

APPENDIX 1**Part 3 – Responsibility for Functions**

Contents		
PART 3A	INTRODUCTION	Page //
PART 3B	COUNCIL FUNCTIONS	Page //
PART 3C	COMMITTEE FUNCTIONS	Page //
PART 3D	OFFICER NON-EXECUTIVE FUNCTIONS	Page //
PART 3E	EXECUTIVE FUNCTIONS	Page //
Tables		
1	Functions of Council	Page //
2	Functions of Committees	Page //
3	Non-Executive Functions of Officers	Page //
4	Executive Functions	Page //
5	Additional Executive Functions of Officers	Page //
Appendix		
A	Cabinet, Cabinet Member Portfolios and Decision making by Individual Cabinet Members	Page //

PART 3A

INTRODUCTION

- 3A.1 The Council consists of a number of distinct elements which are each allocated certain functions. The most important elements are Council (all councillors), Committees (undertaking specific functions delegated by Council/specified in statute) and the Executive (Leader and Cabinet). These are the primary decision making bodies within the Council and they exercise different powers and functions. To assist the efficient working of the Council these bodies have delegated some of their functions to other parts of the Council including Sub-Committees and Officers.
- 3A.2 This Part 3 of the Constitution describes the way in which the Council's powers and functions are distributed amongst the various parts of the Council and who may lawfully exercise those powers within any limits or in accordance with any conditions.
- 3A.3 The law provides a framework under which functions:
- (a) must not be the responsibility of the Executive
 - (b) may or may not be the responsibility of the Executive
 - (c) must be the responsibility of the Executive
 - (d) must be exercised by Full Council
- 3A.4 Functions which are the responsibility of the Executive (called "Executive Functions") may be delegated by the Leader of the Council to a Committee of the Executive, an individual Member of the Executive (Cabinet Member) or an Officer (exercising Executive Functions). Executive Functions may also be delegated to another local authority or exercised jointly through a joint committee or officer of another authority. The delegation of Executive Functions is set out in Part 3E 'Executive Functions' below.
- 3A.5 Functions which are not the responsibility of the Executive (called 'non-Executive Functions') are the responsibility of Council, Committees (and Sub-Committees) or Officers (exercising non-Executive Functions)¹. Delegation of non-Executive Functions is set out in Part 3B 'Council Functions', Part 3C 'Committee Functions' and Part 3D 'Officer Non-Executive Functions' below.
- 3A.6 Any reference in this Part 3 of the Constitution to any Function, and any delegation of power includes all action associated with that Function or power and all related enforcement actions.
- 3A.7 A Key Decision shall only be taken by Cabinet, unless such a decision has been specifically delegated by the Leader to a Cabinet Member or an Officer or unless the Leader, Managing Director (or, in his absence or where he is unable to act, a Corporate Director) is making an urgent decision (as set out in Part 3E below).
- 3A.8 A Significant Decision shall only be taken by Council or a Committee unless such a decision has been specifically delegated to a Sub-Committee or Officer or unless the Managing Director (or, in his absence or where he is unable to act, a Corporate Director) is making an urgent decision (as set out in Part 3D below).
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PART 3B

COUNCIL FUNCTIONS

3B.1 The functions that may only be exercised by Council are set out in Table 1 below:

Table 1-Functions of Council	
1	Determine which plans, strategies and policies shall comprise the Council's Policy Framework (Part 2 Article 4) and from time to time approve, adopt and amend those plans, strategies and policies.
2	Determine and amend the Council's Budget.
3	Approve a departure from the approved Policy Framework and/or the approved Budget.
4	Appoint and remove the Leader.
5	Change the executive arrangements of the Council.
6	Establish, abolish and decide the terms of reference and the composition of Council Committees and make appointments including co-opted members to them and other non-Executive bodies.
7	Make and amend Procedural Rules, Financial Rules and Contract Rules.
8	Change the name of the City or a parish.
9	Elect a Mayor (Council Chairman) and Deputy Mayor (Council Vice-Chairman).
10	Confer the title of Honorary Alderman and grant the Freedom of the City.
11	Promote or oppose local or personal bills.
12	Where it is the function of the Council, divide Parliamentary Constituencies and local government electoral divisions into polling districts.
13	Appoint an Electoral Registration Officer and Returning Officer for local government elections.
14	Make, amend, revoke or re-enact Byelaws.
15	Fill Council or Parish Council vacancies in the event of insufficient nominations.
16	Change ordinary year of election of parish councillors.
17	Submit proposals to the Secretary of State for an Order for pilot schemes for local elections.
18	Confirm the appointment of the Head of Paid Service and designate officers as the Monitoring Officer and the Chief Finance Officer.
19	Make a scheme for the payment of allowances to Members and determine the amount of all allowances payable to Members of the Council.
20	Approve the Pay Policy Statement.
21	Establish and abolish Joint Committees (in respect of non-Executive functions).
22	Appoint or nominate individuals to outside bodies in respect of non-Executive Functions and revoke or withdraw such appointment or nomination.
23	Appoint or nominate individuals to outside bodies in respect of Executive Functions and revoke or withdraw such appointment or nomination where there is no Group Leader consensus on the decision to be taken.
24	Adopt or amend the Code of Members' Conduct.
25	Take decisions and/or give advice on matters brought to Council by the Leader, Cabinet, Officers and other bodies or persons.
26	Receive and consider statutory reports from the Head of Paid Service and the Monitoring Officer.
27	Authorise virements from the Council's approved Annual Revenue and Capital Budgets in excess of £100,000.
28	Determine whether Local Choice Functions (as defined in Local Authority (Functions & Responsibilities) (England) Regulations 2000 as amended) will be exercised by Council or the Cabinet and undertake such local choice functions as allocated to Council.
29	Discharge any other function which is by law reserved to Council.
30	Approval and allocation of the Council's annual borrowing limit

31	The appointment of review boards under regulations made pursuant to Section 34(4) of the Social Security Act 1998.
32	The power to submit proposals to the Secretary of State for an Order under Section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.
33	Any resolution for whole Council elections.
34	Any change in the name of electoral areas.
35	Any decision as to whether a casino is located in Gloucester.

