

CABINET FUNCTIONS

CABINET - INTRODUCTION

Functions and responsibilities allocated to Cabinet are detailed below for each of its current ten portfolios:

- Strategy, Property & Communications
- Community Cohesion, Finance and Human Resources
- Adults and Older People
- Children and Schools
- Culture and Leisure
- Environment and Sustainability
- Frontline Services, Performance and Neighbourhoods
- Health and Community Safety
- Regeneration and Transport
- Housing.

Cabinet may exercise these functions itself collectively, or arrange for delegation to Committee(s) or Officers.

Cabinet may also decide, in accordance with this Constitution, to arrange for the exercise of any of its functions by an individual Cabinet Member.

On the 23rd June, 2008 Cabinet decided to delegate decision making to individual Cabinet members as follows:

- “(1) that individual Cabinet members be given delegated authority to take decisions within their portfolios which would otherwise need to be made by the Cabinet;
- (2) that each decision be subject to the Leader indicating written support for each decision;
- (3) that cross-portfolio decisions be subject to approval by all relevant Cabinet Leads;
- (4) that the report on which each such division is based be published five clear days in advance as for other decision making reports.”

The procedure and proforma is available from Democratic Support.

For each of Cabinet's portfolios, certain matters within the scope of the portfolio's terms of reference are reserved for consideration and decision by Cabinet itself, whereas all other matters are delegated to relevant Directors as indicated. Any Committees established by the Cabinet will have clear Terms of Reference and be incorporated into this Scheme, as will delegations to individual Cabinet Members. Cabinet may review and vary its Scheme of Delegation from time to time.

Even if Directors * have delegated authority, they must consult the relevant Cabinet Lead where the circumstances are particularly sensitive or if the decision in question involves changes to policy or strategy and, following consultation, they must report to Cabinet where the Cabinet Lead indicates a preference for this.

GENERAL RESPONSIBILITIES

1. To recommend to the Council its Policy Framework and Budget and any amendments thereto.
2. To make all executive decisions within and in furtherance of the Policy Framework and Budget and variations authorised by the Council.
3. To contribute to the development of and subsequent implementation and monitoring of the Sustainable Community Strategy.
4. To recommend to Council the making of bye-laws
5. The granting of any approval under Section 85 of the Local Government Act 1972 which enables the authority to approve a member's absence from a meeting of the Authority for a period in excess of 6 consecutive months for some appropriate reasons. This responsibility is delegated to the Monitoring Officer to perform in consultation with the Council.

*"Director" means Strategic and Divisional Directors

CABINET: STRATEGY, PROPERTY & COMMUNICATIONS

Councillor Ross Willmott (Leader)

Terms of Reference

1. To be responsible for the Corporate Plan and all Strategic Planning
2. To keep under review and be responsible for the implementation of all new legislation, circulars and directives relating to the discharge of the portfolio's functions.
3. Oversight of Corporate Governance and Standards Committee arrangements.
4. To be responsible for any matter requiring consideration in the interests of the citizens of Leicester which is not the responsibility of any other portfolio.
5. By drawing up regulations and securing their observance to ensure that resources are maintained and safeguarded.
6. To co-ordinate the consideration of large schemes of development including those which concern more than one portfolio and to advise Cabinet about the way in which they should exercise their responsibilities for such schemes.
7. To provide premises and major equipment for the transaction of Council business (not including operational premises and equipment).
8. To make Orders temporarily prohibiting the holding of processions when requested by the Police.
9. To make grants and contributions to other bodies (except where one portfolio area only is affected and the matter falls to be dealt with within that portfolio).
10. To determine the City Council's marketing policy.
11. To co-ordinate research commissioned by the Council.
12. To make, vary or revoke any order, regulation, plan or scheme not otherwise allocated to a Cabinet portfolio.
13. To co-ordinate and determine issues with regard to the development of information and communications technologies across the Council.
14. To provide information and communications technology services.
15. To provide support and legal services.
16. To discharge all functions relating to a Births, Marriages and Death registration service.
17. To determine all matters relating to corporate commissioning and procurement.
18. To make nominations to any organisations on which the Cabinet has a right to make appointments (except the appointment of governors of schools and colleges).
19. To determine all matters relating to the official duties of the Lord Mayor, the Lord Mayor's Appeal, civic hospitality and the use of the Council Chamber and Town Hall parking facilities.

