

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, area forums 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. 7. To monitor progress on key tasks. 	

Who is responsible?	Membership	Functions	Onward limits on delegations
		<p>8. To receive and respond to reports from Policy Overview and Scrutiny Committees; the Monitoring Officer; the Chief Finance Officer; the Audit Commission; the Performance Board or recommendations from Council.</p> <p>9. To consider reports from Officers which have been agreed by Directors 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 Development Framework 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 budget framework (i.e., are a recommendation to Council for approval) 3. Decisions which cut across two or more portfolios 4. Proposals for new or amended policies or strategies. <p>Individual members can ask for the decision to be referred to the Full Cabinet is they</p>	See Executive Procedure Rules.

Who is responsible?	Membership	Functions	Onward limits on delegations
		wish, for example it may be potentially controversial. 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.	

CABINET MEMBER PORTFOLIO RESPONSIBILITIES 2015/16

Leader (Cllr Andrew Bowles)

- Constitution, code of conduct, elections, cross-party and cross portfolio issues
- Regional and national issues including Whitehall, Kent County Council, districts, and parishes
- Corporate plan, Sustainable Community Strategy, key partnerships
- Organisational reform, service transformation, shared services
- Emergency planning, business continuity
- Customer services and complaints
- Communications and website

Deputy Leader and Planning (Cllr Gerry Lewin)

- Deputy to the Leader
- Building and development control and planning enforcement
- Local plan, local development framework, core strategy, Gypsy and Traveller area assessment neighbourhood planning, section 106 and Community Infrastructure Levy
- Land charges

Finance (Cllr Dewar-Whalley)

- Medium Term Financial Strategy, budget setting, budget management and value for money
- Commissioning and procurement
- Revenues and benefits, council tax collection and council tax benefits
- Support services including Asset management, Internal Audit, Legal, ICT
- Health & safety issues
- External and European funding (including any grants received)

Performance (Cllr Ted Wilcox)

- Support to the Leader on organisational reform and service transformation
- Service planning, data quality, risk management
- Performance management and project management
- Employment relations, welfare and human resources
- Members' and officers' learning and development
- Corporate Equalities Scheme

Localism (Cllr Mike Whiting)

- Responding to the Localism Act
- Asset transfer policy and implementation
- Culture (including heritage), leisure and sport including managing relevant contracts and liaison with relevant Trusts
- Consultation, community engagement, involvement and development including Local Engagement Forums

- Parish and Town Council and Voluntary and community sector liaison
- Children and young people's liaison including schools liaison, the Youth Forum and any relevant partnerships

Regeneration (Cllr Mike Cosgrove)

- Regeneration, economic development, town centre management, tourism, markets
- Swale Economic Regeneration Partnership, business engagement
- Highway and transportation matters
- Learning and skills including adult and community learning, SMEs and apprenticeships

Housing (Cllr John Wright)

- Needs assessments, stock conditions survey and housing-related strategies
- Advice and homelessness
- Housing register and choice based lettings
- Housing-related environmental health, Disabled Facilities Grants, Home Improvement and Staying Put
- Relationships with the Homes and Communities Agency, Home Improvement Agency and housing providers

Environmental and Rural Affairs (Cllr David Simmons)

- Street cleaning, refuse collection, recycling and public conveniences
- Off and on-street parking facilities and enforcement
- Climate change, environmental and rural issues
- All enforcement issues – food hygiene, health and safety at work, animal welfare, pollution control (inc noise & pest), illegal encampments
- Sea defences, coastal protection, sea fronts, coastal resorts, harbours & quays
- Issues relating to flooding
- Urban parks, open spaces, countryside, country parks and play areas, cemeteries and crematoria, allotments
- Council wardens
- Rural Forum

Community Safety and Health (Cllr Ken Pugh)

- Crime & disorder, including anti-social behaviour, licensing issues and CCTV
- Safeguarding duties
- Community budgets/troubled families
- Health inequalities, public health, Health & Wellbeing Board, relationships with Clinical Commissioning Groups
- Health Authorities, and Adult Social Services liaison