PART 3C

COMMITTEE FUNCTIONS

- 3C.1 Council has established the Committees set out in Table 2 below to discharge certain functions. Council retains the right to a concurrent and overriding exercise of all functions in Table 2.
- 3C.2 The Council must have at least one Overview and Scrutiny Committee.
- 3C.3 A Committee may establish such Sub-Committee(s) as it sees fit to undertake certain of its functions and the Table below include such Sub-Committees.
- 3C.4 Unless otherwise required by law, a Committee or Sub-Committee in Table 2 may determine not to exercise a function delegated to it and refer that function upwards for determination by respectively Council or the parent Committee.

Table 2- Functions of Committees

Overview and Scrutiny	
1	Co-ordinate, champion and lead on the scrutiny of Council and Executive decisions.
2	Have all of the functions, powers and duties conferred by Section 21 of the Local Government Act 2000 (as amended).
3	Determine the allocation of work in the event that the scope of the subject matter of a scrutiny study or investigation overlaps the role of more than one Sub-Committee or Task and Finish Group.
4	Review the operation of the scrutiny process and work programmes of the Overview and Scrutiny Sub Committees and Task and Finish Groups and inform and advise Council in relation to priorities and the allocation of resources.
5	Oversee and review the resources, support, training and development of Overview and Scrutiny Members.
6	Develop a positive “critical friend” approach to the role of scrutiny of the Council and Community issues.
7	Provide and co-ordinate the input to an annual report to Full Council on such issues or topics as the Committee sees fit.
8	Give consideration to the management of matters called in for review under paragraph 14 of the Overview and Scrutiny Rules.
9	Give consideration to matters referred to it by the Councillors’ Call for Action.
10	Review and scrutinise the work of the Executive.
11	Review and scrutinise the content of the Forward Plan.
12	Review and scrutinise the policies of the Council.
13	Consider any matters which affect the authority, the City of Gloucester (or part of it) or its inhabitants (or some of them).
Planning Committee	
1	To determine planning applications, the terms of planning agreements and such other matters as are considered appropriate from time to time, excluding matters relating to policy.
2	To determine the Council’s response to major planning applications in neighbouring districts where the Council is a consultee.
3	To deal with all matters arising under the building regulation code and associated legislation except matters expressly delegated to the relevant Corporate Director.

4	<p>To determine matters relating to planning as a District Planning Authority excluding strategic planning matters, such as:</p> <p>(a) The preparation, adoption and review of the Council's statutory Local Development Plan.</p> <p>(b) Representation of the District Planning Authority's view to other bodies as appropriate on strategic planning matters.</p> <p>which will be considered by Planning Policy Sub-Committee which shall make recommendations for determination by the Council.</p>
5	<p>To determine all matters relating to the Section 106 process - determining Council priorities for Developer contributions.</p>
6	<p>Without prejudice to the above roles and the Council's Scheme of Delegation the Planning Committee shall be responsible for those matters set out in Part A (Functions relating to Town and Country Planning and Development Control) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.</p>
7	<p>To approve the Planning Enforcement Plan.</p>
8	<p>To determine Neighbourhood Planning applications.</p>
9	<p>To determine:</p> <ul style="list-style-type: none"> • Applications submitted by or on behalf of the City Council, or for development on Council owned land or where the Council has a direct interest, except where no objections are received. • Applications submitted by a serving Member or Officer of the Council. • Applications, which constitute a significant departure from the most up to date Local Plan that is formally approved and adopted by the Council for Development Control purposes. • Applications for 50 or more new houses/flats. • Applications which entail more than 1000 square metres of gross floor space. • Buildings or structures which exceed 15 metres in height. • Applications where Officers are recommending an agreement under S.106 of the Town and Country Planning Act 1990 with the exception of Agreements which relate to the collection and administration of contributions for open space which accord with Local Plan policy and associated Supplementary Planning Guidance. • Applications which are accompanied by an Environmental Statement. • Applications for change of use to hot food takeaway, except where no objections are received. • Applications for a change of use to Class A2(c) within the Town and Country Planning (Use Classes) Order 1987, where the Officer recommendation is for approval. Applications for the demolition of a listed building. • Applications for the development that significantly affects the setting of a grade 1 or 2* Listed Building or a Scheduled Ancient Monument. • Applications for the removal of trees protected by a Tree Preservation Order (except where exempted by the Act) where there are objections received. <p>PROVISOs:</p> <p>(i) Only the relevant Ward Members where the application site is located plus Members in adjacent Wards where the application might have an impact, the Chair or Vice Chair of the Planning Committee or the Party Spokespersons are able to refer an application to Committee.</p> <p>(ii) Any Councillor wishing to refer a planning application to Committee must submit a pro-forma request slip within 28 days of the consultation period commencing. If the</p>

	<p>request slip is not submitted within this timescale then the application cannot be referred to Committee except in exceptional circumstances (for example, an application is particularly controversial or significant) and where it is agreed by one of the following; the relevant Corporate Director, the Head of Planning, the Development Control Service Manager, the Chair of the Planning Committee or Party Spokespersons.</p> <p>(iii) The relevant Corporate Director, the Head of Planning and the Development Control Service Manager will use their discretion to refer any matter to the Planning Committee which would raise sensitive issues, or where it would be otherwise be beneficial for the decision to be made by Members</p>
Planning Policy Sub- Committee	
1	<p>Subject to consultation arrangements:</p> <ul style="list-style-type: none"> • to make recommendations to the Council on the preparation of the Local Development Plan for Gloucester. • to make recommendations to Council relating to the Local Development Planning Policy.
2	<p>Prior to the Sub-Committee considering local development plan related matters, the following process will have been followed:</p> <ul style="list-style-type: none"> • the Planning Officer shall issue for consultation a draft document in consultation with the Cabinet Member for Housing and Planning, the Chair and the Vice Chair of the Planning Committee. • as part of the Consultation exercise, the views of the individual Cabinet Members will be sought.
3	<p>Prior to the Sub-Committee considering local development plan related matters, the following process will have been followed:</p> <ul style="list-style-type: none"> • the Planning Officer shall issue for consultation a draft document in consultation with the Cabinet Member for Housing and Planning the Chair and the Vice Chair and of the Planning Committee. • as part of the Consultation exercise, the views of the individual Cabinet Members will be sought.
Licensing and Enforcement Committee	
1	<p>To undertake all matters in relation to the statutory licensing and registration functions of the Council (save to the extent that such responsibility has been delegated to another Committee or Officer by the Council) such duties to include liquor, entertainment and late night refreshment licensing and the Gambling Act 2005. The Committee's role includes the formulation and approval of policy guidelines with the exception of the following which are dealt with by the Council:</p> <ul style="list-style-type: none"> • Sex Establishment Licensing Policy • Licensing Policy Statement - Licensing Act 2003 • Gambling Policy - Statement of Principles - Gambling Act 2005.
2	<p>To receive information from the County Council and other relevant bodies on matters relating to the Council's licensing functions.</p>
3	<p>To hear and determine licence applications that are contentious and/or where objections have been lodged by statutory consultees, residents, other third parties or where officers have reservations about the appropriateness of an application or the suitability of an applicant.</p>
4	<p>Without prejudice to the above roles and the Council's Scheme of Delegation the Licensing and Enforcement Committee shall be responsible for those matters set out in Parts B and C (Licensing and Registration functions) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the Licensing Act 2003 and</p>

