

## THE “EXECUTIVE” FUNCTION (THE LEADER AND THE CABINET)

(The current Cabinet - 8 Members, including the Leader)

### 1. PURPOSE

The Council uses a ‘Strong Leader’ model of Governance, which means all the “Executive” functions are bestowed upon the Leader of the Council (“the Leader”). The “Executive” functions are defined as **all** functions which are **not** the responsibility of any other part of the local authority, whether by law or defined within this Constitution.

### 2. THE LEADER AND CABINET MEMBERS

#### 2.1. Appointment of the Leader of the Council (the “Leader”)

The Leader will be elected for a **four year term of office** (*or the remainder of their term of office as a Councillor*), by a simple majority vote, at an Annual Full Council (or its subsequent meeting if the Full Council fails to elect a Leader). Their term of office will start on the day they are elected as Leader.

They will hold office until the Annual Full Council following either:

- The end of their term of office as Leader.
- Their non-re-election as a Councillor.

Unless:

- a) They resign from office.
- b) They cease to be a Councillor.
- c) The Full Council passes a resolution to remove the Leader from office at an earlier date.

If the Full Council passes a resolution to remove the Leader (under Paragraph 2.1(c)), a new Leader should be elected at the same meeting. In the event of there being a vacancy in the office of Leader, the Full Council shall elect a new Leader at its next meeting.

#### 2.2. The Requirement to Form a Cabinet

The Leader is required to form a Cabinet (“the Cabinet”). The Cabinet will consist of the Leader, together with between two and nine Councillors (Cabinet Members), one of which must be the Deputy Leader. Neither the Mayor nor the Deputy Mayor of the Council may be appointed to the Cabinet.

#### 2.3. Appointment of the Deputy Leader

The Leader must appoint one Cabinet Member as Deputy Leader. The Deputy Leader will hold office until the end of the Leader’s term of office, unless the Deputy:

- a) Resigns from office.
- b) Ceases to be a Councillor.
- c) Is removed from office by the Leader.

Where the Deputy Leader is removed from office under Paragraph 2.3(c), the Leader must deliver written notice of that removal to the Head of Governance, People & Performance. The removal will take effect immediately after receipt of that notice.

In the event of a vacancy, the Leader must appoint another Deputy Leader.

If, for any reason, the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.

If, for any reason, both the Leader and Deputy Leader are unable to act or both positions become vacant, the Cabinet must act in the Leader's absence or must arrange for a Cabinet Member to do so.

#### **2.4. Appointment of the other Cabinet Members**

The Leader must appoint their Cabinet. Those Cabinet Members will hold office until the end of the Leader's term of office, or until the Cabinet Member:

- a) Resigns from office.
- b) Ceases to be a Councillor.
- c) Is removed from office by the Leader.

#### **2.5. Cabinet Portfolios**

The Cabinet will comprise of the following:

- Leader of the Council.
- Cabinet Member for Community Engagement and Culture.
- Cabinet Member for Environment, Sustainability and Climate Change.
- Cabinet Member for Housing.
- Cabinet Member for Leisure and Wellbeing.
- Cabinet Member for Planning and Economic Development.
- Cabinet Member for Public Protection.
- Cabinet Member for Resources.

*NB: The role of Deputy Leader will be allocated to one of the Cabinet Members listed above.*

#### **2.6. Functions of the "Collective" Cabinet**

A significant function of the Cabinet is to exercise collective responsibility for its decisions. The Cabinet will usually take key decisions, however Cabinet Members may also take key decisions in certain circumstances. The principles relating to those circumstances are detailed under the "Delegation" Paragraph below.

### **3. LEADER AND DELEGATION**

The Leader (with their Cabinet) will carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution. The Leader will determine a Scheme of Delegation for the discharge of the Cabinet (Executive) functions to some (or all) of the following:

- Themselves.
- The Cabinet (or a Sub-Committee of it).
- An individual Cabinet Member(s)' area of responsibility (portfolio).
- An officer, normally the Chief Executive.
- An Area Committee.
- Another Local Authority(ies), via Joint Arrangements.

