

RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

The Cabinet takes all the major decisions which need to be made by the Council's Executive. Decisions are also delegated to individual Cabinet Members and Officers in accordance with the Leader's Scheme of Delegation as set out in Part 3. There are a number of advisory panels set out in Part 3 that make recommendations to Cabinet.

The Cabinet comprises of up to 10 members who are each responsible for a portfolio. Cabinet may make decisions collectively, or can exercise delegated powers individually in accordance with Article 7, the Executive Procedure Rules and the scheme of delegation.

PART 3.3.1 - EXECUTIVE FUNCTIONS

Who is responsible?	Membership	Functions	Onward limits on delegations
The Cabinet	The Leader and up to 9 Members	<ol style="list-style-type: none"> 1. To lead the formulation of the policy framework and preparation of the budget, including the setting of fees and charges. 2. To take in year decisions on resources and priorities to deliver and implement the budget and policies decided by the Council. 3. To consider and make recommendations to the Council on the political and supporting staffing structure needed to meet the Council's objectives and Government requirements. 4. To lead the community planning process with input from scrutiny and other persons as appropriate. 5. To make decisions which involve a recommendation to Council (including budget and policy proposals). 6. To take Key Decisions. 	

Who is responsible?	Membership	Functions	Onward limits on delegations
		<p>7. To monitor progress on key tasks.</p> <p>8. To receive and respond to reports from Policy Overview and Scrutiny Committees; the Monitoring Officer; the Financial Services Manager; the Audit Commission; the Performance Board or recommendations from Council.</p> <p>9. To consider reports from officers which have been agreed by the Director and identified as an item to be considered by the Cabinet.</p> <p>10. To consider annual reports from the Audit Committee.</p> <p>11. To agree Supplementary Planning Documents following recommendations from the Local Plan Panel.</p> <p>12. To make appointments to, and the payment of grants to, outside bodies within its remit.</p>	
PART 3.3.2 THE LEADER'S SCHEME OF DELEGATIONS and INDIVIDUAL CABINET PORTFOLIOS			
Who is responsible?	Membership	Functions	Onward limits on delegations
Individual Cabinet Members	Individual Cabinet Members	<p>Can take decisions within their respective portfolio areas except for the following:-</p> <ol style="list-style-type: none"> 1. Key Decisions; 2. Decisions which are outside the policy and 	See Executive Procedure Rules.

Who is responsible?	Membership	Functions	Onward limits on delegations
		<p>budget framework (i.e. are a recommendation to Council for approval);</p> <p>3. Decisions which cut across two or more portfolios; and</p> <p>4. Proposals for new or amended policies or strategies.</p> <p>Individual Members can ask for the decision to be referred to the full Cabinet as they wish, for example it may be potentially controversial.</p> <p>Cabinet Members should consider the advice of the Monitoring Officer as to whether the matter should be considered by the full Cabinet rather than an individual Member.</p>	

CABINET PORTFOLIOS – 2019/20

Leader and Finance (Cllr Roger Truelove; Deputy for Finance: Cllr Derek Carnell)

- Cross-party and cross-portfolio issues, including code of conduct
- Regional and national issues including relationships with central government, Kent County Council and other Kent districts
- Strategic business planning and organisational reform, including business improvement, digitisation and shared services
- Medium-term financial strategy, budget setting, budget management and VfM
- Overall risk management, including management of financial and health/safety risks
- Customer services and complaints
- Communications, including website
- Commissioning and procurement, including negotiating on new contracts
- Revenues and benefits, council tax collection and council tax support

- Human resources, including employee relations and welfare
- Support services including Internal Audit, Legal and ICT
- Members' and officers' learning and development
- Equality and diversity
- Performance management
- Council-related health and safety
- Emergency planning and business continuity

Deputy Leader and Planning (Cllr Mike Baldock) (Deputy: Cllr Alastair Gould)

- Deputy to the Leader
- Constitutional reform
- Building and development control, including planning enforcement
- Local plan and associated policy framework, Gypsy and Traveller area assessment, neighbourhood planning, heritage
- Section 106 and Community Infrastructure Levy
- Land charges

Community (Cllr Richard Palmer) (Deputy: Cllr Julian Saunders)

- Tackling disadvantage and promoting community inclusion
- Crime, disorder and antisocial behaviour issues, including CCTV and the Community Safety Partnership
- Relationships with the voluntary and community sector and parish and town councils
- Schools liaison, the Youth Forum and other relevant partnerships
- Licensing matters
- Armed Forces Covenant

Economy and Property (Cllr Monique Bonney) (Deputy: Cllr Sarah Stephen)