	the Gambling Act 2005.
5	The Licensing and Enforcement Committee shall be empowered to set up a sub-committee or sub-committees to discharge functions and act in accordance with powers delegated by the Committee. In the context of the Committee's powers under the Gambling Act 2005 sub delegation may extend to the permitted discharge of functions by an officer.
6	To receive reports and determine policy in relation to street trading.
7	To approve policy and to determine fees in relation to scrap metal dealer licensing.
Licensing and Enforcement Sub-Committee (Licensing and Gambling)	
1	To undertake all matters relating to the discharge of functions in accordance with the powers delegated by the Parent Committee.
2	The Sub-Committee will meet to hear appeals relating to the Licensing Act 2003 and the Gambling Act 2005.
Licensing and Enforcement Sub-Committee (Enforcement)	
1	To undertake all matters relating to the discharge of functions in accordance with the powers delegated by the Parent Committee.
2	To hear Hackney Carriage and Private Hire disciplinary matters in accordance with the provisions of the Council's adopted General Conditions for Hackney Carriage and Private Hire Licensing.
3	To hear appeals against refusals of applications for, or conditions applied to, street trading consents.
4	To consider contentious applications for scrap metal dealer licences and to hear appeals against refusals of applications for scrap metal dealer licences.
Audit and Governance Committee	
Governance, risk and control	
1	To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
2	To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
3	To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
4	To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
5	To monitor the effective development and operation of risk management in the Council.
6	To monitor progress in addressing risk-related issues reported to the Committee.
7	To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
8	To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
9	To monitor the counter-fraud strategy, actions and resources.
Internal Audit	
10	To approve the internal audit charter.
11	To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
12	To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to

	place reliance upon those other sources.
13	To approve significant interim changes to the risk-based internal audit plan and resource requirements.
14	To make appropriate enquiries of both management and the Head of internal audit to determine if there are any inappropriate scope or resource limitations.
15	To consider reports from the Head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:- <ul style="list-style-type: none"> (a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work. (b) Regular reports on the results of the Quality Assurance and Improvement Programme. (c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
16	To consider the Head of internal audit's annual report: <ul style="list-style-type: none"> (a) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement. <p>The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with a summary of the work supporting the opinion.</p>
17	To consider summaries of specific internal audit reports as requested.
18	To receive reports outlining the action taken where the Head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
19	To contribute to the Quality and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
20	To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
21	To support the development of effective communication with the Head of internal audit.
External Audit	
22	To consider the external auditor's annual letter, relevant reports, and the report of those charged with governance.
23	To consider specific reports as agreed with the external auditor.
24	To comment on the scope and depth of external audit work and to ensure it gives value for money.
25	To commission work from internal and external audit.
26	To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
27	To consider the external auditor's annual letter, relevant reports, and the report of those charged with governance.
28	To consider specific reports as agreed with the external auditor.
29	To comment on the scope and depth of external audit work and to ensure it gives value for money.
30	To commission work from internal and external audit.
31	To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
Financial reporting	
32	To review the statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
33	To consider the external auditor's report to those charged with governance on issues

	arising from the audit of the accounts.
Accountability arrangements	
34	To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
35	To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.
Constitution and Standards	
36	To consider and review changes to the Council's constitution in respect of Contract Standing Orders, Financial Regulations, and Codes of Conduct and behaviour.
37	To monitor the operation of the Council's codes and protocols (see Part 5 of this Constitution) and the Council's complaints process and to advise the Council on the adoption or revision of such codes.
38	To consider the Council's compliance with its own published standards and controls.
39	To review any issues referred to it by the Head of Paid Service, a Corporate Director or any Council body.
40	To receive allegations and any accompanying report from the Monitoring Officer and to refer the allegation to the Monitoring Officer for formal investigation or informal resolution.
41	To set up, where necessary, a Hearings Panel to consider any alleged breach of the Members' Code of Conduct.
42	To promote and maintain high standards of conduct by Councillors and co-opted Members.
43	To assist Councillors and co-opted Members to observe the Members' Code of Conduct.
44	To advise the Council on the adoption, revision of, or publicity on the Members' Code of Conduct.
45	To advise, train or arrange to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct.
46	To grant dispensations to Councillors and co-opted Members from the requirements relating to interests set out in the Members' Code of Conduct or other Council codes and protocols where: <ul style="list-style-type: none"> (a) the Committee considers that the dispensation is in the interests of persons living in the Council's area; or (b) the Committee considers that it is otherwise appropriate to grant a dispensation.
47	To consider appeals against decisions made by the Monitoring Officer in exercise of their dispensation powers;
48	To set up, where necessary, a Sub-Committee to shortlist and interview candidates for the role of Independent Person and to make recommendations to Council regarding the appointment of Independent Persons.
49	To provide such advice and assistance as appropriate regarding the appointment of the Independent Person as required under Part 7 of the Localism Act 2011.
50	To set the allowances and expenses payable to the Independent Person and Reserve Independent Persons.
51	The ability to require the Leader and Cabinet Members to attend and be questioned on audit, risk management and corporate governance matters relating to their roles and responsibilities.
52	The ability to require the Head of Paid Service, and Corporate Directors to attend and be questioned on audit, risk management and corporate governance matters relating to their roles and responsibilities.
53	The power to call expert witnesses from outside the Council to give advice on matters under review or discussion.
54	To discharge powers under section 101 of the Local Government Act 1972 acting as a Sub-Committee of the Council for Statement of Auditing Standards (610) purposes.

