

## County Council – 18 October 2019

### Item No. 6(b)

#### Notification of intended Appointment of Cabinet Members, Senior Advisers and Advisers to Cabinet Members

<b>Portfolio</b>	<b>Cabinet Member</b>	<b>Senior Adviser to Cabinet Member</b>	<b>Adviser to Cabinet Member</b>
Leader (Lead member for Children)	Paul Marshall	Debbie Kennard (Armed Forces Champion)	-
Adults and Health	Amanda Jupp	Debbie Kennard	-
Children and Young People	Jacquie Russell	Jacky Pendleton	Elizabeth Sparkes
Economy and Corporate Resources	Bob Lanzer	-	-
Education and Skills	Nigel Jupp	David Simmons (Education and Special Educational Needs)	-
Environment (Deputy Leader)	Deborah Urquhart	-	Derek Whittington (Waste)
Finance	Jeremy Hunt	-	-
Fire & Rescue and Communities	Duncan Crow	Carol Purnell	-
Highways and Infrastructure	Roger Elkins	Sujan Wickremaratchi	-

## Notification of Cabinet Portfolios – October 2019

### Changes to Cabinet Portfolios - Notification of amendments to the Scheme of Delegation (Part 3, Appendix 2)

(changes shown in bold, italic text, deletions struck through)

#### Cabinet Members

- 1.1 Where executive functions are not reserved to the County Council or to Cabinet or delegated to county local committees or officers, they are cabinet member matters in accordance with the portfolios as follows:
- 1.2 The Director of Law and Assurance in consultation with the Chairman of the County Council shall determine the appropriate cabinet members in cases of uncertainty. Any cabinet member matter shall be determined by the Cabinet Member shown, ***unless identified for determination by Cabinet within the Forward Plan of key decisions.***

#### Leader

- 1.3 The Leader is a member elected to the office of Leader by the County Council. The Leader holds office until:
- (a) he or she resigns from the office; or
  - (b) a decision by the County Council following a specific motion on the appointment of Leader; or
  - (c) he or she ceases to be a member; or
  - (d) until the next post quadrennial election meeting of the County Council

whenever is the earliest.

#### Cabinet Members

- 1.4 Only members of the County Council may be appointed to the Cabinet. The Cabinet may not co-opt members and ~~deputies~~ or substitute members are not permitted to be members of the Cabinet. Neither the Chairman nor Vice-Chairman of the County Council may be appointed to the Cabinet and members of the Cabinet (including the Leader) cannot be members of a Select Committee or of a Scrutiny Task and Finish Group.
- 1.5 The term of office for Cabinet Members is determined by the Leader.
- 1.6 **Register of Cabinet Members**

Name	Electoral Division	Portfolio
<b><i>Paul Marshall</i></b>	Storrington	<b><i>Leader</i></b> (Lead member for Children)
<b><i>Duncan Crow</i></b>	Tilgate & Furnace Green	Fire & Rescue and Communities
Roger Elkins	East Preston & Ferring	Highways and Infrastructure
Jeremy Hunt	Chichester North	<b><i>Finance</i></b>

<b>Name</b>	<b>Electoral Division</b>	<b>Portfolio</b>
Amanda Jupp	Billingshurst	Adults and Health
<b><i>Nigel Jupp</i></b>	Southwater & Nuthurst	Education and Skills
Jacque Russell	East Grinstead South & Ashurst Wood	<b><i>Children and Young People</i></b>
Bob Lanzer	Maidenbower & Worth	<b><i>Economy and Corporate Resources</i></b>
Deborah Urquhart	Angmering & Findon	Environment ( <b><i>and Deputy Leader</i></b> )