20. To provide accommodation and services for members of the Council.
21. To oversee all electoral matters in the City and the compilation of the register of electors.
22. To oversee the Council's press and public relations function, and to formulate policies for external and internal communication.
23. To consider all matters relating to the Council's corporate identity.
24. To co-ordinate the publication of information about the discharge of the Council's functions and other matters as required by legislation or other provision.
25. To oversee the Council's emergency planning function.
26. To ensure effective business continuity plans for the Council.
27. To consider the admission of honorary freemen and aldermen.
28. To agree annual plan and targets and to monitor all matters relating to Leicester Shire Promotions Ltd.)
29. To ensure Customer Care policies are in place and effective.
30. To undertake the responsibilities of the Council and all related issues in respect of the Leicestershire Constabulary, the Leicester, Leicestershire and Rutland Combined Fire Authority, the Leicestershire Probation Service, the Leicestershire Magistrates Courts Committee, the Rent Office Service, and the Coroners' Service.
31. To safeguard and promote the corporate and financial interests of the City of Leicester in relation to the management of and transactions affecting land in public ownership.
32. To oversee the acquisitions, disposals and appropriations of property.
33. To monitor the Council's land transactions with particular regard to market trends and their financial and other effects upon the City Council.
34. To oversee the management, staffing and control of any buildings used for the business of the Council.
35. To oversee the acquisition and disposal of land by Compulsory Purchase Order or designated for that purpose.
36. To manage, improve and develop the non-operational estate of the City as an investment, including the acquisition and disposal of properties and the carrying out of works.
37. To oversee the acquisition, conversion, development and disposal of land and buildings for the purpose of securing planning objectives and for occupation for industrial and commercial purposes, including the management of buildings so occupied by small firms (except where this is being done in relation to Housing Revenue Account properties)
38. To agree terms for and authorise the acquisition and disposal of interests in land and property.
39. To determine all policy matters concerning the services which are operating within the remit of this portfolio.

40. To maximise income and returns from investment in all of the Authority's commercial activities.
41. To control and manage the operation of the trading units and other services, within the remit of this portfolio.
 - (i) to define the operational objectives for those trading units and other services.
 - (ii) to monitor their objectives and their implementation by means of pre-determined measures and targets of performance;
 - (iii) to define and subsequently review policy aims and objectives and business plans for those trading units and services;
 - (iv) to determine broad operational practices;
 - (v) to monitor financial performance and trading accounts to ensure effective financial control, competitiveness and value for money;
 - (vi) to accept tenders/quotations from contractors/sub-contractors providing goods and/or services to the Department's trading units; and
 - (vii) to submit tenders/quotations for work both inside and outside the Council for work by those trading units.
42. To ensure that a performance management framework is in place and working effectively.
43. To oversee preparations for and responses to the Audit and inspection processes.
44. To develop and implement the Council's challenge, consultation, comparator and procurement strategies.
45. To ensure that revenue and capital financial strategies are in place and implemented.
46. To be responsible for exercising discretion to waive charges and disregard debts under relevant legislation.
47. To be responsible for Corporate Management.
48. To be responsible for partnering arrangements.
49. To be responsible for voluntary sector and Compact.
50. To be responsible for the power of Community Well Being.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Recommending the promotion or opposition of a personal or local Bill in Parliament.
4. Determining policy for the granting of rate relief.

5. A decision as to whether the Council should act as an accountable body in relation to any project or funding programme, subject to a de minimus level of £100,000
6. Granting pension fund admissions or otherwise supporting admission agreements.
7. Determining discretions available under pension fund regulations.
8. Review, consideration and recommendation to full Council relating to Finance Procedure Rules.
9. Declaration of any Compulsory Purchase Order.
10. Freehold acquisitions, disposals and appropriations of property (excluding Right to Buy and Leasehold Reform Act sales) but, in all cases, only where the market value exceeds £500,000. If the property in question is to be disposed or acquired by the means of an auction, then the market value should be estimated in advance by the responsible Director for the purpose of this reservation. **See note below**+
11. Entering into or granting of leases for any term where the annual rent exceeds £100,000 or the premium exceeds £500,000. **See note below** +
12. Disposals of land and property at less than best consideration.
13. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Strategy, Property & Communications portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

- + the Director Strategic Asset Management will ensure that the relevant Cabinet lead, Overview and Scrutiny Management Board Chair and Vice and Ward Members are informed in advance of all freehold and long lease property disposals**

*"Director" means Strategic and Divisional Directors.