55	To approve the Statement of Accounts and the Annual Governance Statement.
56	To approve the Internal Audit Periodic Plan, receive reports on progress and as a consequence approve any material changes to the plan.
Audit and Governance Sub-Committee (Hearings Panel)	
57	To receive reports from the Monitoring Officer following investigations into complaints and all other steps associated with that function.
58	To conduct standards hearings and all other steps associated with that function, including taking into account the advice of the Independent Person.
59	To conduct a pre-meeting if it considers it will assist the expeditious resolution of business including identifying areas of agreement / disagreement, how the evidence shall be adduced, and which parts of the hearing, or any documents, shall be private.
General Purposes Committee	
1	To make recommendations to Council on: <ul style="list-style-type: none"> a) changes to the Constitution (excluding changes within the remit of the Audit and Governance Committee) b) polling district and polling place arrangements c) proposals to change the name of the electoral area d) any functions in relation to parishes, parish meetings and parish councils, including changing the name of a parish e) community governance matters, including the outcome of any community governance review f) the recommendations of the Independent Remuneration Panel in respect of the Scheme of Members' Allowances.
2	To make recommendations to the Returning Officer in respect of elections matters.
3	To make recommendations to the Electoral Registration Officer in respect of electoral registration matters.
4	To make, amend or revoke bylaws.
5	To approve changes to staff terms and conditions and policies relating to employee remuneration.
6	To consider the Pay Policy Statement and refer it to Council for approval
7	To determine policies relating to local government pensions and discretionary compensation
8	To deal with any matter which, by virtue of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended or any other statutory provision, cannot be the responsibility of the Cabinet and does not fall within the terms of reference of any other Committee or within the Scheme of Officer Delegations.
9	To deal, where legally permissible, with any matter, including the authorisation of legal proceedings, which requires a decision of the Council and which cannot reasonably be dealt with in the normal cycle of meetings.
Senior Appointments Committee	
1	To be responsible for the appointment of the Managing Director and Corporate Directors.
2	To refer the appointment of the Head of Paid Service to Council for approval.
3	To recommend to Council, on a permanent, temporary or acting up basis, a person to be designated as the Chief Finance Officer or the Monitoring Officer.
4	To determine the conditions on which the Managing Director and Corporate Directors hold office, including deciding on matters of early retirement.
5	To suspend the Managing Director, Corporate Directors and Statutory Officers whilst an investigation takes place into alleged misconduct.
6	To manage and consider any disciplinary and/or capability and any grievance matters arising in relation to the Managing Director, Corporate Directors and the Statutory Officers
7	To consider allegations concerning the conduct or capability of the Managing Director, Corporate Directors and the Statutory Officers in order to establish whether or not they are

	sufficiently well-founded and serious in content to justify investigation.
8	To carry out the function of an Investigating & Disciplinary Committee as set out in the JNC Conditions of Service for Chief Executives and the JNC Conditions of Service for Chief Officers.
9	<p>In respect of Statutory Officers to:</p> <ol style="list-style-type: none"> a. decide whether the issues requires no formal action or b. whether the issue should be referred to an Independent Person c. be responsible for the appointment and terms of reference of the Independent Person d. receive and consider the report of the Independent Person e. hold a capability or disciplinary hearing <p>Following receipt of any Independent Person report, to determine a course of action (up to and including dismissal) within the Council's powers under law and in accordance with the Council's procedures including the procedures set out in the Officer Employment Procedure Rules. Council must approve any dismissal of Statutory Officers.</p>
10	<p>In respect of the Managing Director and Corporate Directors to:</p> <ol style="list-style-type: none"> a) appoint, if appropriate, an investigator on behalf of the Committee (which power may be delegated to an officer) b) receive and consider any report of an investigator c) hold a capability and/or disciplinary hearing <p>Following any capability and/or disciplinary hearing, determine a course of action (up to and including dismissal) within the Council's powers under law and in accordance with the Council's procedures including the procedures set out in the Officer Employment Procedure Rules.</p>
Appeals Committee	
1	To hear and determine appeals against decisions of the Senior Appointments Committee in respect of action taken against the Managing Director or Corporate Director (other than a Statutory Officer).
2	To hear and determine appeals against any action short of dismissal taken by the Senior Appointments Committee against a Statutory Officer.

PART 3D

OFFICER NON-EXECUTIVE FUNCTIONS

- 3D.1 All non-Executive Functions, other than those allocated in Parts 3B & C above, are delegated to the Managing Director and Corporate Directors as set out in Table 3 below.
- 3D.2 In addition, the Managing Director and Corporate Directors will exercise powers or duties specifically delegated to them by Council, Committee, Sub-Committee or Joint Committee.
- 3D.3 The Managing Director and Corporate Directors are not required to exercise all delegations personally and may sub-delegate any Function in this Part 3D to Officers of suitable experience and seniority.
- 3D.4 An Officer does not have delegated authority to take a Significant Decision unless (a) specifically authorised to do so by Council, Committee, Sub-Committee or Joint Committee, or (b) the Managing Director (or, in his absence or where he is unable to act, a Corporate Director) is taking action under urgency powers as set out in this Part 3D.
- 3D.5 The fact that a function is delegated to an Officer under this Scheme does not preclude the person or body which gave the delegation from exercising the function in question.
- 3D.6 Council or an Appropriate Committee may direct in any particular case that a delegated power to an Officer in respect of a non-Executive Function shall not be exercised by the Officer and that the Function in question shall instead be exercised by the Council or Appropriate Committee. Such direction must be exercised in consultation with the Managing Director or appropriate Corporate Director.
- 3D.7 The Managing Director and Corporate Directors may at their discretion refer any matter to Council or Appropriate Committee for decision.
- 3D.8 Article 13 'Decision Making' applies to the exercise of all Non-Executive Functions by Officers in this Part 3D.

