



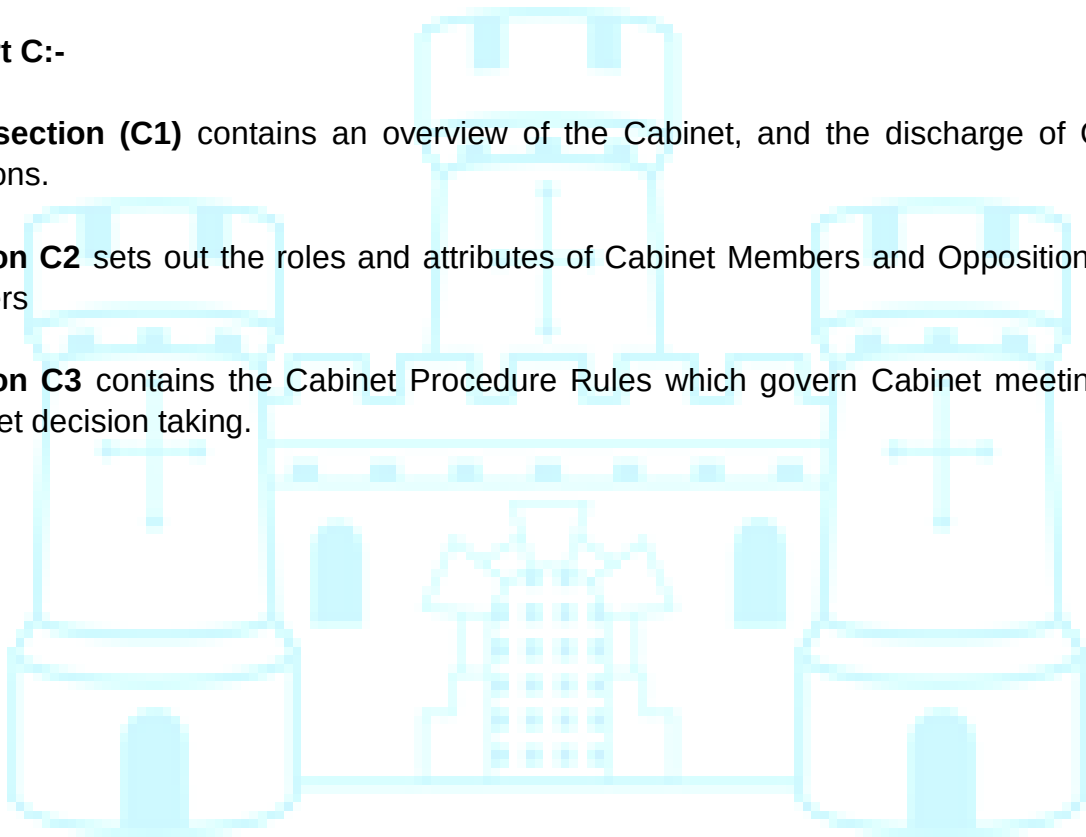
Part C – The Cabinet
Section C1:- The Cabinet

In Part C:-

This section (C1) contains an overview of the Cabinet, and the discharge of Cabinet functions.

Section C2 sets out the roles and attributes of Cabinet Members and Opposition Group Leaders

Section C3 contains the Cabinet Procedure Rules which govern Cabinet meetings and Cabinet decision taking.



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Part C – The Cabinet Section



C1:- The Cabinet

In this Section:-

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2. Appointing the Cabinet
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 - Compliance with the Cabinet Procedure Rules

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1. Introduction



- 1.1 Collectively, elected Members make the policies and take decisions that shape the future of the Borough and determine its priorities. Members have a special duty to represent the constituents of their Ward, including those who did not vote for them, but their overriding duty is to act in the interests of the Borough as a whole.
- 1.2 The Cabinet is a group of Members who are responsible for making proposals to Council about what its priorities should be and how it should use its resources. Once agreed by Council, these proposals become the Council's Budget and Policy Framework ("the Framework").
- 1.3 The Cabinet is then responsible for making all of the necessary arrangements to ensure that the priorities identified by the Council are delivered within the budgets and policies that the Council sets.

2 Appointing the Cabinet

- 2.1 Council will appoint a Leader (the "Leader"). The Leader appoints between 2 and 9 more Members who, together with the Leader, form the Council's Cabinet.
- 2.2 The Leader will assign a range (or "Portfolio") of Services areas to each Cabinet Member. Each Cabinet Member (or "Portfolio Holder") will be responsible for overseeing the Cabinet's responsibilities in respect of the Services within their Portfolio.
- 2.3 The Leader can alter the composition of the Cabinet and Portfolios as required from time to time. The current composition of the Cabinet and Portfolios can be found on the Council's website.

3 Cabinet Responsibilities

- 3.1 Sections A1 and B1 of this constitution set out which functions are not Cabinet functions, either by operation of law, or because they are "local choice" functions which Council has decided not to allocate to the Cabinet. Council has decided that all other functions of the authority will be carried out by the Cabinet.
- 3.2 This means that the Cabinet will be responsible for deciding how to implement Council budgets and policies, for monitoring and reviewing the effectiveness of all budgets and policies, any joint working, area working and localism arrangements, corporate and community governance arrangements, and all services provided by, for and to the Council.
- 3.3 The Cabinet is empowered to do anything it considers necessary or appropriate to deliver the Council's priorities so long as it does not take any action or adopt any policy which is



contrary to the Budget and Policy Framework. It will make recommendations to the relevant body in respect of any matters that are not within its remit, which includes any suggested alterations to the Budget and Policy Framework.