CABINET: COMMUNITY COHESION, FINANCE & HUMAN RESOURCES

Councillor Veejay Patel

Terms of Reference

1. To formulate and monitor the implementation of a strategic corporate and co-ordinated strategy for the development and management of Human Resources, including employment equalities.
2. To establish, review and monitor corporate policies and arrangements for securing the promotion of equality of opportunity for all disadvantaged groups in the provision of service delivery.
3. To develop and monitor corporate policies and arrangements for securing equality of opportunity in relation to employment and for tackling issues of racial and sexual discrimination, disabilities and harassment.
4. To ensure the effectiveness and efficient provision of corporately resourced human resource and employment equalities provision, including the Management Development, Occupational Health and Health and Safety functions.
5. To establish and maintain local consultation arrangements between the City Council and employees' representative bodies.
6. Matters relating to Social Inclusion.
7. The establishment and review of the Council's overall officer structure.
Note: the Employees Committee, not Cabinet, is responsible for deciding on the terms and conditions of service on which staff hold office.
8. Any function to secure community cohesion, including if the function is specifically allocated to another portfolio, subject to the other portfolio Member being consulted and having no objection.
9. To ensure that the Council has effective arrangements for the management of its financial affairs.
10. To manage the Council's corporate finances, and hold to account those responsible for the use of resources allocated to them.
11. To collect, recover and monitor the recovery of Local Tax.
12. To oversee the collection of all other income.
13. To determine applications for relief from Local Tax.
14. To make any determinations required by legislation relating to the Council's capital expenditure and financing.
15. To keep under review, consider and recommend to full Council Finance Procedure Rules.
16. With the Leader to make representations to central government about matters affecting the Council's corporate finances.
17. Consideration of the Annual Statement of Accounts for approval by Full Council, and to oversee any amendments required by Audit.

18. To oversee the Council's treasury, banking and risk management policies.
19. To consider and discuss with the District Audit Service the annual audit letter.
20. To administer Housing and Council Tax benefit.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Amendments and additions to equal opportunities policies.
3. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
4. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Community Cohesion, Finance & Human Resources portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: ADULTS & OLDER PEOPLE

Councillor Rory Palmer

Terms of Reference

1. To oversee the adult social services function of the Council, including all matters specifically referred to in the Local Authorities (Social Services) Act 1970, personal social services and community care, together with responsibilities under associated and ancillary legislation.
2. To have responsibility for all the services and functions delegated to statutory Panels within the remit of this portfolio.
3. To determine matters of strategy and operational procedures and practices and to major initiatives and reviews within services to adults and older people.
4. To exercise an overview and co-ordinate the work of services to adults and older people, to establish general service guidelines and relevant eligibility criteria.
5. To keep under review and be responsible for the implementation of all new legislation relating to the discharge of its functions.
6. To be responsible for the discharge, at operational level, of all services to adults and older people functions for which the Council is responsible under statute and associated ancillary legislation.
7. To approve appointments of Lay Persons, independent investigators and other statutory appointees of the Director.
8. To make and review loans and grants to voluntary and other organisations in pursuit of the body's service objectives.
9. To have responsibility for arrangements, including joint arrangements, with health authorities entered into under health legislation.
10. To provide advice services other than those relating to advice on business and employment matters.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Approving key schemes and programmes and the rationalisation or closure of residential and day care facilities for adults and older people.
4. Matters reserved to Members under statutory provisions.
5. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Adults & Older People portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: CHILDREN AND SCHOOLS

Councillor Vi Dempster (Deputy Leader)

