

#### **4. RESPONSIBILITY FOR CABINET FUNCTIONS**

The Cabinet will be responsible for all the functions and duties of the District Council which are specified in legislation, and which are not specifically reserved to the Council or any Committee elsewhere in this constitution.

The individual members of the Cabinet will have the following personal portfolios, as allocated by the Leader, and will exercise the powers and duties of the Cabinet within those areas, subject to the detailed rules on Access to Information Procedures (Part 4(2)) of this Constitution.

Any changes to the personal portfolios will be determined by the Leader. These will take effect from the date that the Proper Officer receives notification of such changes in writing. The Leader will also report any changes to the next appropriate meeting of Full Council.

##### **A DELEGATION TO INDIVIDUAL MEMBERS OF THE CABINET**

The functions of the Cabinet detailed below shall be the responsibility of the individual members of the Cabinet who hold the portfolios listed below. The individual members shall give guidance to officers regarding decisions to be made under section 5 of the delegation scheme.

Each of the Portfolios indicated will take primary responsibility in their individual areas and work with other Cabinet members, officers and partners to ensure that cross cutting themes are being communicated effectively in all policies and projects and across all services. In doing this, Cabinet Members may set up appropriate groups, but should ensure that Committee Services are aware that the group has been set up and the composition of its membership.

##### **Promoting South Lakeland Portfolio – Leader**

The promotion and marketing of SLDC including working with partners and stakeholders in the public, private and voluntary sector, at national, regional and sub-regional level. To act as an ambassador and advocate for the Communities of South Lakeland.

To represent the Council on local and other strategic partnerships.

Nominated representative on the Cumbria Local Enterprise Partnership/Health and Wellbeing Board as appropriate.

Looking at issues that address those disadvantaged.

Working with key partners with regards to welfare reforms.

##### **Policies, Plans and Strategies:**

- Communications Strategy
- Community Strategy

##### **Key Areas:**

- Media and Communications
- Local and Cumbria Wide Strategic Partnerships
- Localism
- Devolution
- Relationships with Government Departments, and other relevant authorities at a sub-regional, regional and national level.

## **Council Organisation, People and Wellbeing Portfolio – Deputy Leader**

The implementation and renewal of the Council Plan.

The Council Plan objectives in relation to quality of service and high performance culture.

The organisation of the Authority relating to the Council's central services including Member Services and Employee relations.

To support the Leader of the Council and to deputise in his/her absence.

### **Policies, Plans and Strategies:**

- Council Plan (incorporating the Five Year Strategy)
- Performance Management
- Equality Scheme
- Emergency Plan
- Member Development and Training Plan
- Workforce Plan
- Health and Wellbeing Strategy
- Public Health

### **Key Areas:**

- Community strategy/area planning/development of recovery group
- Emergency Planning
- Performance Management
- Corporate Health and Safety
- Legal and Committee Services and HR Services
- Member Services
- Member Training and Development
- Public Health

## **Culture, Media and Sport Portfolio**

The Council plan objectives in relation to promoting culture and the arts.

To work with our cultural organisations to attract investment and to promote South Lakeland as a premier area for Arts and Events.

The relationship of the Council with its citizens; civic participation and the Council plan objectives around leisure, health and wellbeing and working with communities.

Working with key partners with regards to public health and community safety.

Working with the Leader on promoting South Lakeland in and through the media.

### **Policies, Plans and Strategies:**

- Arts and Events
- Grants Strategy
- Community Safety Strategy

- Licensing and Statement of Gambling Policies

**Key Areas:**

- Arts and Culture
- Grants
- Public Halls
- Use of community assets for the promotion of arts and culture
- Young People/ projects
- Heritage and Events
- Heritage Listed Buildings and built environment
- Community Development
- Crime and Disorder Reduction
- Voluntary Sector Engagement
- Leisure and Recreation
- Licensing and Gambling

**Economy Portfolio**

The Council Plan objectives as they relate to the Portfolio area of work, and cross-cutting work developed through the Local Plan and Economic Development Strategy.

Working in partnership to ensure a thriving and prosperous District within the context of the wider sub-region, through effective economic development, regeneration and transport strategies.

Working in partnership to ensure thriving and prosperous town centres throughout the District.

Providing public realm infrastructure to promote the local economy.

Promoting small businesses in both towns and rural areas

**Policies, Plans and Strategies**

- Economic Development Strategy

**Key Areas:**

- Economic Inward Investment
- Business Support and Sector Development
- Visitor Economy
- Town Centre Planning, Car Parks and Transportation
- Markets

**Environment Portfolio**

To take the lead on Waste Management/Recycling and relevant Council Plan measures under the environment objectives.

Providing public realm infrastructure to promote the local economy.

### **Policies, Plans and Strategies:**

- Waste Management Strategy
- Air Quality Strategy and action plan
- Active Travel Strategy and action plan

### **Key Areas:**

- Waste Management and Recycling
- Streetscene
- Community microenergy schemes
- Carbon/Greenhouse gas Reduction
- Green agenda – Low carbon reduction
- Public realm (Parks and open spaces)

### **Finance Portfolio**

The development of strategic policy to ensure that the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, i.e. Value for Money.

To ensure that the Council has proper arrangements in place for securing financial resilience.

### **Policies, Plans and Strategies:**

- Medium Term Financial Strategy
- Budget Framework
- Procurement Strategy
- Asset Management Strategy
- Discretionary Benefit and Rate Relief Policies
- Council Tax Reduction Scheme

### **Key Areas:**

- Strategic Finance
- Budget monitoring
- Treasury Management
- Capital Programme
- Value for money
- Procurement
- Savings programme
- Payments and Sundry Debtors
- Insurance and risk management
- Benefits Administration
- Council Tax Collection
- NNDR Collection
- Fraud
- Rural Affairs
- Asset Management

## **Housing and Innovation Portfolio**

The Local Plan and Council Plan objective of promoting the economic well-being of the area.

Working in partnership to improve the standard, availability and affordability of housing in the District to meet local needs, championing these issues at national, regional and sub-regional level.

The Council Plan objectives in relation to improved customer engagement and communication.

Looking at innovative ways of working.

### **Policies, Plans and Strategies:**

- Local Plan (including Development Management Policies)
- Housing Strategy and Policy (including Choice Based Lettings Allocation Policy)
- Customer Charter and Contact Strategy
- IT/Information/E Government Strategy

### **Key Areas**

- Strategic Housing and delivery (including Housing Enabling and Housing Grants)
- Development Management and Building Control
- Housing Options and Homelessness Prevention
- Customer Services
- Customer Connect programme
- IT Services

## **B DELEGATION TO THE DISCRETIONARY RATE RELIEF SUB-COMMITTEE**

In accordance with CEX/128 (2016/17), in exceptional circumstances officers have the authority to refer a decision to a panel consisting of three Cabinet members or as a final point of appeal if considered appropriate.

## **C DELEGATION TO THE HERITAGE ASSET APPEALS SUB-COMMITTEE**

In accordance with CEX/159 (2014/15), a Panel of three Cabinet Members be established to determine appeals made by the owners of buildings or structures against their inclusion on the list of locally important heritage assets for South Lakeland.

***Please note, Delegation to Officers from the Leader/Cabinet, remains as in the current copy of the Council's Constitution.***