Table 3-Non-Executive Functions of Officers

Managing Director	
Function	Condition
Discharge any non-Executive Function not otherwise allocated in Parts 3B-D of the Constitution	Unless prohibited by law
Discharge any non-Executive Function which is delegated to an Officer under Part 3D	Where that Officer is absent or unable to act through conflict of interest or otherwise Except in the case of the Monitoring Officer or Head of Finance where they have allocated the function to their deputy
Take an urgent decision in respect of a non-Executive Function, including a Significant Decision, in a situation where there is not sufficient time for a report to be considered by Council or Appropriate Committee.	Unless it is a decision that in law can only be made by Council. Wherever possible this shall be done in consultation with the Mayor or Appropriate Committee Chairman. The decision shall be reported to the next scheduled meeting of Council or the Appropriate Committee
Take an urgent decision not in accordance	In accordance with Budget & Policy Framework

with the Budget or the Policy Framework	Rules (Part 4 Rule 4) The decision shall be reported to the next available meeting of Council
Determine claims and payments in accordance with the scheme of Member Allowances	
Discharge functions and take actions and decisions in respect of elections, electoral registration, referenda and related legislation	Except as specifically allocated to Council in Part 3B Table1
Discharge functions and responsibilities with regard to a parish council	Except as specifically allocated to Council in Part 3B Table1
Undertake the functions of the Head of Paid Service including the duty, where he considers it appropriate to do so, of reporting to Council on the manner in which the Council functions are co-ordinated, the number and grades of staff to discharge those functions and the organisation and proper management of those staff	
Approve reorganisation of functions and restructuring of staff within service areas and the transfer of staff and functions between service areas	Except where the Managing Director considers it appropriate to refer a report to Council
Approve redundancy of or an application for early retirement (including ill health retirement) of an employee	Except (in the case of the Managing Director or Corporate Director) as specifically allocated to Council or Committee in Part 3B Table 1 or and Part 3C Table 2. Subject to corporate HR policies
Appoint, dismiss and discipline employees within their service areas and determine their individual terms and conditions of employment and matters relating thereto	Chief Officer level and above is allocated to Council or Senior Appointments Committee subject to Officer Employment Procedure Rules (Part 4F) and corporate HR policies. Subject to appropriate budgetary provision
Approve HR procedures and policies which relate to employee terms and conditions of employment	Except as specifically allocated to General Purposes Committee in Part 3C Table2
Undertake functions in respect of local government pensions	Except as specifically allocated to General Purposes Committee in Part 3C Table2
Authorise any Officer for any legal purpose including Proper and Statutory Officer appointments	Unless otherwise prescribed by law or allocated to Council in Part 3B
District Emergency Co-Ordinator	
Make minor and consequential amendments to the Constitution to reflect changes of fact including changes in allocation of Functions	Corporate Directors, Council Solicitor and Group Leaders to be informed of any change which the Managing Director considers to be significant
Corporate Directors	
Function	Condition
Discharge any Non-Executive Function which is delegated to an Officer (including the Managing Director) under this Part 3D	Where that Officer is absent or unable to act through conflict of interest or otherwise Except in the case of the Monitoring Officer or Head of Finance where they have allocated the function to their deputy

Undertake the statutory role of Head of Paid Service	Where the Managing Director is absent or unable to act through conflict of interest or otherwise. The role rests with the Corporate Director who is deputising for that period
Appoint, dismiss and discipline employees within their service areas and determine their individual terms and conditions of employment and matters relating thereto	Chief Officer level and above is allocated to Council or Senior Appointments Committee and subject to Employment Rules (Part 4) and corporate HR policies. Subject to appropriate budgetary provision
Approve revenue budget virements between service areas/budget heads not exceeding £25,000	In consultation with appropriate Corporate Director. If exceeding £10,000, Cabinet Member to be informed.
Approve ex gratia and maladministration compensation payments up to £5,000	In consultation with the Head of Finance and Council Solicitor
Set fees and charges and increase in line with inflation	Cabinet Member or Appropriate Committee Chairman to be informed
Determine applications for: (a) full planning permission; (b) outline planning permission; (c) approval of reserved matters; (d) listed building consent; (e) conservation area consent; (f) advertisement control consent	Except as specifically allocated to Planning Committee under Part 3C Table 2
Determine planning applications relating to trees including (a) trees covered by Tree Preservation Orders: and (b) trees within Conservation Areas.	Except as specifically allocated to Planning Committee under Part 3C Table 2
Other actions and decisions (including enforcement, entry on to land and planning agreements) as local planning authority under the Town & Country Planning Act 1990, Planning (Listed Building & Conservation Area) Act 1990 and all planning related legislation.	Except as specifically allocated to or by Council
Authorise the stopping up or diversion of a highway, footpath or bridleway or extinguish public rights of way over land held for planning purposes.	
Extinguish public right of way over land acquired for clearance.	
Undertake functions relating to high hedges and protection of important hedgerows.	
Determine jointly with the Council Solicitor the wording of, and completion of	Except as specifically allocated to Planning Committee under Part 3C Table 2

agreements under Section 106 of the Town and Country Planning Act 1990	
Determine any application for the grant, renewal, variation or transfer of a licence, consent, permit or permission	Except as specifically allocated to Licensing and Enforcement Committee or Sub-Committee under Part 3C Table 2
Suspend or continue the suspension of a hackney carriage or private hire driver, vehicle or operator's licence	Where public safety is at risk
Revoke or withdraw a licence, consent, permit or permission	Except as specifically allocated to Licensing Committee or Sub-Committee under Part 3C Table 2
Other actions and decisions (including enforcement, entry on to land and waiving of fees) as licensing authority under the Licensing Act 2003, Gambling Act 2005 and all other licensing legislation	Except as specifically allocated to Council, Licensing Committee or Sub-Committee under Part 3C Tables 1 and 2
Highway authority functions (as delegated to the Council by the County Council)	Except as specifically allocated to Licensing Committee under Part 3C Table 2
Discharge all functions under the Health & Safety at Work etc. Act 1974 and other health and safety related legislation (otherwise than in the Council's capacity as employer)	
Discharge all functions under food and food safety legislation which cannot be exercised as Executive Functions	
Authorise legal proceedings	In consultation with the Council Solicitor
Head of Finance	
Function	Condition
Undertake the functions of the Council's Head of Finance to ensure proper administration of the Council's financial affairs	
Approve the carry forward of budget underspend to next financial year for same purpose as originally intended	
Make minor changes to the Financial Rules to reflect changes in fact and accounting and audit requirements/best practice	Managing Director and Corporate Directors to be informed
Make minor changes to the Contract Rules to reflect changes in fact and procurement requirements and best practice	In consultation with the Council Solicitor and Managing Director and Corporate Directors to be informed
Head of Law (Commercial)/One Legal	
Undertake the functions of the Monitoring	

officer prescribed by law	
<p>To grant dispensations to Councillors and co-opted Members from the requirements relating to interests set out in the Members' Code of Conduct where:</p> <ul style="list-style-type: none">(a) so many Members of the decision-making body have Disclosable Pecuniary Interests in a matter that it would impede the transaction of the business and render the meeting inquorate; or(b) without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter; or(c) without a dispensation, no Member of the Cabinet would be able to participate in the matter and the Cabinet meeting would be inquorate as a result.	