Cabinet Terms of Reference

1. To be responsible for the discharge of all the statutory functions of a Local Education Authority not reserved to Full Council.
2. To promote schools at the heart of the community they serve as high achieving, valued schools which children want to attend.
3. To promote the use of resource which ensures that standards trend upwards year on year.
4. To review and be responsible for the implementation of all new legislation relating to the discharge of this portfolio.
5. To make appointments to school and college governing bodies.
6. To ensure arrangements are in place to ensure Safeguarding responsibilities are met.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Determining the policy and financial framework for delegated management by schools.
4. To consider proposals for establishing, enlarging, closing or changing the character of schools.
5. Approving key schemes and programmes and the rationalisation or closure of residential and day care facilities for children and young people.
6. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Children and Schools portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director * who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: CULTURE & LEISURE

Councillor Andy Connelly

TERMS OF REFERENCE

1. To promote participation and equality of access to culture, arts and leisure opportunities for all, to develop policies and practices to promote arts and culture to individuals experiencing social and/or economic exclusion.
2. To provide arts and leisure input to the regeneration of the City through initiatives in relation to health, community involvement and community information.
3. To work with the Health & Community Safety portfolio to promote health and well being through the provision, management and development of facilities for physical recreation, training and play including leisure centres, sports halls, swimming pools, parks and playing fields, and cultural and community facilities.
4. To attract visitors and inward investment to the City through events and activities of local, regional and national significance.
5. To promote arts and cultural activities through the management operation, development and commissioning of Museums, archives, arts, entertainment, cultural and heritage services.
6. To encourage and support the development of community groups and organisations through the provision of advice, encouragement and resources and to establish criteria for the allocation of grants to voluntary organisations providing arts and leisure activities.
7. To develop and strengthen partnerships with the voluntary and commercial sectors and with other Agencies to maximise the range of arts and leisure opportunities and activities provided to vulnerable groups in the community and more generally to residents and visitors to the City.
8. To promote and value cultural diversity and raise the profile of communities and the City through a year round programme of events, activities and festivals.
9. To allocate grants recommended by the Grants Panel towards voluntary organisations dealing with arts and leisure activities.
11. To be responsible for the registration of commons and village greens and rights over them.
12. To manage cemeteries and crematoria and the maintenance of disused burial grounds.
13. To publish works of scholarship and works about the development and history of the City.
14. To encourage a greater understanding and awareness of arts, public art, heritage, culture and sciences through the promotion of events, exhibitions, activities and concerts.
15. To oversee the acquisition, management and maintenance of ancient monuments, public monuments and statutory and the placing of commemorative plaques on buildings.

16. To determine matters relating to allotments, allotment gardens and cottage holdings.
17. To enforce all legislation, relevant to the portfolio's terms of reference.
18. To be responsible for the development and maintenance of play facilities
19. To be responsible for parks and their management
20. To ensure the availability of seats for the convenience of persons using parks in the City.

MATTERS RESERVED WITHIN THIS PORTFOLIO TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. To consider proposals for establishing, enlarging, closing or changing libraries and information services.
4. Allocating grants.
5. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Culture and Leisure portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

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CABINET: ENVIRONMENT & SUSTAINABILITY

Councillor Sarah Russell

1. To promote and enhance environmental quality, physical regeneration and quality of life by contributing to initiatives arising from Environmental policies, Local Agenda 21, City Centre Action Plan and EMAS (Eco Management and Audit Scheme).
2. To protect the heritage of the natural environment for future generations by the conservation of open spaces, sustaining wildlife and natural habitats.
3. To secure the health and comfort of the persons living or working in or visiting the City by requiring the observance of proper standards by persons owning or occupying property or using the streets or other public places in the City.
4. To develop and monitor policies relating to environmental and “green” issues affecting the City.
5. To secure optimum enhancement of the City's environment by means of services delivered directly by the City Council and liaison/joint working with outside agencies to protect the good features of the environment as it exists and to foster its improvement. Also to encourage the formation of environmental groups and agencies where it would be beneficial to do so.
6. To supervise and co-ordinate the promotion of environmental issues including networking at national and international level.
7. To provide a service for the removal of refuse and waste and for street cleaning.
8. To secure the optimum levels of waste recycling within the city and further develop policies to maximize the levels of recycling.
9. To develop and monitor policies to ensure that energy consumption is both minimised and accords with environmental best practice.
10. To develop and implement policies to tackle problems of Air and Pollution of Air Quality within the city, including the declaration of Air Quality Management Areas
11. To require that work to be carried out for ensuring that sanitary accommodation, water supply and cleanliness of existing buildings is satisfactory.
12. To undertake the disinfestation of persons and property and to work to keep the City free from rats and mice.
13. To provide a consumer advice and protection service.
14. To provide a building control service.
15. To oversee the investigation and remediation of contaminated land.
16. To supervise all actions relating to promoting responsible dog ownership and to oversee the provision of a dog warden service.
17. To monitor the safety of the public water supply and bathing water.
18. To enforce all legislation, relevant to the portfolio's terms of reference.

