructure Levy allocations / monitoring
- Conservation and Heritage

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 Regulatory Services and Sustainability ***(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 (except where it involves determining any application, taking direct regulation or enforcement action):

- Food Hygiene
- Health and Safety (Commercial Premises)
- Licensing Services
- Environmental Protection
- Abandoned Vehicles
- Private Sector Housing
- Building Control

- Climate Change
- Civil Contingencies
- Land Charges
- Street Naming and Numbering
- 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 Resources and Corporate Services

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):

- Budget Planning / Strategy
- Management Accounts
- Housing Revenue Account Finance
- Revenues and Benefits
- Legal Services
- Information Governance
- Democratic Services
- Electoral Services
- Corporate and Support Services
- Complaints (including Local Government Ombudsman and MP enquiries)
- Audit, Insurance, and Risk Management
- Health and Safety (Council Premises)
- Information Technology
- Human Resources Services
- Communications and Engagement
- Customer Services
- Business Planning and Performance
- Projects and Transformation
- Corporate Policy and Performance
- Procurement
- All statutory and non-statutory plans and policy documents prepared by the Council relating to the above-mentioned services and facilities.