PART 3E

EXECUTIVE FUNCTIONS

General

- 3E.1 The Council operates a Leader and Cabinet form of Executive and the Leader of the Council specifies how the functions of the Executive (known as 'Executive Functions') will be carried out.
- 3E.2 In law the Leader of the Council may discharge any Executive Functions and exercise any powers which are the responsibility of the Executive; alternatively the Leader may arrange for the discharge of any of those Functions by delegation to any of the following:-
- (a) the Cabinet
 - (b) a Cabinet Committee
 - (c) an individual member of the Cabinet (Cabinet Member)
 - (d) an officer of the Council
 - (e) another local authority
 - (f) jointly with another local authority through a joint committee or officer

Delegations

- 3E.3 The Leader has exercised their power of delegation in the manner set out below in Table 4 'General Scheme of Delegation of Executive Functions' and Table 5 'Additional Delegation of Executive Functions to Officers'. In Table 4 reference to 'Cabinet Member' means a Cabinet Member acting in portfolio as set out in Appendix A and reference to 'Officer' means Managing Director or Corporate Director.
- 3E.4 The Leader has directed that the Executive Functions delegated to Cabinet Members as set out in Table 4 shall not be sub-delegated to Officers without his prior consent.
- 3E.5 Each person or body to whom an Executive Function is delegated in Tables 4 and 5 and Appendix A shall be empowered to take any step in the course of or otherwise for the purposes of or in connection with the discharge of the Function, do anything incidental or conducive to discharge of the Function or do anything expedient in connection with the discharge of the Function.
- 3E.6 The Leader may amend their delegations at any time by giving notice in writing to any person who currently holds the power and any person to whom the power is now to be delegated and to the Proper Officer (in this case the Managing Director or in their absence or where they are unable to act the Council Solicitor) setting out the change to be made; such amendment to take effect immediately on confirmation of receipt by the Proper Officer. The Proper Officer will ensure that this Part 3 of the Constitution is updated forthwith.
- 3E.7 Where an Executive Function has been delegated by the Leader this does not prevent the Leader from exercising that Function.
- 3E.8 In the absence of the Leader of the Council the person or persons designated by the Leader and notified by the Leader to the Proper Officer as

having responsibility for the Leader's area(s) of responsibility is or are authorised to exercise the functions of the Leader pursuant to the Constitution.

- 3E.9 Article 13 'Decision Making' applies to the exercise of all Executive Functions in this Part 3E.

Officer Delegations - Special Provisions

- 3E.10 The Managing Director or Corporate Director are not required to exercise all delegations personally and may sub-delegate any Function in this Part 3E to officers of suitable experience and seniority.
- 3E.11 An Officer does not have delegated authority to take a Key Decision unless (a) specifically authorised to do so by the Leader or (b) the Managing Director (or, in their absence or where they are unable to act, a Corporate Director) is taking an urgent decision as set out in this Part 3E.
- 3E.12 The fact that a function is delegated to an Officer under this Scheme does not preclude the person or body which gave the delegation from exercising the function in question.
- 3E.13 The Leader may direct in any particular case that a delegated power to an Officer in respect of an Executive Function shall not be exercised by an officer and that the Function in question shall instead be exercised by the Leader or Cabinet. Such direction must be exercised in consultation with the Managing Director or Corporate Director(s).
- 3E.14 A Cabinet Member may in respect of an Executive Function which falls within their portfolio direct in any particular case that a delegated power to an Officer shall not be exercised by an officer and shall instead be exercised by them as Cabinet Member. Such direction must be exercised in consultation with the Managing Director or Appropriate Corporate Director and the Leader.
- 3E.15 The Managing Director or Corporate Director may at their discretion and in consultation with the Leader or Cabinet Member refer any matter to the Leader or Cabinet for decision.
- 3E.16 Officers have responsibility to report to the Leader or Cabinet Member matters that are of political or strategic significance where that body or person is not required to make a decision but where it is proper for them to be aware of the position.

Table 4 –Executive Functions

FUNCTION	Leader	Cabinet Member	Cabinet	Other Local Authority	Officer (Managing Director (MD) or Appropriate Corporate Director (CD))
Policy & Strategy					
Recommend to Council all plans strategies and policies which comprise the Policy Framework (Part 2 article 4) and initiate consultation on such plans policies and strategies			✓		
Agree in year changes to the Policy Framework to the extent permitted by Council or by the Constitution			✓		
Refer to Cabinet for discussion those plans strategies and policies which comprise the Policy Framework and initiate any appropriate consultation on them	✓	✓			
Take urgent decisions that are contrary to or not wholly in accordance with the Policy Framework	✓		✓		MD
Refer to Cabinet those plans strategies and policies which do not comprise the Policy Framework and require Cabinet approval	✓	✓			MD/CD
Agree/amend plans strategies and policies which do not comprise the Policy Framework and require Cabinet approval			✓		
Agree/amend plans strategies and policies which do not comprise the Policy Framework and require Cabinet Member approval (except Key Decisions)		✓			
Agree/amend plans strategies and policies which do not comprise the Policy Framework and require Officer approval (except Key Decisions)					MD/CD
Respond to consultations from Government, local authority associations and similar bodies which have policy or cross service issues	✓	✓			
Respond to all other consultations					MD/CD
Implement the Council's Risk Management Policy &	✓	✓	✓		MD/CD