19. To exercise all the Council's functions and powers to take legal proceedings in the public interest in relation to matters within the portfolio, including
 - Health and Safety at Work
 - Movable dwellings (including tents, vans and sheds)
 - Canal boats
 - Public water supply and bathing water (except in Council premises)
 - Food hygiene and safety
 - Slaughterhouses and knackers' yards
 - Animal feeding stuffs
 - Statutory nuisances
 - Prevention of danger from the condition of land, buildings and trees
 - Compliance with Building Regulations
 - Noise and vibration
 - Purity of water supply
 - House numbering
 - Exposure of goods for sale in streets
 - Weights and Measures
 - Consumer Protection
 - Fair Trading
 - Animal Welfare
 - Petroleum Licensing
 - Safety of Sports Grounds
 - Section 47 of the National Assistance Act 1948
 - Food and water borne infectious diseases

20. To designate noise abatement zones.

21. To determine policy and exercise all executive functions of the Council with regard to the following:
 - Licensing Act 2003
 - Gambling Act 2005
 - Hairdressers and barbers
 - Killars of and dealers in game
 - Sale of pet animals
 - Conduct of animal boarding establishments
 - Conduct of riding establishments
 - Hackney carriages and private hire cars and operators and their drivers
 - House to house collections
 - Street collections
 - Poole promoters
 - Amusements with prizes
 - Societies lotteries
 - Exposure of goods for sale in streets (street trading)
 - Scrap metal dealers
 - Dog breeding establishments
 - Track betting
 - Sex establishments
 - Dangerous wild animals
 - Leicester Doorwatch scheme

22. To exercise any function to secure an environmental improvement, notwithstanding that the function is specifically allocated to another portfolio, subject in such a case to the other portfolio Member being consulted and having no objection.

23. To make loans and grants for improving the environment and/or amenities.

24. To require that work to be carried out for ensuring that the drainage of existing buildings is satisfactory.

25. To keep under review and be responsible for the implementation of all new legislation relating to the discharge of its functions.
26. To approve all key implementation and bidding documents relating to the portfolio's functions.
27. To enforce all legislation relevant to the portfolio's terms of reference, which the Council is required or empowered to enforce.
28. To make, vary or revoke any order, regulation, plan or scheme relating to the portfolio's functions.
29. To ensure the availability of facilities for the convenience of persons using the roads of the City such as public conveniences, clocks, and litter bins.
30. To be responsible for the operation and development of Markets including the Markets Charter
31. To exercise the following functions under the Housing Act, 2004:
 - * Part 1 Enforcement of housing standards
 - * Part 2 Licensing of houses in multiple occupation
 - * Part 3 Selective licensing of other residential accommodation

MATTERS RESERVED WITHIN THIS PORTFOLIO TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Environment portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: FRONTLINE SERVICES, PERFORMANCE & NEIGHBOURHOODS

Councillor Abdul Osman

Terms of Reference

1. To develop and implement Community Meeting arrangements.
2. To oversee the Council's customer service and complaint function and develop Customer Care policies and practices across the Authority.
3. The implementation of policy relating to neighbourhood management and renewal.
4. To ensure performance improvement across the Authority.
5. To manage and oversee implementation of policy relating to neighbourhood management and renewal.
6. To establish mechanisms for the development of community capacity.
7. Any function to secure a frontline service improvement / improvement in neighbourhoods, including if the function is specifically allocated to another portfolio, subject to the other portfolio Member being consulted and having no objection
8. To examine and review the Council's performance as disclosed by the Audit Commission's Performance Indicators.
9. To promote the development of local communities through the provision of community centres, facilities, activities and opportunities.
10. To oversee the development and implementation of the Council's performance management framework.
11. To co-ordinate the production and implementation of the Council's performance plan.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Frontline Services, Performance & Neighbourhoods portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: HEALTH AND COMMUNITY SAFETY