The Head of Governance, People & Performance will, on behalf of the Leader, maintain a written record of delegations made by the Leader. Those delegations are set out below and in the Cascade and Generic Delegations (contained within the Council Officer Responsibilities and Decision Making section of this Constitution).

#### **3.1. The Leader's Scheme of Delegation**

At the Annual Meeting of the Full Council, the Leader will present a written record of delegations made by them. This document will contain the following information:

- The names and wards of the Councillors appointed to the Cabinet and their individual portfolios.
- The extent of any delegations to Cabinet Members individually, including details of any limits to their authority.
- The terms of reference and constitution of such Cabinet Committees as the Leader appoints, and the names of the Cabinet Members appointed to them.
- The nature and extent of any delegation to area Committees, any other authority or any joint arrangements, and the names of the Cabinet Members appointed to any joint Committee.
- The nature and extent of any delegation to officers with details of any limits on that delegation, and the title of the officer to whom the delegation is made.

Subject to the Leader's powers to delegate Cabinet responsibilities, the Council's Scheme of Delegation for non-Cabinet functions will be subject to adoption by the Full Council and may only be amended by the Full Council.

#### **3.2. Principles of Delegation to Cabinet Members**

Some general principles have been established for determining whether the Cabinet collectively, or individual Cabinet Members are likely to have the authority to make a key decision. The Cabinet will usually take key decisions, however Cabinet Members may also take key decisions where the following principles apply within their portfolio responsibilities:

- Relatively minor changes to existing policy (i.e. corporate/strategic rather than operational policies) e.g. limited impact or area of coverage - very minor changes will be delegated to the Head of Service in consultation with the Cabinet Member.

- Minor changes to service delivery i.e. if some limited impact on customers (e.g. some limited closures).
- Of minimal political sensitivity – more politically sensitive matters are likely to go to the Cabinet for a decision.

### 3.3. **Sub-Delegation of Cabinet Functions**

- Where the Cabinet, a Committee of the Cabinet or an individual Cabinet Member is responsible for a Cabinet function, they may delegate further to an Area Committee, Joint Arrangements or an officer.
- Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an officer.
- Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an officer.
- Even where Cabinet functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

### 3.4. **Amending the Leader's Scheme of Delegation**

The following will apply in relation to any amendments to the Leader's Scheme of Delegation:

- a) The Leader may amend the Scheme of Delegation relating to Cabinet functions at any time during the year. To do so, the Leader must give written notice to the Head of Governance, People & Performance and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the Scheme of Delegation, when it takes effect and whether it entails the withdrawal of delegation from any person, body or Committee or the Cabinet as a whole. An item will be published in the next Councillors' Information Bulletin setting out the changes made by the Leader, following which it shall replace any previous version.
- b) Where the Leader seeks to withdraw delegation from a Cabinet Committee or Area Committee, they should give written notice to the Chair of the Committee.

## 4. **RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS (CABINET)**

4.1. Along with the "Executive" functions the following functions are local choice functions which have been allocated to the Cabinet in accordance with Schedule 2 of the Local Authorities (Functions and Responsibilities) England Regulations 2000 as amended:

- a) The determination of housing related appeals.
- b) Any function relating to contaminated land.
- c) The discharge of any function relating to the control of pollution or the management of air quality.
- d) The service of an abatement notice in respect of a statutory nuisance.
- e) The passing of a resolution that Schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
- f) The inspection of the authority's area to detect any statutory nuisance.
- g) The investigation of any complaint as to the existence of a statutory nuisance.

- h) The appointment of any individual to any:
- Office other than an office in which they are employed by the Council.
  - Body other than the authority or a joint Committee of two or more authorities.
  - Committee or Sub-Committee of such a body, and the revocation of any such appointment.

*NB: Appointment to outside bodies in relation to Cabinet functions are detailed under each individual Cabinet Member Portfolio Responsibilities within this Section.*

- i) The making of agreements with other local authorities for the placing of officers at the disposal of those local authorities.

4.2. Any delegation of these local choice functions by the Leader will be set out in the Cascade and Generic Delegation Scheme.