PART 3.3.3 EXECUTIVE PANELS AND ADVISORY BODIES

Who is responsible?	Membership	Functions	Onward limits on delegations
Local Development Framework 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	The Local Development Framework Panel are authorised to agree, on behalf of the Council, any

		recommendations to the Council on these matters.)	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.	<ol style="list-style-type: none"> 1. To consider <ol style="list-style-type: none"> (i) capital and revenue funded works programmes (ii) traffic regulation orders (iii) street management proposals and provide advice on these matters to the relevant Executive as appropriate. 2. Be a forum for consultation between KCC and SBC on policies, plans and strategies related to highways, road traffic and public transport. 3. Review the progress and out-turn of works and business performance indicators. 4. Recommend and advise on the prioritisation of bids for future programmes of work. 5. Receive reports on highways and transportation needs within SBC. 	<p>No delegations – recommendations submitted to the Cabinet.</p> <p>See Joint Transportation Board Procedure Rules in Part 4 of the Constitution.</p>
Swale Rural Forum	Voting membership of the Swale Rural Forum is 15 Members from the Wards in the Leader+ Programme Area, the Borden Ward Member, the Cabinet Member for Environment (including rural issues), one County Councillor and 3 KALC representatives, together with voting	<ol style="list-style-type: none"> 1. To provide an appropriate forum for public participation and consultation on matters relating to their area. 2. To consider and champion the needs of rural communities and businesses within the context of: <ol style="list-style-type: none"> (i) The policies and services of statutory and non-statutory agencies operating within or on behalf of Swale. (ii) Community and 	No delegations – consultative forum.

	<p>representatives from the following organisations:</p> <p>Kent County Council Swale National Farmers Union (NFU) - 3 representatives Diocese of Canterbury SEESwale Action with Communities in Rural Kent Council for the Protection of Rural England (CPRE) Kent Rural Police Force.</p>	<p>economic regeneration activity impacting upon Swale.</p> <p>3. To consider "Rural proof" relevant policy documents and statements made at a local, County, regional and national level and, where appropriate, respond to them.</p> <p>4. To identify issues impacting upon relevant communities and organisations and seek their views about those issues.</p> <p>5. To draw together, through partnership working, existing available resources to pursue projects to the benefit of rural communities, businesses and other organisations.</p> <p>6. To identify, promote and obtain external funding (including LEADER+) and forms of support available to rural communities, businesses and organisations and to support projects to the benefit of rural communities and businesses.</p>	
<p>Local Engagement Forums - one each for Faversham, Sittingbourne and Sheppey.</p>	<p>Membership to comprise of KCC Members, Swale Borough Council Members and Parish/Town Councillors for the respective area, plus Voluntary/Community sector representatives (Local Strategic Partnership)</p>	<p>1. To be a partnership for the borough where everyone feels they belong, knows how to and where to make their voice heard, make a difference and create a cohesive active and sustainable community.</p> <p>2. To enable locally elected representatives, as leaders of their communities, to engage with and respond to local communities needs.</p> <p>3. To create opportunities for residents to gain a greater voice and influence over local services, to improve the quality of their lives, their neighbourhoods and the</p>	<p>See Local Engagement Forum Procedure Rules in Part 4 of the Constitution. This contains full terms of reference.</p>

		borough.	
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 if Swale Borough Council to consult with the appointed safety representatives on all issues affecting workplace health and safety including: i) Any measures are the workplace which may substantially affect their health and safety, such as proposed changes in procedures, equipment or ways of working; ii) Any proposed arrangements for engaging competent persons or groups to assist Swale Borough Council comply with health and safety requirements and procedures; iii) Providing information to employees about workplace risks to health and safety and preventative measures to eliminate, reduce, isolate or control those risks; iv) The planning and organizing of health and safety training; v) The health and safety consequences of introducing new technology vi) and any other items as may be pertinent and as defined under Section 2 of the Health and Safety at work etc. Act 1974.	

		<p>2) For safety representatives to report:</p> <ul style="list-style-type: none">i) The results of their investigations as to possible hazards and risks at work;ii) The causes of workplace accidents and incidents;iii) The results of their inspections of the workplace;iv) Any general complaints, issues or concerns raised by Swale Borough Council employees relating to health, safety and welfare issues. <p>With the joint aim of collaborative working to achieve and constantly improve:</p> <ul style="list-style-type: none">i) A safe system of work and consequent safety procedures and adequately communicating these to staff.ii) The means of communicating any staff concerns regarding the adequacy of health and safety measuresiii) The awareness of health and safety within the workplace and its publicity thereof.iv) A reduction in accidents, incidents and causes of notifiable occupational diseases.	
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