Councillor Mohammed Dawood

Terms of Reference

1. To manage and oversee the implementation of the Council's Crime and Disorder Strategy and the Council's response to issues of domestic violence.
2. To review and monitor the opportunities in promoting better health gain to the citizens of Leicester.
3. To work with the Culture and Leisure portfolio holder, who leads on health promotion, to promote health and well being through the provision, management and development of facilities for physical recreation, training and play including leisure centres, sports halls, swimming pools, parks and playing fields, and cultural and community facilities.
4. Any function to secure health and community safety, including if the function is specifically allocated to another portfolio, subject to the other portfolio Member being consulted and having no objection.
5. To be responsible for Community safety issues.
6. To pursue the Council's health and community safety policies through partnerships such as the Leicester Crime and Disorder Reduction Partnership and with the National Health Service.
7. To promote policies and take action which will promote public health and maximise quality of life for all in conjunction with the National Health Service.
8. To provide a Health Promotion Service including Home Safety.
9. To exercise all the Council's functions and powers to take legal proceedings in the public interest in relation to matters within the portfolio, including
 - Public Health (Control of Disease) Act 1984
 - Notifiable and other infectious diseases

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Health and Community Safety portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: REGENERATION & TRANSPORT

Councillor Patrick Kitterick

Terms of Reference

1. To develop, approve and monitor all key policy documents relating to this portfolio, such as the Leicester and Central Leicestershire Transport Policy the Local Transport Plan, and the Local Development Framework Regeneration Masterplan.
2. To approve all key implementation and bidding documents relating to the portfolio's functions.
3. To enforce all legislation relevant to the portfolio's Terms of Reference which the Council is required or empowered to enforce.
4. To exercise the Council's power to take legal proceedings in the public interest in respect of matters within the portfolio's terms of reference.
5. To provide and maintain trees, grass verges and other ornamental areas in streets.
6. To undertake all functions to improve and protect the roads, street lighting, and bridges of the City.
7. To maintain footpaths, bridleways and urban roads within the meaning of the Local Government Act 1972.
8. To provide and maintain footway, footpath and cycleway lighting and floodlighting within the City.
9. To name streets.
10. To control the provision of new streets by developers and the advance payments code and to recommend adoption under Section 38 of the Highways Act 1980 and section 104 of the Water Resources Act 1990.
11. To be responsible for the private street works code.
12. To enforce legislation intended to protect the physical fabric of the street.
13. To co-ordinate the Cabinet's activities in relation to traffic, reconciling at local level so far as lies in the power of the City Council the potentially conflicting requirements of the public for reliable public transport, for vehicular traffic circulation, for parking facilities, for high environmental visual standards and for provision for cyclists and pedestrians.
14. To work with the portfolio holder for the Environment on matters relating to Environmental Protection and Air Pollution.
15. To regulate the relationship between road space and road users and between the various kinds of road users.
16. To advise passenger transport operators on the public passenger transport facilities needed to enable persons who live work in or visit the City at reasonable cost and convenience.
17. To make provisions for and regulate public on and off street parking places including bus stations.

18. To develop and maintain schemes that help people access the City Centre. – amended from shopmobility delegation.
19. To approve the grant of travel concessions to persons using public transport.
20. To determine grants for transport facilities and services.
21. To provide and maintain bus shelters and hard standings for the use of public service vehicles.
22. To provide information on traffic and transport service facilities.
23. To consider and make representations on proposals for traffic and transport facilities including observations on planning applications as highway authority and securing appropriate investment in transport facilities and infrastructure by developers in relation to development proposals.
24. To deal with all matters under the Transport Act 2000, other than reserved to full Council.
25. To be responsible for the construction of new roads and modifications of transport infrastructure e.g. roads, footways, cycleways and railways.
26. To make and rescind regulations for the use of roads by traffic and pedestrians and to issue licenses for the use of the highway.
27. To promote and implement road safety and road safety education measures.
28. To develop and review policies for strategic planning and regeneration within the City.
29. To provide information and commentary on emerging legislation and guidance at the national and international level on planning and planning related matters.
30. To approve all key policy documents relating to the work of this portfolio such as Regional Planning Guidance and Local Development Framework, except for those reserved to Council.
31. To carry out the function of the Council as local and strategic planning authority, including the preparation of Development plans.
32. To promote and secure a pattern of development within the city, county and region which is sustainable in terms of use of local and global resources.
33. To oversee the production of land use data to meet the requirements of Government.
34. To take the lead in the development and formulation of Supplementary Planning Guidance, eg Development Briefs and Design Guides the City Centre Action Programme and review subsequent progress.
35. To consider major development proposals in and around the city in terms of the city's wider objectives and the impact they may have on the city.
36. To take the lead on all matters concerning conservation areas and buildings of archeological and historic interest or buildings of local significance and sites of archeological interest other than development control issues.
37. To co-ordinate and supervise the submission of bids for funds from Government, National Lottery and other sources for regeneration purposes.

