

## CABINET MEMBER RESPONSIBILITIES

Cabinet Member	Responsibilities	Support Officers
<p style="text-align: center;"><b>Leader</b></p>	<ul style="list-style-type: none"> <li>• The Council’s overall strategy and budget setting and monitoring (Overview, Policy and MTFs)</li> <li>• Relations with all Staffordshire’s Public Sector Authorities</li> <li>• Relations with neighbouring authorities</li> <li>• Governmental relations</li> <li>• Emergency planning and control</li> <li>• Membership of Outside Bodies (Corporate level)</li> <li>• Pensions</li> <li>• LEP</li> <li>• The Deal</li> <li>• European projects and funding</li> <li>• Partnership with business and business representatives</li> <li>• Winning new resources for Staffordshire</li> <li>• Increasing inward investment and levels of the quality employment</li> <li>• Chair of Cabinet</li> </ul>	<p style="text-align: center;">Chief Executive</p> <p style="text-align: center;">Senior Leadership Team</p>
<p><b>Deputy Leader and Cabinet Member for Finance, Resources and Transformation</b></p>	<ul style="list-style-type: none"> <li>• Strategy and business planning</li> <li>• Policy development</li> <li>• Performance management</li> <li>• Customer insight and research</li> <li>• Customer feedback and complaints</li> <li>• Communications and marketing</li> <li>• Customer Services</li> <li>• Organisational Development</li> <li>• The Council Budget and MTFs (Strategy and Delivery)</li> <li>• Transformation and Organisational Change</li> <li>• Corporate Finance</li> <li>• ICT</li> <li>• Human Resources</li> <li>• Procurement</li> <li>• Treasury Management</li> <li>• Shared services and governance with partners</li> <li>• Legal Services</li> </ul>	<p style="text-align: center;">Chief Executive</p> <p style="text-align: center;">Director of Strategy and Customer Services</p> <p style="text-align: center;">Director of Finance and Resources</p> <p style="text-align: center;">Director of Democracy, Law and Transformation</p>

<p><b>Deputy Leader and Cabinet Member for Finance, Resources and Transformation (cont)</b></p>	<ul style="list-style-type: none"> <li>• Member and Democratic Services</li> <li>• Information Management and Security</li> <li>• Audit and Risk Management</li> <li>• Property and Assets (Policy, Management &amp; Delivery)</li> <li>• Commercial/Trading Services (Delivery/Operations)</li> <li>• Director of Entrust</li> <li>• Chair Procurement Board</li> <li>• Chair of Strategic Property Board</li> </ul>	
<p><b>Cabinet Member for Care</b></p>	<ul style="list-style-type: none"> <li>• Leadership In respect of Adult Social Care for Staffordshire</li> <li>• Leadership of the County Council's relationship with the NHS including the outcomes, plans and actions around this</li> <li>• Leadership in respect of mental health, older people, people with disabilities, carers, long term conditions</li> <li>• Lead spokesperson for the County Council in respect of the care of adults [health and social care]</li> </ul> <p>Specific responsibilities in respect of –</p> <ul style="list-style-type: none"> <li>• Relationship with key providers – hospitals, Mental Health Trusts, Staffordshire and Stoke-on – Trent Partnership Trust</li> <li>• Relationship with key strategic commissioning partners – Clinical Commissioning Groups, Office of the Police and Crime Commissioner, Area Office of the NHS, NHS nationally, Department of Health</li> <li>• The quality and effectiveness of key providers including Independent Futures, the residential care sector, the domiciliary care sector, the voluntary and private sector providers of Staffordshire</li> </ul>	<p>Deputy Chief Executive and Director for People</p> <p>Director for Public Health</p>

