

Cabinet Member Responsibilities

<p>Leader of the Council</p>
<p>Chair of the Cabinet</p>
<p><u>General Direction of Policy and its expression in the Corporate Statement</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 Public Protection and 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>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. Formulation of the Budget. Regulation of the exercise of the borrowing powers of the Council. Prevention and detection of fraud.</p>
<p>Responding to the Government's Welfare Reform agenda with the Cabinet Member for Housing</p>
<p><u>Strategic neighbourhood regeneration</u></p>
<p><u>Regional Governance / Development</u></p>
<p><u>Specific Delegations:</u></p>
<p>(1) Approval of the Council's Debt Management Strategy</p>
<p>(2) Approval of the Council Tax Base</p>
<p>(3) Approval of the NNDR1 (National Non-Domestic Rates Return)</p>

Leader of the Council

- (4) Authority to make appointments to Outside Bodies relating to Cabinet functions
- (5) Approval of the utilisation of the planning delivery grant and the housing and planning delivery grant
- (6) Authority to approve the transfer of residual land on terms proposed by the Asset Manager
- (7) 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
- (8) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme
- (9) 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:
 - a) 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 Full Council on 10 and 24 July 2013 respectively.
 - b) 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 Full Council on 12 and 26 February 2014.
- (10) 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.
- (11) 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.

Membership to Outside Bodies:

- Local Economy Action group (observer)
- Gatwick Diamond
- Local Government Association (General Assembly)
- District Councils Network
- West Sussex Co-operative
- Coast to Capital Joint Committee
- Sussex Police and Crime Panel (member or substitute)