4.3. Allocation of any future local choice functions, or the equivalent, will be at the discretion of the Leader.

## **5. FUNCTIONS THAT SHALL NOT BE THE RESPONSIBILITY OF THE LEADER AND THEIR CABINET**

### **5.1. Regulatory Functions**

The Leader and their Cabinet will not be responsible for any of the functions detailed in Regulation 2 of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 – as amended.

### **5.2. Recommendations to the Full Council**

The Cabinet is responsible for producing draft proposals on all aspects of the following documents prior to their adoption and approval by the Full Council:

- a) Approval and adoption of the Budget and Council Tax - which includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the Council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.
- b) Approval or adoption of the Policy Framework Documents (PFDs) and selected Local Choice Functions (LCFs), which the Full Council has agreed should be undertaken by itself rather than the Cabinet.
- The PFDs are the following plans and strategies:
    - Statement of Licensing Policy.
    - Statement of Gambling Policy.
    - Crime and Disorder Reduction Strategy (Community Safety Strategy).
    - Development Plan Documents, including the Local Plan, for Submission Consultation and Submission, and Adoption.
  - The LCFs are the following plans and strategies:
    - The Council's Corporate Plan.
    - Budget Strategy.
    - The Annual Treasury Management Strategy.
    - Housing Revenue Account Business Plan.
    - Housing Allocations Scheme.
    - Homelessness Strategy.
    - Tenancy Strategy.

- c) *Proposals* to accept a delegation of an “Executive” function from another local authority under Section 101 of the Local Government Act 1972 and other relevant Executive Function Regulations.  
*N.B arrangements to discharge functions under the above legislation will be the sole responsibility of the Cabinet.*

## **6. CABINET MEMBER PORTFOLIO RESPONSIBILITIES**

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

### **6.1. 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 spokesperson for the Council on services and functions within their portfolio areas to promote the interests and reputation of the Council.
- b) 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.
- c) 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.
- d) Monitor the budgets, delivery and performance of their services, including major contracts and projects.
- e) 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).
- f) Agree an appropriate response to petitions, in accordance with the Council’s Petitions Scheme.
- g) 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.

### **6.2. The Leader of the Council**

6.2.1. 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.

- 6.2.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:
- a) The overall staffing of the Council.
  - b) Governance.
  - c) Mayoralty and ceremonial matters.
  - d) Communications.
  - e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
  - f) Finance and Procurement (risk management and insurance matters).
  - g) Council owned commercial properties.
  - h) Council owned garages (non-Crawley Homes).
  - i) Civil contingencies (including emergency planning).
  - j) Asset Management.
  - k) Shared Prosperity Fund.
- 6.2.3. 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) Asset Management Strategy (including corporate estate).
- 6.2.4. 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).  
*NB. This delegation relates to asset management only.*
- l) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- m) Approval of the Modern Slavery and Human Trafficking Transparency Statement (report [FIN/539](#) refers).
- n) 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.
- o) 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). *NB. This delegation relates to asset management only.*

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

- a) Local Government Association (General Assembly).
- b) District Councils Network.
- c) Crawley Town Deal Board
- d) Greater Brighton Economic Board (GBEB).

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

### 6.3. **Deputy Leader**

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

### 6.4. **Cabinet Member for Community Engagement and Culture**

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

- a) Community and neighbourhood development.
- b) Community engagement.



- c) Grants to voluntary bodies.
- d) Social inclusion and mobility.
- e) Town Twinning.
- f) Issues relating to travellers.
- g) Cultural & Heritage matters.
- 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.
- j) Arts & Culture (including Crawley Museum).

6.4.2. 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) Social Inclusion Strategy.
- b) Fostering interest in Local Government.
- c) Cultural & Heritage Strategy (in consultation with, the Cabinet Member for Planning and Economic Development).

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

- a) Review the allocation of the small grants budget on an annual basis and amend when necessary (jointly with the Head of Community Services).
- b) Award funding for strategic grants in accordance with paragraph 5.22 of report HCS/029.

6.4.4. Outside Bodies: They will be a member of the following Cabinet appointed 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.*

## 6.5. **Cabinet Member for Environment, Sustainability and Climate Change**

6.5.1. 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 (including grass cutting).
- f) Public conveniences.
- g) Council Owned Car Parks.
- h) Climate change and sustainability.