38. To secure the strategic planning and regeneration of the City by direct action on behalf of the Council and by liaison/partnership working with outside agencies, including East Midlands Development Agency and other Regeneration companies and also including central government.
39. To prepare short/long term strategies for developing the economy of Leicester and relieving unemployment through support for training and other initiatives.
40. To formulate policies to strengthen local industry and commerce.
41. To make grants for altering existing commercial and industrial buildings and for converting other buildings for use as such.
42. To formulate policies to ensure the strategic management and programming for the regeneration and redevelopment of the Leicester riverside, including the Leicester Riverside Park policy area.
43. To oversee research on the local economy and review the impact of the Council's policies and initiatives on the local economy, employment and income generation, and ensuring their consistency.
44. To develop and implement the City Council's policy on European issues, including issues with regard to the Committee of the Regions, European assistance, projects and initiatives.
45. To develop and implement policies relating to European networks.
46. To monitor issues emerging from the European Community and supervise responses and related action by the City Council.
47. To determine all matters relating to overseas links and twinning arrangements, including European East/West links, except the establishment of formal twinning links referred to Council.
48. To provide an anti-poverty service and to implement anti-poverty measures in accordance with approved policies and strategies.
49. To develop and implement policies for and monitoring of inward investment/urban regeneration.
50. To be responsible for the authority's youth training and training for work programmes.
51. To approve and monitor the City Council's partnership working in relation to the National Space Centre / Prospect Leicestershire and other such partnerships relating to regeneration and / or transport entered into from time to time, with particular reference to:-
 - (i) approving and overseeing the implementation of the City Council's plans;
 - (ii) considering and implementing action necessary on behalf of the Council;
 - (iii) considering and implementing action necessary to protect the Council's interest as a partnership member
 - (iv) ensuring that the benefits and links to the surrounding areas in Leicester are maximised.

52. To develop and prepare funding bids and other similar regeneration schemes, and to ensure that approved schemes are implemented, outputs are achieved to the required standards, and liaison takes place with the Partnership bodies to achieve the programme and the project is co-ordinated with other City Council responsibilities, having particular regard, as appropriate to the City Council's role as the Accountable Body.
53. To provide advice services (related to this portfolio) concerning advice on business and employment matters, either directly or in partnership with other organisations.
54. To oversee the Council's activities as 'Accountable Body' when acting on behalf of partnership organisations.
55. To undertake all functions to improve and protect the land drainage systems of the City.
56. To implement measures to conserve and improve water courses and take measures to control flooding from them.
57. To be responsible for all aspects of the City Council's input into New Deal for Communities and associated community developments.
58. To oversee the monitor the implementation of the Council's Fair Debt Policy.
59. To be responsible for City Centre Management.
60. To organise and provide festive decorations.
61. To ensure the availability of seats for the convenience of persons using the roads of the City.
62. To develop and promote services and facilities to ensure the opportunity for lifelong learning for all citizens of the City.
63. To promote lifelong learning, community development and social inclusion by way of capacity building and other appropriate means.
64. To ensure that rights of way can be used by the public, administer the law relating to them and review and update the Definitive Map of Public Rights of Way.

MATTERS RESERVED WITHIN THIS PORTFOLIO TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Approving development briefs.
4. Approving key policy and bidding documents within the portfolio's terms of reference.
5. Such other matters as the Cabinet may from time to time reserved to itself for decision.