<p><b>Cabinet Member for Children, Communities and Localism</b></p>	<ul style="list-style-type: none"> <li>• Statutory lead member for Children’s Services</li> <li>• Leadership of keeping children safe and ensuring effective integrated commissioning for children</li> </ul> <p>Specific responsibilities in respect of</p> <ul style="list-style-type: none"> <li>• Delivery of an effective safeguarding service</li> <li>• Supporting children who are looked after</li> <li>• Supporting the Corporate Parenting role</li> <li>• Securing effective intervention for children in need</li> <li>• Families First</li> <li>• Special Educational Needs</li> <li>• Localism – commissioning policy lead</li> <li>• Community capacity building</li> <li>• One Staffordshire</li> <li>• Customer and communities voice – policy, engagement, partnerships</li> <li>• Third sector – capacity building and relationships</li> <li>• Community Action Teams</li> <li>• Libraries, Arts, Museums and Archives, (including Staffordshire &amp; Stoke-on-Trent Joint</li> <li>• Archives, Victoria History Archives and Victoria County Advisory Board)</li> <li>• Citizenship</li> <li>• Community Right to Challenge</li> <li>• Registrars</li> <li>• Trading standards</li> <li>• Volunteering and third sector</li> <li>• Community Capacity and Social Capital</li> <li>• Local Infrastructure :Physical</li> <li>• Local Infrastructure: Social</li> </ul>	<p>Deputy Chief Executive and Director for Place</p> <p>Deputy Chief Executive and Director for People</p> <p>Director of Strategy and Customer Services</p>
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<p><b>Cabinet Member for Economy and Infrastructure</b></p> <p>(supported by two Cabinet Support Members – see below for responsibilities)</p>	<ul style="list-style-type: none"> <li>• Strategic leadership of commissioning for prosperity, skills and employment</li> <li>• Business Innovation and Enterprise Centres and Industrial Starter Units</li> <li>• Inward investments (Delivery)</li> <li>• Regeneration</li> <li>• Business Support – Loan fund and business hotline</li> <li>• Business Awards</li> <li>• Flooding and sustainable urban drainage systems</li> <li>• Waste to Resource (W2R) (Chair of W2R Board)</li> <li>• Mineral Core Strategy</li> <li>• Strategic Planning</li> <li>• Master Planning</li> <li>• Tourism (operation and policy)</li> <li>• Market Town Initiatives and town centre developments</li> <li>• Infrastructure (policy)</li> <li>• Joint waste strategy</li> </ul>	<p>Deputy Chief Executive and Director for Place</p>
<p><i>The <b>Cabinet Support Member for Transport and the Connected County</b> will lead on the effective delivery of these areas on behalf of the Cabinet Member</i></p>	<ul style="list-style-type: none"> <li>• Highways</li> <li>• Highway network investment</li> <li>• Emergency planning (highways only)</li> <li>• Road safety</li> <li>• Transport</li> <li>• Joint Parking Board</li> </ul>	
<p><i>The <b>Cabinet Support Member for the Environment and Rural Affairs</b> will lead on the effective delivery of these areas on behalf of the Cabinet Member</i></p>	<ul style="list-style-type: none"> <li>• Environment and climate change</li> <li>• Waste management and recycling</li> <li>• County Farms</li> <li>• Countryside and Country Parks</li> <li>• Countryside and Rights of Way</li> <li>• Areas of Outstanding Natural Beauty</li> <li>• Renewable Energy</li> <li>• Shugborough</li> <li>• Sport (including Sports Council and Staffordshire Playing Fields Association)</li> <li>• Staffordshire Local Community Fund</li> <li>• Staffordshire Parish Council’s Association</li> </ul>	

