

APPENDIX 2**The Remit of the Proposed Portfolio Holders****Leader**

The Leader has the power to discharge Cabinet functions them self and / or delegate the discharge of Cabinet functions to:

- The Cabinet as a whole;
- A Committee of the Cabinet;
- An individual Cabinet Member;
- An individual Officer;
- A joint Committee;
- Another local authority.
- Where the Leader has delegated a Cabinet function they retain the power to discharge that function them self. The Leader may also reserve particular functions to them self.
- The Cabinet discharges those functions included within the terms of reference of the Cabinet Portfolios as set out below.
- The Cabinet discharges those functions of a local authority specified in local government legislation as the executive functions of an authority to be exercised by its executive or cabinet; including functions that may be (but need not be) the responsibility of an executive or cabinet referred to in Schedule 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
- No functions of the Cabinet (other than those required under the law to be exercised by the Leader) shall be exercised other than by way of a meeting of the Cabinet unless an express delegation is in place.
- To determine attendance of Members at conferences
- The Cabinet determines its business and makes decision on the basis of collective decision-making.

Deputy Leader

- The Deputy Leader will be a Councillor appointment to the position by the Leader.
- The Deputy Leader will hold office until the end of the term of office of the Leader; or until they:
 - are removed from office by decision of the Leader;
 - resign from the office; or
 - are no longer a Councillor

If for any reason the Leader is unable to act, or the office of the Leader is vacant, the Deputy Leader must act and exercise all functions reserved to the Leader in their absence.

If for any reason the Leader and Deputy Leader are unable to act, or their offices are vacant, the remaining Cabinet Members may act collectively or appoint an interim Leader until the next Council meeting where a new Leader will be elected.

The Policy Advisory Committee

The Leader has established the Policy Advisory Committee as a Cabinet Committee. The Policy Advisory Committee supports and assists the Cabinet in the development of policies and strategies including resources and personnel, economic development and asset management, housing, leisure, health, environment and climate change and community safety. This will be a non-decision making committee of the executive.

Other Committees

The Leader may establish such other Cabinet Committees as may be required from time to time, the terms of reference and membership of which shall be determined by the Leader.

The Portfolio General Terms of Reference

Each portfolio holder is able to exercise the following functions in relation to their remit:

- To provide strategic direction to any delivery body established by the Council;
- To keep the policies of their portfolio under review;
- To consider and recommend the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (where within Budget);
- To identify opportunities for future income generation and cost savings;
- To examine further procurement and collaborative working opportunities with the private sector and other local authorities;
- To determine responses on behalf of the Council to any government, local authority or other consultation;
- To consider ways of achieving reductions in ongoing financial commitments through a review of essential and desired services and service levels.

Resources & Personnel Policy Portfolio

The Resources and Personnel Policy Portfolio Specific Terms of Reference are:

- To keep the Council's resources under review.
- To consider and recommend to the Council the level of council house rents, service charges and the level of council tax.
- To consider and recommend to the Council the overall capital programme and revenue budget: -
- To approve requests for supplementary capital and revenue estimate;
- To consider and recommend write off debts in excess of the current limit for delegation contained within Financial Regulations;
- To consider and recommend the use of the Insurance Fund;
- To consider and recommend the Council's bankers;
- To consider and recommend virement between budget heads above any limits prescribed in Financial Regulations