All matters within the Terms of Reference of the Regeneration & Transport portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director *who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.

CABINET: HOUSING

Councillor Westley

Terms of Reference

1. To secure the availability for all persons, living or wishing to live in the City, within their means, of living accommodation of an adequate standard.
2. To oversee the management of all houses controlled by the Council which are not in use for a statutory purpose.
3. To oversee tenant participation and consultation with tenants and residents within the landlord function of the authority.
4. To monitor the condition of existing housing accommodation in the City and determine appropriate action to be taken.
5. To order the demolition or closing up of individual houses unfit for human habitation.
6. The control of rents and the eviction of tenants from housing accommodation.
7. To undertake the Council's responsibilities in respect of the improvement of houses and the repair of houses.
8. To exercise the Council's duty to consider the needs of the City for the provision of further housing accommodation.
9. To oversee the provision of housing accommodation for which the Council is required to keep a Housing Revenue Account, and in connection therewith, to make arrangements for the construction of roads, sewers, grass verges and open spaces, the lighting of such roads and the provision of shops and garages.
10. To oversee the control, management and letting of such housing accommodation, shops and garages on housing estates.
11. To provide financial assistance to voluntary organisations and the public for the purpose of facilitating the construction, conversion, improvement and acquisition of housing accommodation within the limits of policies approved by and resources made available by the Council.
12. To undertake the declaration of renewal areas and the carrying out of work in those areas.
13. To fulfil the obligations of the Council towards homeless persons.
14. To oversee and arrange for the sale and acquisition of residential property within the limits of policies approved by the Council.
15. To undertake joint assessment with other agencies, of housing need in relation to social and care needs in line with legislation, for example, Community Care Act and Children Act.
16. To assess and work to improve the energy efficiency of all housing stock.
17. To oversee the provision of Leicestercare Emergency Alarm Service.
18. To work in partnership with housing associations, the Housing Corporation and the private sector to achieve the Council's aims and objectives.

19. To recommend the annual rent rise for Council tenants.
20. To monitor and make recommendations on the annual Housing Investment Programme and Housing Capital Programme.
21. To develop, implement and monitor policies to address the issues related to unauthorised Gypsy and Traveller encampments.
22. To oversee the provision of suitable and adequate sites for travellers and gypsies.
23. To exercise the following functions under the Housing Act, 2004:
 - * Part 4 Interim and final management orders (excluding interim and final empty dwelling management orders – which are managed by the Housing Department).

 - Part 7 Supplementary and final provisions in particular with regard to information provision / enforcement and authorisation
24. To determine policy and exercise all executive functions of the Council with regard to the following:
 - Caravan sites
25. To consider and, if appropriate, approve adaptations to housing.
26. To issue licenses etc., maintain registers and enforcement legislation regarding hostels.
27. To control and manage the operation of the Council's Trading Organisations and other services within the portfolio, particularly:-
 - (i) to define the operational outcomes for those Trading Organisations and other services;
 - (ii) to monitor their outcomes and their implementation by means of pre-determined measures and targets of performance;
 - (iii) to define and subsequently review policy aims and objectives and business plans for those Trading Organisations and services;
 - (iv) to determine broad operational practices;
 - (v) to monitor financial performance and trading accounts to ensure effective financial control, competitiveness and value for money;
 - (vi) to accept tenders/quotations from contractors/sub-contractors providing goods and/or services to those Trading Organisations; and
 - (vii) to submit tenders/quotations for work both inside and outside the Council for which the Department is responsible.
28. To make, vary or revoke any Order, regulation, plan or scheme relating to the portfolio's functions.

MATTERS WITHIN THE PORTFOLIO RESERVED TO THE CABINET:-

1. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.

2. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
3. Approving key schemes, programmes, strategies and bidding documents.
4. To recommend to Council in respect of establishing renewal areas.
5. Recommending rent levels to Council.
6. Recommending to Council the making of bye-laws.
7. Such other matters as the Cabinet may from time to time reserve to itself for decision.

All matters within the Terms of Reference of the Housing portfolio which are not reserved to the Cabinet as stated above, are delegated to the Director* who has responsibility for the relevant function.

*"Director" means Strategic and Divisional Directors.