

## 3.3 Delegation of Cabinet Functions by the Leader of the Council

**3.3.1** Cabinet Members are responsible for the functions set out below and may make **non-key** decisions within their portfolio of responsibilities. Individual Cabinet Members may not make decisions reserved elsewhere by this Constitution, including, but not limited to Key Decisions (which are reserved to Cabinet collectively) and Operational and Administrative Decisions (which will be made by Officers pursuant to this scheme of delegation, unless such officers seek a non-key decision pursuant to provision 3.4.20 below).

### 3.3.2 Functions of the Leader of the Council

- a) Co-ordination of strategy and policy on behalf of the Cabinet and overall responsibility for performance.
- b) Overall responsibility for the development, implementation and review of the Council's Corporate Plan.
- c) Monitoring the implementation of and compliance with the Council's Corporate Plan.
- d) Overall responsibility for the standards and methods of delivery to the public of the Council's services and their improvement.
- e) Overall responsibility for the development and proper functioning of partnerships with the public, private and voluntary sectors.
- f) Overall responsibility for community leadership.
- g) Overall responsibility for organisational development and business transformation.
- h) Overall responsibility for corporate health and safety.
- i) Appointing representatives to joint authorities, joint committees and other outside bodies unless the appointment is a Cabinet function or has been delegated by the Council.
- j) Provision of support and training to Members of the Council.
- k) Any other executive functions not specifically delegated or foreseen under this scheme.

### 3.3.3 Functions of the Cabinet Member for Climate Action and Nature Recovery

- a) Overall responsibility for championing the development, implementation and review of policies for ecology, wildlife and landscape in the district.
- b) Overall responsibility for the development, implementation and review of the Council's climate change, environment and sustainability policies and procedures.

- c) Overall responsibility for Wilder Horsham District.

### **3.3.4 Functions of the Cabinet Member for Local Economy and Place**

- a) Overall responsibility for strategic economic development.
- b) Overall responsibility for liaising with local businesses for the development of a strong local economy including sustaining and improving the retail experience across the District.
- c) Overall responsibility for liaising with outside bodies regarding the development, implementation and review of policies to develop and improve the economic dynamism of the District.
- d) Overall responsibility for liaising with outside bodies regarding the development and implementation of initiatives to improve skills and life long learning.
- e) Overall responsibility for retaining/expanding existing employment and to secure new jobs and investment: Making Horsham District more attractive for job creation and attracting new companies to come here.
- f) Overall responsibility for the development, implementation and review of the Council's strategy for tourism.
- g) Overall responsibility for the proper management of the Council's property assets including authorisation, subject to the key decision framework, of the acquisition, disposal and dealing with any property assets and the development, implementation and review of the Council's Asset Management Plan.
- h) Overall responsibility for the provision of facilities management to the Council's offices.
- i) Overall responsibility for work with the Horsham Town BID.
- j) Overall responsibility for the Growth Board/District Deal covering major projects in the town.
- k) Overall responsibility for local transport facilities including walking, cycling, bus, rail and road providers.
- l) Overall responsibility for the development and review of areas and policies defined in the Horsham Town Vision.

### **3.3.5 Functions of the Cabinet Member for Finance and Resources**

- a) Overall responsibility for the production of the draft budget and jointly with the Cabinet, its proposal to the Council.
- b) General supervision and control of the finances of the Council and the auditing of the Council's accounts.
- c) Overall responsibility for risk management throughout the Council.
- d) Overall responsibility for the administration of benefits.

- e) Overall responsibility for the Council's insurances.
- f) Overall responsibility for the development, implementation and review of policies for the procurement of services, supplies and works to the Council.
- g) Overall responsibility for the development, implementation and review of the Council's Information and Communication Technology Strategy.
- h) Overall responsibility for information management including data protection, data security, documents and records retention, environmental information, freedom of information, reuse of public sector information.
- i) Overall responsibility for the Council's Communication, Consultations and Complaints Strategies and their development, implementation and review.
- j) Overall responsibility for the development, implementation and review of the Council's strategy for on and off-street parking including the provision and management of the Council's car parks.
- k) The determination of applications for discretionary rate relief.
- l) The determination of requests for transfer of funds within budgets (virements) exceeding £100,000 but not exceeding £250,000.
- m) The writing off of debts in excess of £100,000.
- n) Responsibility for emergency planning and business continuity.

### **3.3.6 Functions of the Cabinet Member for Housing, Communities and Wellbeing**

- a) Overall responsibility for the discharge of the Council's functions relating to the allocation of housing and homeless services.
- b) Overall responsibility for the provision, management and maintenance of the Council's housing stock.
- c) Overall responsibility for working with voluntary sector organisations to promote and deliver the Council's priorities for the District's Communities.
- d) Overall responsibility for community safety issues including police liaison, local wardens and joint safety groups.
- e) Overall responsibility for the development, implementation and review of the Council's Crime and Disorder Reduction Strategy.
- f) Responsibility for liaison with the Parish and Neighbourhood Councils within the defined area.
- g) Overall responsibility for the development and championing, implementation and review of policies for social wellbeing, including those relating to people, local community needs, community transport and community development.

- h) Responsibility for securing the improvement of the health of those who live or work in the District.
- i) Responsibility of liaison with the Council's Affordable Housing Companies.
- j) The determination of applications for financial and other assistance, including voluntary sector funding and arrangements, excluding applications for discretionary rate relief.
- k) Overall responsibility for ensuring equality and diversity are included in all the Council's policies and services.

### **3.3.7 Functions of the Cabinet Member for Leisure, Culture and Green Spaces**

- a) Overall responsibility for the development, implementation and review of policies for the provision and promotion of leisure and recreational facilities and services.
- b) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the arts, heritage and culture in the District.
- c) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the Council's ground maintenance responsibilities.
- d) Overall responsibility for the development, management and maintenance of the Council's green spaces.
- e) Overall responsibility for the development, implementation and review of policies for community facilities in the District.
- f) Overall responsibility for the development, implementation and review of policies for the burial grounds and crematoria.
- g) Overall responsibility for HDC organised public events delivered to promote the District.
- h) The determination of applications for financial and other assistance within the portfolio's services.

### **3.3.8 Functions of the Cabinet Member for Environmental Health, Recycling and Waste**

- a) Overall responsibility for the development and review of the Council's priorities for environmental health.
- b) Overall responsibility for securing the development, implementation and review of the Council's policies and procedures for cleansing throughout the District.

- c) Overall responsibility for the development, implementation and review of the Council's policies and procedures for waste management, collection, recycling and disposal and associated education and enforcement.

### **3.3.9 Functions of the Cabinet Member for Planning and Infrastructure**

- a) Overall responsibility for the development and review of policies for and included in the Local Plan and the preparation, review and alteration of the Local Plan.
- b) Overall responsibility for the development, implementation and review of the Council's strategic housing policies, including for affordable housing.
- c) Overall responsibility for the Local Development Scheme (LDS) (Local Plan preparation timetable).
- d) Overall responsibility for managing the relationship with the utilities and infrastructure providers through the Infrastructure Delivery Plan.
- e) Overall responsibility to continue to maintain an up to date Statement of Community Involvement (SCI) and Authority Monitoring Report (AMR).
- f) Overall responsibility for development management not being the responsibility of the Planning Committees.
- g) Overall responsibility for the planning aspects of major developments not being the responsibility of the Planning Committees.
- h) Overall responsibility for the setting, review, collection and distribution of the Community Infrastructure Levy (CIL).
- i) Overall responsibility for Building Control.