

## 1. CABINET MEMBER PORTFOLIO RESPONSIBILITIES

The responsibilities and delegations to Cabinet Members will include, but not be limited to, those set out within this section (subject to the exercise of such consultation processes as the Cabinet may agree for particular functions).

### 1.1. Responsibilities of All Cabinet Members

All Cabinet Members, including the Leader, hold the following responsibilities for the service areas within their portfolio:

- a) Act as a spokespersons for the Council on services and functions within their portfolio areas to promote the interests and reputation of the Council.
- a) Provide a political steer through overseeing the development of policy and strategy (with the appropriate Chief Officer) and thus be politically accountable for their portfolio.
- b) Work with the Leader and the Cabinet to develop a Corporate Plan and other corporate strategies and policies which the majority group(s) wish(es) to pursue.
- b) Monitor the budgets, delivery and performance of their services, including major contracts and projects.
- c) Determine priorities, and where appropriate agree the re-allocation of resources, for service delivery, in conjunction with the relevant Chief Officer (in accordance with the Policy Framework Documents and the Budget).
- d) Agree an appropriate response to petitions, in accordance with the Council's Petitions Scheme.
- e) A Cabinet Member may refer any matter within their portfolio to the Leader or the Cabinet for a decision.

If a Cabinet Member is unable to act, the Leader may act on their behalf or authorise another Cabinet Member to do so.

### 1.2. The Leader of the Council

1.2.1. Key Roles: They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

- 1.2.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:
- a) The overall staffing of the Council.
  - b) Legal, Democracy and HR (including Electoral Services and internal staff Health and Safety).
  - c) Governance.
  - d) Communications.
  - e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
  - f) Audit.
  - g) Customer complaints, Freedom of Information and Data Protection/ GDPR
  - h) Finance and Procurement (risk management and insurance matters).
  - i) Current building management/office accommodation.
  - j) Shared service provision.
  - k) Transformation Programme and service improvements.
  - l) Councillors' services (including equipment, training and support)
  - m) Mayoralty.
  - n) Civil contingencies (including emergency planning).
- 1.2.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:
- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).
  - b) Human Resources Strategy.
  - c) Equal Opportunities Policy and Corporate Equalities Statement
- 1.2.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:
- a) Approval of the Council's Debt Management Strategy.
  - b) Approval of the Council Tax Base.
  - c) Approval of the NNDR1 (National Non-Domestic Rates Return).
  - d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
  - e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
  - f) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision.
  - g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.

- h) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
  - (i) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and the Full Council on 10 and 24 July 2013 respectively.
  - (ii) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report FIN/328 (2014/15 Budget and Council Tax) to the Cabinet and the Full Council on 12 and 26 February 2014.
- i) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.
- j) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.
- k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision).
- l) To approve the Corporate Equality Statement.
- m) Approval of the Council's Risk Management Strategy.
- n) Agree the annual cycle of meetings for implementation (in consultation with the Head of Legal, Democracy and HR).

1.2.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (observer).
- b) Gatwick Diamond.
- c) Local Government Association (General Assembly).
- d) District Councils Network.
- e) Coast to Capital Joint Committee.
- f) Local Economic Partnership (LEP)
- g) Greater Brighton Economic Board (GBEB)

*NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

### 1.3. **Deputy Leader**

1.3.1. The Leader has appointed the Cabinet Member for Planning and Economic Development as Deputy Leader of the Council.

#### 1.4. **Cabinet Member for Environmental Services and Sustainability**

1.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene.
- f) Licensing.
- g) Public conveniences.
- h) Community Wardens.
- i) Car Parking and Civil Parking Enforcement.
- j) Climate change and sustainability.
- k) Cemeteries and burials.
- l) Flood prevention and land drainage.

1.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Carbon Reduction Strategy.
- d) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.
- b) Naming and numbering of streets.
- c) The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

1.4.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Gatwick Airport Joint Authorities Committee.
- b) Inter Authority Waste Group.
- c) Patrol Adjudication Committee.
- d) Gatwick Airport Consultative Committee (GATCOM).

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.5. **Cabinet Member for Housing**

1.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Crawley Homes.
- b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation).
- c) Council tax reduction and housing benefit.
- d) Housing Revenue Account.

1.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Housing Strategy.
- b) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
- c) Liaising and joint working with Social Services and health (housing).
- d) To work collectively with the Cabinet Member for Environmental Services and Sustainability, and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment .

1.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Power to vary the rent of dwellings and garages held on the Housing Revenue Account.
- b) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs of housing policy may justify any variation to the percentage and/or tenure mix being sought.
- c) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose.
- d) Responding to the Government's Welfare Reform agenda (with the Leader).

1.5.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.6. Cabinet Member for Planning and Economic Development

1.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).
- d) Information and Communication Technology.
- e) Asset Management.

1.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Heritage Strategy (although the Strategy falls within the remit of several portfolios, the Cabinet Member for Planning and Economic Development provides a coordinating role).
- d) Asset Management Strategy (including corporate estate).
- e) Local Plan and related documents.
- f) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- g) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- h) Economic Development, Employment and Skills.
- i) Transport related policies and documents.
- j) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- k) Contact Centre.
- l) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Environmental Services and Sustainability (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.6.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.
- b) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job.

- c) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal).

1.6.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (voting member).
- b) Gatwick Airport Joint Authorities Meeting.
- c) Gatwick Diamond Local Authorities Members' Group.
- d) Manor Royal Business Group.
- e) Manor Royal Management Group.
- f) Manor Royal Board.
- g) Sussex Building Control.
- h) Town Centre Partnership.
- i) West Sussex and Greater Strategic Planning Board.
- j) Bus Company Meetings.

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.7. **Cabinet Member for Public Protection and Community Engagement**

1.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.

1.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Fostering interest in Local Government.

- 1.7.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:
- a) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by the Cabinet.
  - b) The approval of criteria for the prioritisation of community safety improvement schemes.
  - c) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

- 1.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Safer Crawley Partnership Executive.
- b) Sussex Police and Crime Panel (member).

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.8. **Cabinet Member for Wellbeing**

- 1.8.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Arts (including The Hawth and Crawley Museum).
- c) Sport and fitness (including K2 Crawley).
- d) Parks, gardens and open spaces (including allotments, trees and recreational space).
- e) Play service.
- f) Community centres.

- 1.8.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

- 1.8.3. Specific Delegations: They do not currently hold any specific delegations.

- 1.8.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*