Strategy					
Finance					
Prepare and consult on the Council's Budget and recommend to Council for approval			✓		
Receive and consider quarterly budget monitoring reports			✓		
Take urgent decisions that are contrary to or not wholly in accordance with the Budget	✓		✓		MD
Make bid for funding with resource implications exceeding £250,000			✓		
Make bid for funding with resource implications exceeding £100,000 and not exceeding £250,000	✓	✓			
Make bid for funding with resource implications not exceeding £100,000					MD/CD
Propose to Council a contribution to reserves above the level set in the Budget			✓		
Agree use of charging and trading powers		✓	✓		
Set fees and charges		✓			
Agree increase in fees and charges by more than inflation			✓		
Agree increase in fees and charges in line with inflation					MD/CD
Service Delivery					
Take all steps reasonably necessary to facilitate the effective and efficient delivery of services within their portfolio		✓			
Take all steps reasonably necessary for the effective and efficient delivery of services for which they are responsible				GCoC/SDC/TB C	MD/CD
Undertake internal changes and improvement of the Council's services					MD
Commissioning and Contracts					
Approve the means by which the Council's services will be provided including through a local authority company, community interest company, private organisation, trust or public/private partnership			✓		
Arrange for any Executive Function to be undertaken by another local authority			✓		

Arrange for any Executive Function to be exercised jointly with one or more local authorities through joint arrangements			✓		
Appoint member to a joint committee which undertakes Executive Functions and decide on the number of Members to be appointed and their term of office	✓				
Agree to Council appointment of member to a joint committee which undertakes at least one Executive Function and agree the number of members to be appointed and their term of office ²	✓				
Represent (or arrange for a Cabinet Member or Officer to represent) the Council as shareholder or member in a company in which the Council holds an interest	✓				
Monitor the performance of contracts and service level agreements in respect of all non-internally provided services					MD/CD
Engage consultant or locum not exceeding £50,000 pa					MD/CD
Engage a consultant or locum not exceeding £250,000 pa		✓			
Engage consultant or locum exceeding £250,000 pa			✓		
Accept tenders within budget and exceeding £100,000		✓			
Accept tenders and quotations within budget and not exceeding £100,000					MD/CD
Approve waiver to Contract Rules where the value is in excess of £100,000			✓		
Approve waiver to Contract Rules where the value does not exceed £100,000					MD/CD
Approve waiver from Contract Rules where the value exceeds £100,000 and an urgent decision is required					MD
Constitution & Democratic Process					
Make Key Decision		✓	✓		
Make urgent Key Decision	✓		✓		MD
Respond to call-in of a decision	✓	✓	✓		MD/CD
Respond to petition to Council		✓			
Appoint and remove Cabinet Members and decide their portfolios	✓				

Establish Cabinet Committee or working group			✓		
Delegate Executive Function to a Cabinet Member or Officer pursuant to 3E.6	✓				
Delegate Executive Function to an Officer with prior consent of Leader pursuant to 3E.4		✓	✓		
Undertake such specific Executive Function as may be allocated from time to time by the Leader	✓	✓	✓		MD/CD
Undertake any Executive Function which is delegated to an Officer where the Leader directs it should be exercised by Cabinet			✓		
Undertake any Executive Function which is delegated to an Officer where the Officer decides to refer it to Cabinet			✓		
Undertake any Executive Function delegated to a Cabinet Member where through absence, conflict or otherwise the Cabinet Member is unable to act	✓				
Undertake any Executive Function delegated to Cabinet which in the opinion of the Managing Director requires an urgent decision before the next meeting of Cabinet	✓				
Appoint or nominate individuals to outside bodies in respect of Executive Functions and revoke or withdraw such appointment or nomination provided all Group Leaders agree	✓				
Legal Services					
Undertake the role and functions of the Council's Solicitor and chief legal officer and provide the Council's legal service				TBC	
Audit					
Undertake the functions of the Council in respect of internal audit				GCoC	
HR					
Undertake functions of the Council in respect of human resources and payroll				GCoC	
Building Control					
Undertake functions of the Council in respect of building control				SDC	

Assets & Property					
Agree asset strategic/management plan			✓		
Dispose of non-land assets with a value exceeding £5,000			✓		
Dispose of non-land assets with a value not exceeding £5,000					MD/CD
Make compulsory purchase order (CPO)			✓		
Acquire land or property following CPO					CD
Acquire land (other than following CPO) where the value exceeds £250,000;			✓		
Acquire land (other than following a CPO) where the value is more than £50,000 but does not exceed £250,000;		✓			
Acquire land (other than following a CPO) where the value does not exceed £50,000;					CD
Agree Surplus Property Register (in consultation with appropriate Corporate Director); and determine whether to retain the property or to dispose of it (in consultation with the Appropriate Corporate Director) (the timing of such disposal to be at the discretion of the Asset Manager)		✓			
Dispose of, exchange or appropriate public open space (any value) where there have been objections to the statutory notice of disposal or appropriation			✓		
Appropriate land (except public open space where objections to the statutory notice of intended appropriation are received)		✓			
Dispose of or exchange land with a value exceeding £250,000 (including at an undervalue)			✓		
Dispose of or exchange land with a value exceeding £50,000 but not exceeding £250,000 including at an undervalue (and including public open space disposals where there have been no objections to the statutory notice of disposal)		✓			
Dispose of or exchange land with a value not exceeding £50,000 including at an undervalue (and including public open space disposals where there have been no objections to the statutory notice of disposal)					CD

Dispose of statutory allotments			✓		
Apply to Secretary of State to dispose of housing land under Housing Act 1985		✓			
Give public notice of a proposal to dispose of or change the use of public open space					CD
Approval of rent reviews where the annual rent exceeds £250,000 and reviews are the subject of negotiation			✓		
Determination of rent reviews: (a) Where the annual rental does not exceed £250,000; or (b) Where the annual rental exceeds £250,000, where a calculation mechanism is set down in the lease and has no element of negotiation					CD
Grant consents and licences under any leases granted by the Council					CD
Apply for consents and licences under any leases under which property is held by the Council					CD
Authorise rent subsidy (exceeding a value of £250,000) to third party on Council owned land			✓		
Authorise rent subsidy (exceeding £50,000 but not exceeding a value of £250,000) to third party on Council owned land		✓			
Authorise rent subsidy (not exceeding £50,000) to third party on Council owned land					CD
All other matters within the day-to-day management of the Council's property portfolio where the value of the action taken does not exceed £50,000					CD

Definitions:

- **“Acquire” includes the acquisition (including the acceptance of a surrender where appropriate) of a freehold or leasehold interest, rights, benefits or privileges, the dedication under statutory powers or obligations and includes the variation of any lease where the Council is a tenant under the lease.**
- **“Appropriation (appropriate)” is the formal transfer of property within the Authority from one statutory function to another**

- **“Dispose” includes the transfer of a freehold interest, dedication under statutory powers or obligations, easements (leasehold or freehold) and the grant, release, assignment or giving of a surrender (as appropriate) of any lease, covenants, benefits rights or privileges and includes the variation of any lease where the Council is a landlord under the lease.**
- **“Land” includes all buildings structures, rights and interests associated with land**
- **“Lease” includes any tenancy, licence, consent to occupy**
- **“Subsidy”, where there is reference to rent subsidy, is to the value of the identifiable rent, service charges, business rates and other outgoings for the identifiable period of commitment**
- **“Value”, where there is reference to a lease/tenancy/licence/surrender, is to the identifiable rent, service charges, business rates and other outgoings for the identifiable period of commitment**

ADDITIONAL DELEGATION OF EXECUTIVE FUNCTIONS TO OFFICERS

3E.17 All Executive Functions, other than those allocated in Table 4 of this Part 3E, are delegated to the Managing Director and Corporate Directors as set out in Table 5 below.