- 3.4 If the Cabinet or individual Cabinet Members are minded to make a decision notwithstanding advice from Officers that the proposed decision is not within the adopted Budget and Policy Framework, the matter must be referred to Council to decide.

4 Appointments to Outside Bodies

- 4.1 Council has decided which outside bodies that it will make appointments to. These are set out in Section B1. Council has decided that the Cabinet will appoint to all other outside bodies.

5 Discharging Cabinet Functions

Discharge by Officers

- 5.1 The core objective of this Council's approach to decision making is to ensure that decisions are taken at the most appropriate level closest to those who will be affected by the decision in question.
- 5.2 In accordance with this core objective, Council has decided that unless a power or function is specifically reserved to Members under this constitution or by operation of law, it stands delegated to Officers in accordance with the Scheme of Delegation set out in Section E2.
- 5.3 Council has also agreed a set of Contract and Finance Procedure Rules which impose limits on the amount of financial expenditure that Officers can authorise. These are set out in Section E4.

Discharge by Cabinet Collectively

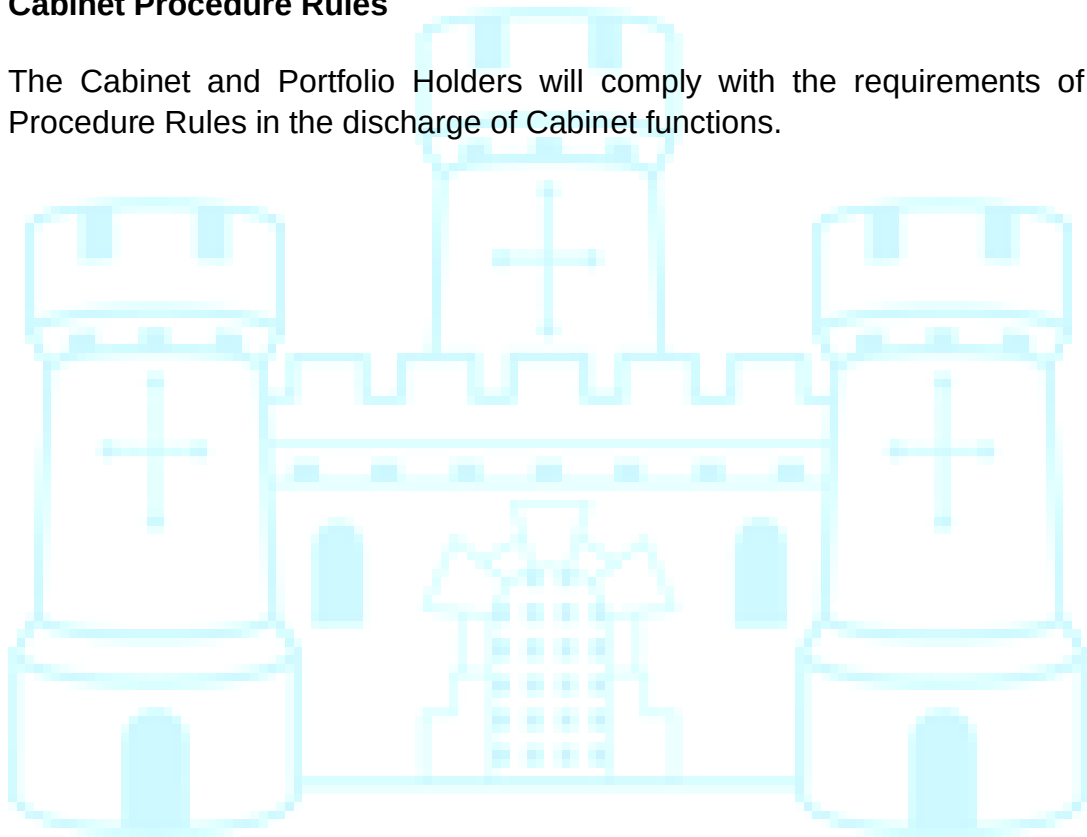
- 5.4 Council has decided that all decisions which fall to be taken by the Cabinet will be taken collectively by all Cabinet Members present at a quorate meeting of the Cabinet. With the exception of urgent Cabinet decisions, Council has not delegated any decision making powers to individual Cabinet Members. More information on urgent Cabinet Decisions is set out in Section C3.
- 5.5 Cabinet may itself, on receipt of a decision report, resolve that a Cabinet decision that would ordinarily fall to it to take may be taken by an Officer in consultation with one or more Cabinet members. This will typically happen where Cabinet is content with the principal of



a proposal and is content for the finer details to be determined without reverting back to a further meeting of Cabinet.

6 Cabinet Procedure Rules

- 6.1 The Cabinet and Portfolio Holders will comply with the requirements of the Cabinet Procedure Rules in the discharge of Cabinet functions.



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