

SCHEDULE 2: INDIVIDUAL CABINET MEMBER DELEGATION SCHEME

- 1.1 The Leader delegates to Individual Cabinet Members the power to take the following actions or decisions within the functional areas set out in paragraph 1.8 below as follows.
- (i) All operational matters within the Council's overall policy framework and budget, excluding actions or decisions delegated to Officers under the Scheme of Delegation to Officers;
 - (ii) Minor changes in policy or in the detail or pattern of the provision of services which do not affect the Council's overall policy framework or budget;
 - (iii) Changes to scales of fees and charges which do not affect the Council's overall policy framework or budget;
 - (iv) Approval of proposals for road traffic, parking and other orders for the purpose of public advertisements and/or consultations and/or submission for confirmation, and the confirmation of any such unopposed orders.
 - (v) Approval of the principle, content and design of capital or revenue schemes or procuring of goods and services with an estimated value between £50,000 and £140,000.
 - (vi) Responses to formal petitions, public consultations or other formal representations which do not involve a significant policy issue.
 - (vii) All matters reserved for the decision of the Cabinet Member under The Articles or the Financial and Contract Procedure Rules.
 - (viii) Approval of the early retirement of an individual where the financial consequences of that retirement:
 - (a) do not exceed £140,000 and
 - (b) are within the budgetary framework
- 1.2 Individual Cabinet Members may consult with the Leader, Cabinet or other Cabinet Members or the Chairman of the relevant Committee or Sub-Committee on the exercise of any delegated powers or determine not to exercise a delegated power in any particular case.
- 1.3 Where an individual Cabinet member has a prejudicial interest (as defined in the Members' Code of Conduct) in relation to any decision, the Member will not take that decision but will refer the matter to the Leader to consider how it should be determined.

1.4 Subject to retaining at all times the power to make any decision personally, the Leader delegates to each Individual Cabinet Member the power to take any action or make any decision within the Individual Cabinet Member's portfolio which would otherwise fall within the functions of Cabinet described under Article 7 where either Special Urgency under Section 4.3, rule 16, or Urgency under Section 4.4, rule 4 applies.

1.5 Where the Leader is either uncontactable or unable to make a decision by virtue of a prejudicial interest or otherwise, the Deputy Leader or such other Cabinet Member as the Leader may identify to the Monitoring Officer through a revision to the scheme of Delegation, may make any decision which would otherwise fall to the Leader.

1.6 Individual Cabinet Members – Functional Areas

Such powers as the Leader may from time to time delegate pursuant to a revised Scheme of Delegation subject to such changes being made by notification in writing (including by electronic written communication) to the Monitoring Officer. The changes will be treated as implemented from midnight on the date that the revised Scheme of Delegation is published on the Council website.

1.7 Officer Delegation Scheme

Subject to any decisions falling within the Council Budget and Policy framework, the Leader may from time to time amend the scheme of delegation to officers subject to such changes being made by notification in writing (including by electronic written communication) to the Monitoring Officer. The changes will be treated as implemented from midnight on the date that the revised Scheme of Delegation is published on the Council website.

1.8 Cabinet Members – Functional Areas established by the Leader

The following portfolios were established by the Leader with effect from 18 May 2015:

Cabinet Member	Functional Areas
1. The Leader	<ul style="list-style-type: none"> • Leadership of the Council • Co-ordination and implementation of strategic policy • Community Leadership • Implementation of the power to promote the economic, social and environmental wellbeing of the Borough • Development of regeneration strategies

Cabinet Member	Functional Areas
	<ul style="list-style-type: none"> • All matters relating to economic development including infrastructure development and business support • Skills development • Strategic Transportation
2. Cabinet Member - Finance, Procurement and Legal	<ul style="list-style-type: none"> • Corporate financial matters including the financial function but excluding financial services provided in support of a service falling within another functional area. • Fraud prevention and control • Audit plans • Corporate Risk Management Matters • Corporate legal matters including the legal function • Local land charges • Corporate Procurement Matters • External funding and grants for small businesses • Asset realisation • Purchase, sale, lease or tenancy of all land and properties belonging to the Council • The granting of property concessions and licences
3. Cabinet Member - Public Health & Housing	<ul style="list-style-type: none"> • Housing research • Strategic housing enabling issues • Housing welfare and homelessness • Care services for the elderly and other vulnerable groups • Private sector housing enforcement • Housing related grants • Harassment, unlawful eviction and reinstatement of services • Home energy conservation and affordable warmth • Energy • Development of Sustainable Energy resources • Allotments • Markets • Environmental and public health protection and control • Health and safety at work enforcement • Food safety and hygiene • Home safety and health education • Animal care and dog control • Cemeteries and crematorium administration and

Cabinet Member	Functional Areas
	<ul style="list-style-type: none"> funeral arrangements for destitute persons • Health liaison • Pest control • Strategic Licensing • Development of licensing strategies • Waste collection and recycling • Environmental improvements • Street Scene • Sustainability
4. Cabinet Member - Strategic Planning and Transformation	<ul style="list-style-type: none"> • Strategic planning • Town centre management • Service Transformation • Property maintenance • Council's administrative buildings • Neglected and derelict sites and buildings • Works and improvements to private roads owned by the council • The Strategic approach of the Council to Project Management (delivered through a Corporate Programme Board) • Lighting schemes
5. Cabinet Member - Democracy, Safer & Stronger Communities	<ul style="list-style-type: none"> • Development of local strategic partnerships • Community Safety • Democratic Services • Customer Services • Local democracy issues • Central support services • Neighbourhood Renewal • Community Involvement and Partnerships • Safer and Stronger Communities • The Community Strategy • Administration of benefits • Local taxation • Civic and other catering
6. Cabinet Member - Tourism and Culture	<ul style="list-style-type: none"> • The development, operation, marketing of tourism and leisure facilities and services. • Conferences, exhibitions, entertainments and events • Museums and gallery, sports centres, swimming pools, bowls centre, bowling greens, sports areas and open spaces

Cabinet Member	Functional Areas
	<ul style="list-style-type: none"> • Visitor information, amenities and attractions • Parks and Gardens • Community and recreation centres, play centres, play areas, community sports and arts • Countryside Services • Public Conveniences
7. Cabinet Member - Human Resources, ICT and Transport Services	<ul style="list-style-type: none"> • Human Resources • Performance Management • Information Technology • Transport services, including bus shelters, taxi stands and on-street parking • The administration of Council car parks
8. Cabinet Member – Project Leadership, Harbours, Coast and Flood Protection	<ul style="list-style-type: none"> • Project Leadership • Harbours • Coastal Protection • Flooding