

Crawley Borough Council

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| | Report No: LDS/061 | B |
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Annual Meeting of Crawley Borough Council

24 May 2013

Leader's Delegation Scheme

1. Key Points

- 1.1 This report details the Leader's written record of delegations made by him, of Cabinet functions to Cabinet Members and officers and the Terms of Reference and membership of Committees of the Cabinet.

2. Recommendations

2.1 That the Council receive:-

- (i) the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet and their portfolio responsibilities as set out in the Appendix to this report;
- (ii) the delegation of Cabinet functions to Cabinet Members and officers as set out in pages 148–188 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council;
- (iii) the Terms of Reference and membership of the Town Centre Committee (being the one committee of the Cabinet) as set out on page 189 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council

COUNCILLOR R A LANZER
Leader of the Council

ANN-MARIA BROWN
Head of Legal & Democratic Services

3. Background

- 3.1 The Leader may make arrangements to delegate executive responsibilities himself to the Cabinet as a whole, a Committee of the Cabinet, an individual member of the Cabinet, an employee, an Area Committee, via Joint Arrangements, or another local authority.
- 3.3 The Cabinet will consist of the Leader, the Deputy Leader appointed by the Leader, together with a maximum of eight other Councillors appointed by the Leader.

4. Deputy Leader, Cabinet Members and Delegation of Cabinet Functions

- 4.1 Under the Leader and Cabinet Executive (England) Model adopted by the Council, the Leader has appointed a Deputy Leader and a Cabinet with a statutory number of between two and ten Members of the Council, including the Leader and Deputy.
- 4.2 At the Annual Meeting of the Council the Leader is required to present to the Council a written record of delegations made by him for inclusion in the Council's Scheme of Delegation as Part 3 of the Constitution.
- 4.3 The Leader of the Council has determined the membership of the Cabinet and the allocations of the portfolios (including Deputy Leader) to each of the Cabinet Members for inclusion in Part 3 of the Constitution. The Council's Scheme of Delegation of Cabinet functions from the Leader and Cabinet has also been determined by the Leader. The Council must agree the delegation of any non-Cabinet functions, and this matter will be considered separately to this report.

5. Ward Members' Views

- 5.1 Not applicable.

6. Staffing, Equalities, Financial and Legal Implications/Powers

- 6.1 It is necessary to comply with the Local Government and Public Involvement in Health Act 2007.
- 6.2 There are no staffing, equalities and financial implications arising from this report. It has not been necessary to complete an Equality Impact Assessment.

7. Risk Implications and Environmental Impacts

- 7.1 There are no risk implications or environmental impacts arising from this report.

8. Reasons for the Recommendation

8.1 To accord with Article 7 of the Crawley Borough Council Constitution.

9. Background Papers

- Crawley Borough Council's Constitution (as approved by the Council at its meeting on 3 April 2013).
- Local Government and Public Involvement in Health Act 2007

Contact Officer:- Mez Matthews
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APPENDIX

| The Cabinet (May 2013) | | | |
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| Portfolio | Cabinet Member / Portfolio Holder | Ward | Address |
| Leader | Councillor R A Lanzer | Pound Hill South and Worth | 21 Felbridge Avenue Pound Hill RH10 7BD |
| Deputy Leader and Planning and Economic Development | Councillor C L Denman | Pound Hill South and Worth | Old Plough Cottage Ifield Street Ifield RH11 0NN |
| Community Engagement | Councillor Dr H S Bloom | Southgate | Charlwood Green 35 The Street Charlwood Surrey RH6 0BY |
| Housing | Councillor R D Burrett | Pound Hill North | 14 Brambletye Road Furnace Green RH10 6LD |
| Customer and Corporate Services | Councillor K B Williamson | Southgate | C/O Town Hall The Boulevard RH10 1UZ |
| Environmental Services | Councillor K Trussell | Maidenbower | 35 St Catherine's Road Pound Hill RH10 3TA |
| Leisure and Cultural Services | Councillor D G Crow | Furnace Green | C/O Town Hall The Boulevard RH10 1UZ |