- To consider and recommend the means to attract external sources of funding into the Borough across the whole range of the Council's functions.
- To consider and recommend the letting contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement procedure rules.
- To consider and recommend purchases of Information Technology equipment and assistance within the Budget.
- To consider in detail those areas of the revenue budgets affecting the General Fund and Housing Revenue Account (HRA) which are judged to be of the highest risk and monitor the position of the Council in relation to those areas.
- To examine in detail, the proposals for budget savings and consider such plans as are deemed to be required to bring about those savings including the effects on employees and services.
- To receive at regular intervals information as to revenue and capital budget monitoring.
- To receive and respond to updates on government and external funding issues which have a direct effect on the budget position.
- To receive regular updates on welfare benefit reforms and the effects on council tenants and council taxpayers.
- To develop, any other policy (other than those policy documents reserved to the full Council) within the remit of the portfolio and without prejudice to the generality of the foregoing to develop.
- To consider and recommend the Emergency Plan;
- To consider and recommend the Information Technology Strategy;
- To consider and recommend the Asset Management Strategy;
- To consider and recommend The Capital Strategy;
- To consider and recommend the Sustainable Communities Strategy;
- To consider and recommend other such policies and strategies as Council may from time to time decide should be adopted.
- To monitor the effects of the countywide business rates pooling arrangement on the finances of the Council.
- To consider and recommend the People Strategy and any other policy or strategy concerning human resources.
- To consider and deal with issues relating to the Council's establishment structure and employees, including approval of significant changes to local terms and conditions and determining the discretionary elements of both national and local conditions of service.
- Consideration of the draft pay policy before submission to Council.
- To receive reports on post-entry training and development for employees including apprenticeships and to approve the Training and Development Policy.
- To consider and recommend the Job Evaluation Scheme and pay structure arising from it, subject to the approval of Council as appropriate
- To receive recommendations from the Local Joint Consultative Committee.
- Consider and recommend the Health and Safety at Work Policy.
- To consider and recommend in relation to the exercise the Council's shareholder/Member function in respect of its wholly or partly owned companies.

Economic Development & Asset Management Portfolio

The Economic Development & Asset Management Portfolio Specific Terms of Reference are:

- To monitor the impact of significant external projects on the Council's services.
- To monitor progress on economic development, regeneration and Levelling up strategies.
- In association with the Planning Committee to propose matters of planning policy to the Council in accordance with Part II of the Town and Country Planning Act 1990.
- To consider and recommend authorisation of the supplementary planning documents, development briefs and other documents under the local development scheme.
- To consider and recommend the means to attract external sources of funding into the Borough across the whole range of the Council's functions.
- To consider all matters relating to the Strategic Location for Growth and the wider area including the boundaries of the site, the retention of open space, the promotion of employment, integration with the proposed and existing infrastructure including road improvements, the tram and rail links and the suitable mix of development within the site.
- To consider and make recommendations to acquire, appropriate and dispose of land or property and of interests in or over land.
- To consider and make recommendations to let, negotiate and settle leases and rents for Council owned land or property. (excluding Council Houses)
- To consider and make recommendations to policies with regards to the Council's land, buildings and assets.
- To consider and recommend the making of compulsory purchase orders and carry out all procedures.
- To consider and recommend the making of conservation areas.
- To consider and recommend supplementary planning documents, development briefs and other documents under the local development scheme.
- To consider and recommend directions under Article 4 Town and Country Planning (General Permitted Development) order 1995
- To perform the functions of the Council under the Planning and Compulsory Purchase Act 2004 capable of being exercised by a Committee.
- The portfolio shall lead on plans for strategic development, economic development, levelling up and regeneration throughout the area.
- Policies for Car Parking;
- To consider and recommend in relation to the exercise of the Council's shareholder / Member function in respect of its wholly or partly owned companies.

Housing Portfolio

The Housing Portfolio Specific Terms of Reference are:

- To consider and recommend Council policy relating to sales of council houses.

- To consider and recommend Council policy relating to council house rent collection.
- To consider and recommend investment in, the improvement of and carbon reduction of the Council housing stock.
- To consider and recommend housing building schemes.
- To consider and recommend the policy to apply to the provision of funds for aids and adaptations to Council properties.
- To consider and recommend any other policy (other than those policy documents reserved to the full Council) within the remit of the portfolio and without prejudice to the generality of the foregoing to develop: -
- To consider and recommend The Homelessness Strategy
- To consider and recommend policies for the management of all buildings and lands held for housing purposes.
- To consider and recommend the policy for allocating Council housing stock.
- To recommend the provision of assistance to Housing Associations, privately let housing accommodation, and payments to enable people to access such accommodation as the law may enable.
- To recommend the declaration of renewal areas, criteria for discretionary housing facilities grants and provision of other grants as the law may permit from time to time
- Any other such policies and strategies as Cabinet may from time to time decide should be developed.
- To consider and recommend applications for any aids and adaptations to Council housing above £30,000.