<p><b>Cabinet Member for Health and Wellbeing</b></p> <p>(supported by a Cabinet Support Member – see below for responsibilities)</p>	<ul style="list-style-type: none"> <li>• Overview of Health and Wellbeing agenda for Staffordshire with particular focus on wellbeing including public health and the County Council’s statutory responsibilities regarding Community Safety working in partnership with the Police and Crime Commissioner</li> <li>• To work with District Councils, the third sector, and communities with regard to enhancing the capacity to improve the wellbeing of residents</li> </ul> <p>Specific responsibilities in respect of –</p> <ul style="list-style-type: none"> <li>• Joint Strategic Needs Assessment and planning</li> <li>• Information, advice and guidance</li> <li>• Prevention and Early Intervention</li> <li>• Strategic safeguarding for children and adults</li> <li>• The Health and Wellbeing Strategy</li> <li>• The Cabinet Member for Health and Wellbeing will be co- chair of the Health and Wellbeing Board</li> </ul>	<p>Deputy Chief Executive and Director for People</p> <p>Director for Public Health</p>
<p><i>The Cabinet Support Member for <b>Public Health and Community Safety</b> will lead on the effective delivery of these areas on behalf of the Cabinet Member</i></p>	<ul style="list-style-type: none"> <li>• Community safety</li> <li>• Domestic violence</li> <li>• Drug and alcohol misuse</li> <li>• MAPPAs</li> <li>• Public Health</li> <li>• Prevention and Early Intervention</li> <li>• Information, Advice, Guidance and signposting</li> <li>• Alcohol Strategy</li> <li>• Drugs Strategy</li> <li>• Smoking Cessation</li> <li>• Obesity</li> <li>• Housing Support</li> <li>• Welfare Rights</li> <li>• Early Years</li> <li>• Youth Offer</li> <li>• Teenage Pregnancy</li> <li>• Public Health contracting</li> <li>• Disability Grants and Equipment</li> <li>• Physical Activity / Sports</li> <li>• Safeguarding Children and Adults</li> <li>• MASH developments</li> <li>• Troubled Families</li> </ul>	

<b>Cabinet Member for Learning and Skills</b>	<ul style="list-style-type: none"> <li>• Education</li> <li>• School governance and infrastructure services</li> <li>• School organisation and planning</li> <li>• School Transport</li> <li>• Schools Capital Programme</li> <li>• Employment skills and training</li> <li>• Educational links to offending institutions</li> <li>• Apprenticeships</li> <li>• Training provision – skills centres, further education and other providers</li> <li>• Careers advice and guidance</li> <li>• Education Trust</li> <li>• Skills post 16 and relationship with Colleges, Universities and Entrust</li> </ul>	Deputy Chief Executive and Director for People
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In addition to the specific responsibilities outlined above, all Portfolio Holders have the following generic responsibilities within their respective portfolio areas:

- Implementation of Cabinet and Group policies
- Involvement and Membership of Outside Bodies (in consultation with the Leader)
- Efficiencies and delivery improvements
- Government policy – managing and deciding on approach
- Communications – presenting policy, changes, initiatives and innovation
- Answering questions at Select Committee and Council (by agreement with the Lead Cabinet Member in the case of Cabinet Members)
- On-going development of policy and strategic direction
- Budget – development and control
- Press – being the lead spokesperson in the Council on this portfolio
- Raising the profile of Staffordshire, nationally and within government
- Consultation and joint working where responsibilities overlap with other portfolio holders.

## **LOCAL CHOICE FUNCTIONS WHICH ARE THE RESPONSIBILITY OF CABINET**

1. Any function under a local Act other than a function specified elsewhere in this Appendix.
2. The making of arrangements in relation to appeals against the exclusion of pupils from maintained schools.
3. The making of arrangements pursuant to Section 94(1), (1A) and (4) of the School Standards and Framework Act 1998 (admission appeals).
4. The making of arrangements pursuant to Section 95(2) of the 1998 Act (Children to whom Section 87 applies: appeals by governing bodies).
5. The making of appointments to the Joint Appointments Committee under paragraphs 2 to 4 (appointment of members by relevant Councils) of Schedule 2 (Police Authorities established under Section 3) to the Police Act 1996.
6. The conducting of best value reviews in accordance with the provisions of any order for the time being having effect under section 5 (best value reviews) of the Local Government Act 1999.
7. Any function relating to contaminated land.
8. The discharge of any function relating to the control of pollution or the management of air quality.
9. The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests of land.
10. The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
11. The making of agreements for the execution of highways works
12. The appointment of any individual –
  - (a) to any office other than an office in which he is employed by the authority;
  - (b) to any body other than –
    - (i) the authority;
    - (ii) a joint Committee of two or more authorities; or
  - (c) to any Committee or Sub-Committee of such a body, and the revocation of any such appointment.
13. The making of agreements with other Local Authorities for the placing of staff at the disposal of those other Authorities.
14. Power and duties in respect of Local Development Documents which are not Development Plan Documents.