CABINET PORTFOLIOS

| Leader of the Council | Key Director Contact(s) |
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| <p>Chair of the Cabinet</p> <p><u>General Direction of Policy and its expression in the Corporate Plan</u> (in liaison with the appropriate Cabinet Member) including co-ordination of the Council's objectives, policies and priorities and overall supervision of the organisation of the Council and its management processes</p> <p><u>Community Leadership and, in conjunction with the Cabinet Member for Community Engagement, the preparation of a Community Strategy and the development of Community Planning</u></p> <p><u>Internal and External Communications</u> including dissemination of public information and the conduct of public relations</p> <p><u>Overview of Human Resources</u></p> <p><u>Civil Contingencies (including emergency planning)</u> Plans and preparations for fulfilling the Council's duties and responsibilities in relation to peacetime and wartime emergencies and the gathering of information relevant to the Council's civil defence obligations The constant review of those emergency plans and preparations to ensure that they are at all times ready for effective implementation</p> <p><u>Property and Construction</u> Asset Management Strategy All non-operational assets included in the Assets Register Corporate Strategy for the maintenance, management and development of the Council's corporate estate Terms for the acquisition, disposal and appropriation of land (excluding right to buy / rent to mortgage and shared ownership schemes for Housing Revenue Account dwellings)</p> <p><u>Democratic renewal of the Council's own structures and procedures</u></p> <p><u>Arrangements for official and courtesy visits to and from the Borough</u></p> <p><u>Internal and External Audit and Audit Commission Report</u></p> <p><u>Finance</u> including functions of the Council relating to rating, Business Rates and Council Tax. Funds and investment management. Insurance matters. Formulation of the Budget. Regulation of the exercise of the borrowing powers of the Council.</p> | <p>Chief Executive All Directors</p> |