Leisure & Health Portfolio

The Leisure & Health Portfolio Specific Terms of Reference are:

- To determine policies to promote artistic, sporting and cultural activities within the Borough.
- To develop any other policy (other than those policy documents reserved to the full Council or within the remit of any other portfolio) and without prejudice to the generality of the foregoing to develop:
- Policies for the management of all buildings and lands held for leisure purposes including leisure centres and museums.
- The equalities strategy.
- The arts and events and leisure strategies.
- To organise and implement twinning and friendship activities.
- To consider and recommend the policy for events taking place in parks, open spaces and recreation grounds owned or managed by the Council.
- Review the Council's arrangements that each Council service area has in place to respond to individuals, who may have mental health issues and need to access Council Services.

- To consider and recommend twinning and friendship activities
- To consider and recommend the letting of third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (Where within budget)
- Recommend such policies and action plans as are necessary to promote the physical and mental health of the population of Broxtowe.
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- Develop and recommend plans and policies to prevent ill health occurring and promote the wider determinants of health.
- Work to promote physical activity across Broxtowe.
- Come forward with proposals to reduce loneliness and isolation, and promote social cohesion across Broxtowe
- Develop and work to implement plans to enable people to live well with dementia in Broxtowe.
- Work to develop actions and plans to reduce health inequalities.

Environment & Climate Change Portfolio

The Environment & Climate Portfolio Specific Terms of Reference are:

- To develop any policy (other than those policy documents reserved to the full Council or within the remit of any other portfolio holder) and without prejudice to the generality of the foregoing to develop: -
- To consider and recommend Management and recycling arrangements and policies.
- To consider and recommend Policies in respect of street cleansing and the removal of litter.
- To consider and recommend Policies regarding energy;
- To consider and recommend Policies regarding air quality;
- To consider and recommend Policies for allotments and cemeteries;
- To consider and recommend the Energy conservation strategy;
- To consider and recommend the Waste management strategy.
- To consider and recommend policies in respect of stray dogs.
- To consider and recommend Contaminated land strategy
- To consider and recommend applications for and amendments to waste transfer stations.
- To lead on the development and implementation of the Climate Change Plan for Broxtowe Borough Council.
- To take the climate change agenda forward and ensure that all departments are engaged in this process.
- To lead on the Travel Plan.

- To feed into the Nottinghamshire and Derbyshire Local Authority Energy Partnership, Nottinghamshire Climate Change Partnership and Broxtowe Borough Partnership.
- To work in partnership with service providers to identify opportunities for the delivery of services, avoid duplication and maximise resources.
- To keep under review, the functions under the Environmental Protection Act 1990
- To consider and recommend all issues relating to environmental improvements.

Community Safety Portfolio

The Community Safety Portfolio Specific Terms of Reference are:

- To develop any other policy (other than those policy documents reserved to the full Council) and without prejudice to the generality of the foregoing to develop:
- To consider and recommend policies regarding transport, save those functions in respect of hackney carriage and private hire vehicles delegated to the Licensing and Appeals Panel;
- To consider and recommend Anti-Social Behaviour strategy;
- To consider and recommend Community safety policies;
- To consider and recommend Safeguarding and domestic violence policies;
- To consider and recommend Local Strategic Partnership strategies and policies;
- To consider and recommend Public Protection Strategies;
- To consider and recommend Strategies and Policies arising from the Anti-Social Behaviour, Crime and Policing Act 2014;
- To consider and recommend the surveillance camera policy;
- To consider and recommend Policies under the Scrap Metal Dealers Act 2013.
- To consider and recommend applications for vehicle operator's licences required for the Council's business; to authorise objections to vehicle operator licence applications made by third parties.
- To consider and recommend enforcement under the Sunday Trading Act 1994.
- To receive the minutes of the South Nottinghamshire Community Safety Partnership.
- To receive reports in relation to Nottinghamshire Police and Crime Panel.
- To consider and recommend issues in relation to the Council's Surveillance Camera Systems.

The Policy Advisory Working Group

The Leader has established the Policy Advisory Working Group as a Working Group of the Cabinet. The Policy Advisory Working Group supports and assists the Cabinet in the development of policies and strategies including resources and personnel, economic development and asset management, housing, leisure, health, environment and climate change and community safety.

The Policy Advisory Working Group may make recommendations to the Cabinet but has no decision-making powers.

Other Committees

The Leader may establish such other Cabinet Committees as may be required from time to time, the terms of reference and membership of which shall be determined by the Leader.