

# Constitution - Part 2 - The Cabinet

## Appendix B1

### 1 Cabinet

The Cabinet is the main decision making body of the Council.

Cabinet Members are appointed by the Leader and reported to the first business meeting of the municipal year.

Its powers and functions are known as "executive functions"

### 2. Membership

- (a) **Political Balance.** The cabinet is not required to have proportional political balance.
- (b) **Membership.** The Leader and Deputy Leader together with not less than 1 or more than 8 other Councillors appointed by the Leader (maximum of 10 in total)
- (c) **Chairing the Cabinet.** The Leader, or in his/her absence the Deputy Leader, will chair any meeting at which he/she is present. In the absence of both a member of Cabinet appointed by those present will chair the meeting.

### 3. Terms of Reference

The Cabinet is responsible for all the functions of the Council unless they are delegated elsewhere, either by law or under this Constitution.

The main functions of the Cabinet are:

- (a) To recommend to full Council the Corporate Plan and Corporate Risk Register, Annual Revenue Budget, Medium Term Financial Strategy and Treasury Management Strategy
- (b) To recommend any in-year changes to the budget that are reserved to full Council.
- (c) To recommend to full Council the policies and strategies that form the Policy Framework.
- (d) To consider and review reports on the Council's performance
- (e) To approve the award of contracts that are reserved to Cabinet
- (f) To agree strategies and plans that are not in the Policy Framework
- (g) To consider reports on significant changes or issues relating to service delivery;
- (h) To receive and consider reports from Scrutiny Committee, including referrals from the call-in process;

- (i) To receive reports from members sitting on strategic partnerships

**NB** No Cabinet functions are currently delegated to individual members of the Cabinet.

## **4 - The Leader**

**4.1** The Leader is elected by a simple majority at the annual Council meeting following the four-yearly council elections. The Leader holds office for 4 years and remains in position until the annual Council meeting following the next council elections, unless:

- (a) He/she resigns as Leader; or
- (b) He/she is disqualified or is otherwise removed from office; or
- (c) The Council passes a resolution to remove the Leader (in accordance with Standing Order 9) or
- (d) He/she is no longer a member of Council

(N.B. if the Leader is not elected or does not stand for election, he/she will remain in office during the period between the election and the annual Council meeting when a new Leader will be elected);

## **5 - The Deputy Leader**

**5.1** The Leader will appoint a member to be Deputy Leader of the Council. The Deputy Leader must be a member of the Cabinet.

**5.2** The Deputy Leader will hold office until the end of the Leader's term of office, unless:

- (a) He/she resigns as Deputy Leader; or
- (b) He/she is removed by the Leader; or
- (c) He/she is disqualified or is no longer a member of the Council.

**5.3** If for any reason the Leader is unable to act or the office of Leader is vacant, the Deputy Leader will act in his/her place.

## **6 - The Cabinet Members**

**6.1** The Leader will also appoint between one and eight other members of the Council to serve on the Cabinet.

**6.2** Cabinet members shall hold office until:

- (a) They resign from office as a Cabinet member; or
- (b) They are removed from office by the Leader; or
- (c) They are disqualified or a no longer a member of the Council;

**6.3** If for any reason neither the Leader or Deputy Leader is able to act or both offices are vacant the Cabinet must act in the Leader's place or arrange for a member of the Cabinet to act in the Leader's place.

## **7. Changes to the Cabinet**

**7.2** The Leader shall notify the Chief Executive in writing of the size and composition of the Cabinet and of any subsequent changes and the date from which any changes are to take effect.

**7.3** The Chief Executive must inform all members of the Council of any changes to the size and composition of the Cabinet within seven working days of being notified by the Leader and follow the procedure in the Cabinet Procedure Rules to report to full Council.

## **8 - Proceedings of the Cabinet**

**8.1** The Cabinet will conduct its proceedings in accordance with the **Cabinet Procedure rules set out in Part 5B of this Constitution**

## **9 - Membership**

**9.1** The membership of the Cabinet (as at March 2017) is set out in the table below.

Portfolio Holder	Responsibilities
<b>Leader of the Council</b>	<ul style="list-style-type: none"> <li>• Corporate Policy, Strategy and Performance</li> <li>• Strategic Partnerships</li> <li>• Strategic Personnel and Organisational Development including Member Induction and Development</li> <li>• Equality, Diversity and Community Cohesion, Monitoring and Performance</li> <li>• National, Regional and Sub-Regional Borough Promotion</li> <li>• Effective Communications and Public Relations</li> <li>• Corporate Governance, Mayoralty and Democratic Arrangements</li> </ul>
<b>Corporate Support and Assets</b>	<ul style="list-style-type: none"> <li>• Gateway and Customer Services</li> <li>• Business Transformation</li> </ul>

	<ul style="list-style-type: none"> <li>• Shared Services</li> <li>• Risk Management, Control and Assurance</li> <li>• IT and Communications</li> <li>• Revs and Bens / Homelessness</li> <li>• Asset Management and Property Services</li> <li>• Emergency Planning and Business</li> </ul>
<b>Strategic Planning and Housing</b>	<ul style="list-style-type: none"> <li>• Planning Policies and Strategies</li> <li>• Development Framework Proposals and Plans</li> <li>• Transportation</li> <li>• Strategic Housing</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Strategic Financial Planning and Development</li> <li>• Strategic Procurement</li> <li>• Revenue Budget Monitoring and Review</li> <li>• Financial Governance</li> <li>• Capital Programme Monitoring and Review</li> </ul>
<b>Public Health and Safety, Wellbeing and Environmental</b>	<ul style="list-style-type: none"> <li>• Public Health</li> <li>• Community Safety Partnership</li> <li>• Children and Young People's Partnership</li> <li>• Health and Wellbeing Partnership</li> <li>• Licensing</li> <li>• Environmental Health</li> <li>• Lancashire Teaching Hospital Trust</li> <li>• Police and Crime Panel</li> </ul>
<b>Neighbourhoods &amp; Streetscene</b>	<ul style="list-style-type: none"> <li>• Waste Collection/Recycling Promotion and Development</li> <li>• Management and Development of Parks and Open Spaces</li> <li>• Clean Environment</li> <li>• Car Parking</li> </ul>
<b>Regeneration and Leisure</b>	<ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Economic Regeneration Planning and Implementation</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Business Support</li><li>• Leisure and Cultural Services</li></ul> |
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## Notes

Please also see;

**Cabinet Procedure Rules**

**Cabinet Protocol**

**Access to Information Procedure Rules**

**Budget and Policy Framework**

**Council Standing Orders**