- 1.7 Cabinet members may wish to be supported by advisers or senior advisers to cabinet members and by cross-party executive task and finish groups, which provide advice to a cabinet member. in relation to the development of commissioning plans or plans for service provision, or such other service-related **matters** proposal as the Cabinet Member decides. The terms of reference and the membership of an executive task and finish group **are** decided by the Cabinet Member and published to all members. Task and finish groups will operate for a time-limited period set by the Cabinet Member. The output of their work will be available to all members save in exceptional cases.
- 1.8 A senior adviser shall be appointed to advise and lead on the support to the Cabinet Member in relation to the County Council's responsibilities as the Fire and Rescue Authority.
2. The following areas of responsibility are included in the matters which may be determined by a Cabinet Member.
- 2.1 To consider draft reports to the Cabinet with the relevant executive directors, directors or heads of service and, in the case of Fire and Rescue Service matters, the Chief Fire Officer.
- 2.2 To determine how expenditure on services should be undertaken.
- 2.3 To determine the commissioning plans related to the services within their portfolio.
- 2.4 To **appoint**, determine the appropriate arrangements for enabling members of the Council to contribute to and influence commissioning plans and to set the terms of reference of any **executive** task and finish group. established for this purpose or to commission an all-member service planning session for this purpose.
- 2.5 To maintain a dialogue with the Business Planning Group of any Select Committee. The Cabinet Member may request that a Select Committee undertakes work to assist the development of service or commissioning plans.
- 2.6 Approving the commencement of procurements of services, supplies and works not already identified in the capital programme, which come within the scope and definition of a key decision **if not delegated to an officer**.
- 2.7 To agree annual reports.

- 2.8 To approve Portfolio Service Plans.
- 2.9 The monitoring of the budget for particular services.
- 2.10 To determine policies for particular services, which are consistent with the Policy Framework.
- 2.11 To agree responses to consultation papers unless delegated to an officer.
- 2.12 To make appointments to outside bodies within the list approved by the Cabinet except those which fall to the Cabinet or county local committees.
- ~~2.13 To appoint executive task and finish groups.~~
- ~~2.14 To receive and consider referrals from select committees or from a County Local Committee, in accordance with the arrangements for a Councillor Call for Action.~~

3. The following describes the allocation of executive functions among members of the Cabinet:

### 3.1 **Collective Responsibilities**

- Corporate** Performance Management
- Financial and capital programme planning**
- ~~Procurement~~
- ~~Contract Management~~
- Residents' Satisfaction
- ~~Income Generation~~
- Risk Management**

***The Cabinet shall meet to debate matters of corporate importance, significant cross-portfolio matters and other matters of significance for the County Council's responsibilities for the people of West Sussex as it may determine and shall take decisions on areas of collective responsibility or in relation to decisions within individual portfolios as indicated in the Forward Plan of key decisions.***

N.B. The Cabinet Member for Finance and Resources leads on the strategic approach to ~~commissioning and~~ performance management. Cabinet Members will take decisions individually on aspects of ~~commissioning and contract management~~ affecting their portfolio areas but only after consultation with the Cabinet Member for Finance and Resources **or as part of collective decision making.**

The Cabinet Member for Finance and Resources shall be able to declare land and property as surplus to requirements (except schools' property which will be undertaken jointly with the Cabinet Member for Education and Skills) and, where the value is £500,000 or over **(and not delegated to an officer)**, dispose of such land and property. Where the value is below £500,000, the disposal of such land and property is delegated to officers.

Fire and Rescue Authority executive functions are discharged by the **Cabinet and, where individual decisions are proposed, by the** Cabinet Member for Fire & Rescue and Communities in so far as these have not separately been delegated to the Chief Fire Officer in accordance with Appendix 4 ~~or referred to the Cabinet for collective decision.~~

In addition, a number of responsibilities for particular cabinet members, as set out below, will be discharged in consultation with the Leader or another cabinet member as specified.

### 3.2 **Leader of the Council (*Lead member for Children*)**

The following functions are allocated to the Leader of the Council

- to chair meetings of the Cabinet and oversee the preparation of business for its consideration
- to indicate to the Chief Executive and executive directors the priorities and programmes of the Cabinet and majority party, and their likely reaction to new policies or projects
- to be the principal political spokesman for the County Council at internal and external meetings
- to decide matters on behalf of another cabinet member if he or she is unwell, out of the county, has an interest in a matter under consideration, or is otherwise unable to act, or in the Leader's absence, to nominate the Deputy Leader or another cabinet member to do so
- ***to discharge the responsibilities as statutory lead member for children and to oversee the discharge of the functions of the Cabinet Members with relevant portfolio responsibilities for children and schools***
- to have responsibility for the following portfolio areas:
  - ❑ Strategic Political Direction
  - ❑ Policy and Strategy
  - ❑ ~~Communications~~
  - ❑ ~~Transformation~~
  - ❑ ~~Economy~~
  - ❑ Military Covenant and Armed Forces Liaison

### 3.3 **Deputy Leader of the Council**

To undertake the functions of the Leader of the Council in the absence of the Leader where the business cannot await the return of the Leader due to urgency or to the compelling interests of the Council or when specifically requested by the Leader to do so, within the scope and limitation set out below.