- i) Cemeteries and burials.
- j) Flood prevention and land drainage.

6.5.2. 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) Carbon Reduction Strategy.
- b) Climate Change Strategy.
- c) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Planning and Economic Development and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.5.3. 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.

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

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

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

## 6.6. **Cabinet Member for Housing**

6.6.1. 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 but excluding private sector housing regulation).
- c) Disabled Facility Grants.
- d) Council tax reduction and housing benefit.
- e) Council Owned Garages (Crawley Homes).
- f) Housing Revenue Account.
- g) Stock decarbonisation and energy efficiencies.

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

6.6.3. 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 or 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) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

6.6.4. 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.*

## 6.7. **Cabinet Member for Leisure and Wellbeing**

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

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

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

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

6.7.4. 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.*

## 6.8. **Cabinet Member for Planning and Economic Development**

6.8.1. 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).

6.8.2. 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) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Local Plan and related documents.
- d) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- e) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- f) Economic Development, Employment and Skills.
- g) Transport related policies and documents.
- h) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Environmental Services and Sustainability and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.8.3. 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.

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

- a) Crawley Town Deal Board.
- b) Gatwick Joint Local Authorities.
- c) Manor Royal Management Group.
- d) Manor Royal BID Board.
- e) Sussex Building Control.
- f) Town Centre Partnership. BID Board.
- g) West Sussex and Greater Brighton Strategic Planning Board.
- h) Bus Company Meetings.

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

## 6.9. **Cabinet Member for Public Protection**

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

- a) Licensing.
- b) Community Wardens.
- c) Civil Enforcement Officers.
- d) Off Street Parking and Parking Orders.
- e) Private sector housing regulation.
- f) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- g) Nuisance and Anti-Social Behaviour (NASB).
- h) Community cohesion.
- i) Prevent duties.

6.9.2. 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) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies.
- e) Public Space Protection Orders (PSPOs).

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

- a) The approval of criteria for the prioritisation of community safety improvement schemes.
- b) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

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

- a) Patrol Adjudication Committee.
- b) Crawley Prevent Board.
- c) Safer Crawley Partnership Executive.
- d) 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.*

#### 6.10. **Cabinet Member for Resources**

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

- a) Legal.
- b) People HR and Organisational Development (including Corporate Health and Safety).
- c) Performance including Corporate dashboard, Customer complaints.
- d) Information Governance - Freedom of Information and Data Protection/ GDPR.
- e) Governance and Democracy, including Elections, and Councillors' services (including equipment, training and support).
- f) Strategic Risk Management.
- g) Audit.
- h) Current building management/office accommodation.
- i) Contact Centre.
- j) Shared service provision.
- k) Information and Communication Technology.
- l) Transformation Programme and service improvements.

6.10.2. 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) Human Resources Strategy.
- b) Equal Opportunities Policy and Corporate Equality Statement.
- c) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- d) To work collectively with the Cabinet Member Environmental Services and Sustainability, 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.

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

- a) To approve the Corporate Equality Statement.
- b) Approval of the Council's Risk Management Strategy.

- c) Agree the annual cycle of meetings for implementation (in consultation with the Head of Governance, People & Performance).

#### 6.10.4. 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.*

### **7. CABINET APPOINTED OUTSIDE BODIES NOT ALLOCATED TO A SPECIFIC CABINET MEMBER PORTFOLIO**

7.1. Appointment to the following Cabinet appointed Outside Bodies have not been allocated to a specific Cabinet Member portfolio and will be determined by the Leader / Cabinet:

- The Cycling Forum
- Gatwick Airport Noise Management Board
- Gatwick Airport Noise Management Board Community Forum
- High Weald Area of Outstanding Natural Beauty Advisory Committee
- Strategic Aviation Special Interest Group

Any other Cabinet appointed Outside Bodies not allocated to a specific Cabinet Member portfolio.

### **8. DOCUMENTS RELATED TO THE LEADER AND CABINET**

- Cabinet Procedure Rules.
- The Full Council Functions.
- Petition Scheme.
- Council Officer Responsibilities and Decision Making.