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| <p>Prevention and detection of fraud. Risk Management.</p> <p>Welfare Reform agenda with the Cabinet Member for Housing</p> <p><u>Strategic neighbourhood regeneration</u></p> <p><u>Property Strategy</u></p> <p><u>Regional Governance / Development</u></p> <p><u>Concessionary Travel</u></p> | |
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| <p>Deputy Leader of the Council and Cabinet Member for Planning and Economic Development</p> <p>Vice Chair of the Cabinet</p> <p><u>Support to the Leader</u> Deputising for the Leader and covering for other Cabinet Members, in their absence, at the request of the Leader</p> <p><u>Town and Country Planning</u> Local Plan Building regulation and building control Issues relating to access to the countryside Closure/diversion of footpaths, bridleways and highways Provision of resources for enforcement of decisions taken by the Development Control Committee</p> <p><u>Transport Planning</u> including public transport and liaison with public transport operators Transportation policies, including liaison with the highway authority on their development, traffic management and car parking Responding to consultations on proposed traffic regulation orders</p> <p><u>Economic Development</u> Town Centre Management Issues of business and employment development within the Borough including training Marketing and promotion of the Borough and tourism</p> <p><u>Gatwick Strategy</u></p> <p><u>Liaison with County Council and Neighbouring District Councils on Planning and Highways</u></p> <p><u>Formulation of Green Space Strategy</u> (The implementation of the Green Space Strategy remains with the Cabinet Member for Leisure and Cultural Services)</p> | <p>Key Director Contact(s)</p> <p>Chief Executive All Directors</p> |
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| <p><u>Heritage Strategy</u> (the Strategy will fall within the responsibilities of several Cabinet Members, however the Cabinet Member for Planning and Economic Development will provide a co-ordinating role)</p> | |
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| <p>Cabinet Member for Customer and Corporate Services</p> <p><u>Political Liaison</u></p> <p><u>Democratic Services (excluding elections)</u> including the Committee service and liaising with the Local Government Ombudsman</p> <p><u>Legal Services</u> including advice to the Council across the range of Council functions and provision of the statutory land charges service to members of the public</p> <p><u>Fostering Interest in Local Government</u> Promoting interest in and understanding of Local Government</p> <p><u>Member Services</u> - Member Training and Development</p> <p>Provision of resources for enforcement of decisions taken by the Licensing Committee</p> <p>Licensing Policy</p> <p>Gambling Policy</p> <p><u>Performance Management</u></p> <p><u>Service Review Programme</u> (except individual reviews)</p> <p>Systems Thinking and other improvement methodologies</p> <p>Service channel shifts</p> <p><u>Human Resource Strategy</u> including recruitment and retention policy, conditions of service employees health, safety and welfare</p> <p><u>Overview of Customer Service and Complaints</u></p> <p><u>E Government and IT Strategies</u></p> <p><u>Improvement Planning Champion</u></p> <p><u>Service Responsibilities:</u> Information Technology Web team</p> | <p>Key Director Contact(s)</p> <p>Chief Executive All Directors</p> |
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| <p>Human Resources including staffing budget Equal Opportunities Policy relating to employment</p> <p>Town Hall building management/office accommodation Reprographics and Stationery Civic Hall</p> <p><u>Procurement</u></p> <p><u>Policy for developing service plans</u></p> <p>Customer Contact Centre</p> <p>Data Protection and Freedom of Information</p> <p>Partnership working with other Councils and shared service provision</p> | |
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| <p>Cabinet Member for Community Engagement</p> <p><u>Community Engagement and Development</u></p> <p><u>Preparation of a Community Strategy and the development of Community Planning</u> (including a Public Consultation Strategy and the investigation of Area / Neighbourhood Forums)</p> <p><u>Community and Neighbourhood Development</u></p> <p><u>Community Safety</u></p> <p><u>Grants to Voluntary Bodies</u></p> <p><u>Equal Opportunities</u></p> <p>Promotion of equality of opportunity</p> <p><u>Social Inclusion Strategy</u></p> <p>Application of the Big Society and Localism</p> <p>Lead Cabinet Member for Health</p> <p>Children and Young People (including joint working with Youth Services and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004)</p> <p>Town Twinning</p> | <p>Key Director Contact(s)</p> <p>Director of Community Services</p> <p>Director of Housing and Transformation</p> <p>Chief Executive</p> |
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| <p>Cabinet Member for Housing</p> <p><u>Crawley Homes - Landlord Role</u> The provision, management and control of Council dwellings including rents Management and development of Council land held for housing purposes Housing administration Control of empty housing properties</p> <p><u>Housing Strategic Role (including statutory functions)</u> Provision of housing advice, homelessness service and maintenance of housing register Assessment of housing need and management of Housing Strategy Release of funds to Housing Associations under the LAHAG programme in respect of schemes included in the approved capital programme</p> <p>Unfit properties and houses in need of repair and improvement, houses in multiple occupation, the abatement of overcrowding and improvement grants</p> <p><u>Liaison and Joint Working with Social Services and Health (in relation to housing issues)</u></p> <p><u>Council Tax Benefit and Housing Benefit</u></p> <p>Welfare Reform agenda with the Leader of the Council</p> | <p>Key Director Contact(s)</p> <p>Director of Housing and Transformation</p> |
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| <p>Cabinet Member for Environmental Services</p> <p>Public and environmental health (including burials and cremations) Mortuaries, post-mortem rooms, burial grounds and cemeteries Waste management, refuse and recycling</p> <ul style="list-style-type: none"> - car park management - dog control - street naming and numbering - street furniture - cycle paths - public conveniences <p>Food Safety Pollution Control (including noise) Health and Safety (other than employees) EMAS Climate change Land Drainage Regulation of activities on highways, undertaking works on the</p> | <p>Key Director Contact(s)</p> <p>Director of Housing and Transformation Director of Community Services Director of Development and Resources</p> |
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| highway and environmental/street improvement schemes Christmas illuminations Flood Prevention Streetscene <ul style="list-style-type: none"> - verge cutting/amenity areas - cleansing - litter control - abandoned vehicles Community Wardens Civil Parking Enforcement | |
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| <p>Cabinet Member for Leisure and Cultural Services</p> Arts (including The Hawth, community arts, promotions and entertainments, public art and bandstand) Museums and art galleries Sport and fitness (including sports development, playing fields, Broadfield Stadium and Leisure Centres) with the primary health and well-being role being held by the Cabinet Member for Community Engagement Amenity Services Parks, gardens and open spaces Land held for recreational and open space purposes Liaison and Joint Working with Education Libraries liaison Community Centres Allotments Lead Cabinet Member on issues relating to travellers | <p>Key Director Contact(s)</p> Director of Community Services |
| Nature conservation/arboriculture Play service and playgrounds Implementation of Green Space Strategy (The formulation of the Green Space Strategy remains with the Cabinet Member for Planning and Economic Development) | |