### **Scope:**

- To chair meetings of the Cabinet.
- To act for the Leader at meetings of the Council or any of its committees, sub-committees or other member meetings which the Leader is expected or required to attend.
- To act for the Leader at any external meetings or meetings with partners or other scheduled events to which the Leader is requested or invited to attend.
- To make, when urgently required, appointments to the Council's Executive or decisions related to such appointments and the allocation of cabinet portfolios.
- To take executive decisions relating to the Leader's portfolio or on matters reserved to the Leader or which would otherwise fall to the Leader.

### **Limitation:**

- Not to take any decision on the Council's business, or to attend any meeting on behalf of the Leader, and not to receive information on any matter, which has been identified by the Leader as the responsibility of another member or members of the Executive.

### **3.4 Adults and Health**

- ❑ Adult Social Care
- ❑ Adult Safeguarding
- ❑ Drug and Alcohol Action
- ❑ Health and Wellbeing
- ❑ Public Health (in consultation with the Cabinet Member for Children and Young People for relevant business)
- ❑ 3<sup>rd</sup> Sector
- ❑ Blue Badge Scheme
- ❑ Coroner and Mortuaries

### **3.5 Children and Young People (~~Lead Member for Children~~)**

- ❑ Children's Social Care
- ❑ Children's Safeguarding
- ❑ Youth Services
- ❑ Youth Justice
- ❑ Early Help Services
- ❑ Children's Health – Public Health

### **3.6 Economy and Corporate Resources Relations**

- ❑ **Economy**
- ❑ **Transformation and** Council Redesign
- ❑ Human Resources
- ❑ Facilities Management
- ❑ Legal Services
- ❑ Democratic Services
- ❑ IT and Information
- ❑ Freedom of Information and Data Protection

- ❑ Customer Relations and Digital
- ❑ Capita Partnership
- ❑ **Communications**

### 3.7 **Education and Skills (and Deputy Leader)**

- ❑ Schools
- ❑ Schools Place Planning
- ❑ Adult Skills and Learning
- ❑ Education
- ❑ Further Education – Liaison
- ❑ Skills Development and Apprenticeship
- ❑ Special Educational Needs (in consultation with the Cabinet Member for Children and Young People)
- ❑ Schools Forum
- ❑ Schools Capital Programme (in consultation with the Cabinet Member for Finance and Resources)

### 3.8 **Environment (and Deputy Leader)**

- ❑ Waste Strategy
- ❑ Recycling
- ❑ Energy
- ❑ Trading Standards
- ❑ South Downs National Park
- ❑ Coast and Countryside
- ❑ Rights of Way
- ❑ Cycling Improvement (in consultation with the Cabinet Member for Highways and Infrastructure)
- ❑ Air Quality and Wellbeing (in consultation with the Leader)
- ❑ Minerals
- ❑ Planning

### 3.9 **Finance and Resources**

- ❑ Finance
- ❑ Assets and Capital Programme
- ❑ Pensions
- ❑ Treasury and Investment Management
- ❑ Procurement

### 3.10 **Fire & Rescue and Communities**

- ❑ Fire & Rescue
- ❑ Emergencies and Resilience

#### **Support to Communities:**

- ❑ Community Safety
- ❑ Gypsy, Roma and Travellers
- ❑ Registration Services
- ❑ Libraries and Archives
- ❑ Community Development
- ❑ County Local Committees (Community Engagement)

- ❑ Police Liaison

### 3.11 **Highways and Infrastructure**

- ❑ Highways
- ❑ Transport Planning
- ❑ A27 Improvement
- ❑ Strategic Transport
- ❑ Flood Prevention
- ❑ Railway and Public Transport Liaison
- ❑ Cycling and Cycle ways