- Economic development, including inward investment, business engagement and the Swale Economy and Regeneration Partnership
- Tourism
- Council and community asset management
- Regeneration projects, including relationship with the Homes and Communities Agency
- Town centre management and markets
- Learning and skills, including further education, apprenticeships and adult and community learning
- Highways and transportation matters
- External funding (including any grants received)

Environment (Cllr Tim Valentine) (Deputy: Cllr Eddie Thomas)

- Climate change, sustainability and biodiversity
- Street cleansing, refuse collection, recycling and public conveniences
- Environmental and rural issues
- Flooding, sea defences and coastal protection
- Sea fronts, coastal resorts, harbours and quays
- Countryside, allotments, green spaces including urban parks, country parks and play areas
- Environmental health, including contaminated land
- Air quality management
- Environmental response, including fly-tipping and littering FPNs
- Enforcement issues including food hygiene, public-focused health and safety, animal welfare, pollution control (including noise and pests), illegal encampments
- On and off-street parking facilities and enforcement

- Cemeteries and crematoria

Health and Wellbeing (Cllr Angela Harrison) (Deputy: Cllr Hannah Perkin)

- Health and social care matters, including health inequalities, public health, relationships with CCGs and liaison with adult social care
- Children and young people, including liaison with children's social care
- Child and vulnerable adult safeguarding
- Relevant partnerships including Health and Wellbeing Board, Local Children's Partnership Group, Early Years District Advisory Board and the Mental Health Action Group
- Leisure and sport, including management of current contracts and relationships with relevant trusts

Housing (Cllr Ben J Martin) (Deputy: Cllr Ghlin Whelan)

- Housing advice, homelessness prevention, housing register and all housing-related services and strategies
- Affordable and social housing, including liaison with registered providers and developers
- Disabled facilities grants, home improvement and Staying Put

PART 3.3.3 EXECUTIVE PANELS AND ADVISORY BODIES

Who is responsible?	Membership	Functions	Onward limits on delegations
Local Plan Panel	9 Members of the authority	To make recommendations to the Cabinet relating to the making and adoption of the Local Development Framework*. (*The Cabinet will make recommendations to the Council on these matters.)	The Local Plan Panel are authorised to agree, on behalf of the Council, any minor changes to the Plan that arise as a result of representation submitted.

			(Minute No. 624(2)(iv)/4/05 refers).
Swale Joint Transportation Board	All KCC Members for divisions in the Council's area (7), an equal number of Swale Borough Council Members (7) and three representatives of the Parish and Town Councils within the District.	<p>1. To consider (i) capital and revenue funded works programmes; (ii) traffic regulation orders; and (iii) street management proposals and provide advice on these matters to the relevant Executive as appropriate.</p> <p>2. Be a forum for consultation between KCC and SBC on policies, plans and strategies related to highways, road traffic and public transport.</p> <p>3. Review the progress and out-turn of works and business performance indicators.</p> <p>4. Recommend and advise on the prioritisation of bids for future programmes of work.</p> <p>5. Receive reports on highways and transportation needs within SBC.</p>	<p>No delegations – recommendations submitted to the Cabinet.</p> <p>See Joint Transportation Board Procedure Rules in Part 4 of the Constitution.</p>
Health and Safety Committee (this is not open to the public)	1 Member Chief Executive Health and Safety Officer 17 Staff Safety Representatives	1) For the Senior Management team of Swale Borough Council to consult with the appointed safety representatives on all issues affecting workplace health and safety including: i) Any measures in the workplace which may substantially affect their health and safety, such as proposed changes in procedures, equipment or ways of working;	

		<p>ii) Any proposed arrangements for engaging competent persons or groups to assist Swale Borough Council to comply with health and safety requirements and procedures;</p> <p>iii) Providing information to employees about workplace risks to health and safety and preventative measures to eliminate, reduce, isolate or control those risks;</p> <p>iv) The planning and organizing of health and safety training;</p> <p>v) The health and safety consequences of introducing new technology; and</p> <p>vi) any other items as may be pertinent and as defined under Section 2 of the Health and Safety at work etc. Act 1974.</p> <p>2) For safety representatives to report:</p> <p>i) The results of their investigations as to possible hazards and risks at work;</p> <p>ii) The causes of workplace accidents and incidents;</p> <p>iii) The results of their inspections of the workplace;</p> <p>iv) Any general complaints, issues or concerns raised by Swale Borough Council employees relating to health, safety and welfare issues.</p> <p>With the joint aim of collaborative working to achieve and constantly improve:</p> <p>i) A safe system of work and consequent safety</p>	
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		<p>procedures and adequately communicating these to staff.</p> <p>ii) The means of communicating any staff concerns regarding the adequacy of health and safety measures</p> <p>iii) The awareness of health and safety within the workplace and its publicity thereof.</p> <p>iv) A reduction in accidents, incidents and causes of notifiable occupational diseases.</p>	
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