3E.18 In addition, the Managing Director and Corporate Directors will exercise powers or duties specifically delegated to them by the Leader, Cabinet or a Cabinet Member.

Table 5-Additional Executive Functions of Officers

Managing Director	
Function	Condition
Discharge any Executive Function which is delegated to an Officer under Part 3E	
Take an urgent decision in respect of an Executive Function (excluding a key decision) in a situation where there is not sufficient time for a report to be considered by the Leader or Cabinet Member.	Wherever possible this shall be done in consultation with the Leader and Cabinet Member (where not the Leader). The decision shall be reported to the next scheduled ordinary Cabinet meeting.
To authorise Officers to represent the Authority before a court or tribunal pursuant to: - (a) Paragraph 1(3) Schedule 3 of the Legal Services Act 2007 in respect of: - (i) Section 223 of the Local Government Act 1972 (ii) Section 60 of the County Courts Act 1984 (b) Paragraph 1(7) Schedule 3 of the Legal Services Act 2007 (c) The Lay Representatives (Rights of Audience) Order 1999	In consultation with the Council Solicitor
Authorise any Officer to or for any legal purpose including Statutory Officer appointments	Unless otherwise prescribed by law or allocated to Council in Part 3B
Make arrangements with other local authorities for the placing of staff at the disposal of those other authorities	
Authorise requests for investigations under the Regulation of Investigatory Powers Act 2000 and to maintain a register of investigations authorised under the Act	
Corporate Directors	
Function	Condition

Discharge any Executive Function which is delegated to an Officer (including the Managing Director) under this Part 3E	Where that Officer is absent or unable to act through conflict of interest or otherwise.
Undertake the role of Managing Director	Where the Managing Director is absent or unable to act through conflict of interest or otherwise. This Function falls to the Corporate Director who is deputising for that period
Undertake emergency planning and civil defence functions	

Appendix A - Cabinet ,Cabinet Member Portfolios and Decision making by Individual Cabinet Members

Cabinet	
1	The Cabinet will bear the responsibility for any of the local authority's functions which are delegated to it by the Leader.
2	The Leader will publish a Forward Plan at least monthly, showing a twelve-month programme of work and those decisions which are "Key Decisions", and also those decisions that may be made by an Individual Cabinet Member or which are delegated to an officer to make.

Decisions by Individual Cabinet Members

1. Decision making by Individual Cabinet Members applies only to executive functions that have been delegated to the Leader. The process does not apply to any function exercised by Council itself, or that Council has delegated to a committee, sub-committee or officer.
2. Individual Cabinet Members are empowered to make all executive decisions in respect of their own portfolio area of responsibility (portfolios are outlined below) except:
 1. Decisions already taken by Cabinet or an officer acting under delegated powers.
 2. Decisions involving a departure from the Council's Budget or Policy Framework or any Cabinet or regulatory committee policy.
 3. Decisions involving expenditure or savings of £250,000 or more.
 4. Decisions which the Leader wishes to be taken by the full Cabinet or a decision which the Cabinet Member has asked to be taken collectively by the full Cabinet.
 5. Where at least 3 Members of the Council request that a decision be taken by the full Cabinet.

provided that all such decisions will be taken by the decision maker having regard to the advice of the Council Solicitor and Chief Finance Officer in interpreting these provisions.

3. Cabinet Portfolios

Individual Cabinet Members are empowered by the Leader to make all executive decisions in respect of their own portfolio area of responsibility.

The allocation of portfolios to Cabinet Members in 2016/17 and their delegated executive functions will be as follows:

A. Leader of the Council and Cabinet Member for Regeneration and Economy

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Regeneration and Economy portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Regeneration
- Heritage and monuments
- Economic Development
- Markets and Street Trading
- Property & Asset Management
- City Centre Management
- Car Parking
- Street naming and numbering

B. Cabinet Member for Communities and Neighbourhoods

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Communities and Neighbourhoods portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Community Engagement
- Neighbourhood Strategy
- Crime and Disorder
- Voluntary sector and grants
- Play areas
- Children and Young People
- Shopmobility
- Community Cohesion
- Advice Services
- Equalities (external)
- Licensing and Environmental Health

C. Cabinet Member for Environment

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Environment portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Streetcare partnership
- Neighbourhood Management
- Recycling
- Climate Change
- Environmental Enforcement
- Waste
- Parks and Countryside Unit
- Crematorium and Cemeteries
- Emergency Planning and flood resilience

- All matters within the Terms of Reference for Gloucestershire Airport Shareholder Forum, except any decisions which are not within the Council's approved Budget or which are inconsistent with the Council's Money Plan.

D. Cabinet Member for Housing and Planning

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Housing and Planning portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Housing & GCH
- Planning including Joint Core Strategy and City Plan
- Robinswood Hill

E. Cabinet Member for Performance and Resources

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Performance and Resources portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Finance
- Policy & Performance
- PR/Communications
- Business Transformation and Technology (client side)
- Customer Services, Contact Centre and website
- Personnel
- Procurement
- Revenues and Benefits (client side)
- Equalities (internal)

F. Cabinet Member for Culture and Leisure

The Cabinet Member is responsible for all matters relating to the Council's affairs in respect of the Culture and Leisure portfolio. In particular, and subject to the Council's Executive Arrangements, the Cabinet Member is responsible for and may make decisions about:

- Marketing Gloucester
- Museums
- Culture
- Guildhall
- Festivals and Events
- Tourism/TIC
- Leisure/Aspire client role/sports development
- Armed Forces Champion