

# Forest Heath District Council

## Section 3 - Responsibility for Cabinet functions

3.1 Executive functions will be performed by the Cabinet. These functions will be grouped together in the form of Cabinet portfolios, the number and scope of which will be agreed by the Leader. The Leader will also allocate responsibility for the portfolios among the individual Members of the Cabinet, on an annual basis.

3.2 The Cabinet Portfolios and areas of responsibility are as follows:-

Portfolio	Areas of Responsibility
Leader of the Council	<ol style="list-style-type: none"> <li>1. Leadership and strategic direction of the Council</li> <li>2. External relations and communications</li> <li>3. Strategic economic development</li> </ol>
Families and Communities	<ol style="list-style-type: none"> <li>1. Corporate communications</li> <li>2. Corporate strategy/planning and co-ordination</li> <li>3. Crime and community safety</li> <li>4. Customer Services, access and engagement</li> <li>5. Equalities and diversity</li> <li>6. Families and Communities</li> <li>7. Future of public services and service integration</li> <li>8. Health</li> </ol>
Future Governance	<ol style="list-style-type: none"> <li>1. Civic Office</li> <li>2. Democratic Services, including:               <ul style="list-style-type: none"> <li>- Cabinet management and support</li> <li>- Scrutiny management and support</li> </ul> </li> <li>3. Elections</li> <li>4. Member Development and Training</li> <li>5. Implementing a single Council for West Suffolk</li> </ol>
Whole Cabinet <i>(with Portfolio Holder for Housing at SEBC being the shared lead Councillor)</i>	<ol style="list-style-type: none"> <li>1. Choice based lettings</li> <li>2. Homelessness advice</li> <li>3. Public health</li> <li>4. Safeguarding</li> <li>5. Social care</li> <li>6. Strategic housing (including private sector housing and DFG policy)</li> </ol>

<b>Portfolio</b>	<b>Areas of Responsibility</b>
Leisure and Culture	<ol style="list-style-type: none"> <li>1. Heritage and culture</li> <li>2. Parks and open spaces (including trees)</li> <li>3. Sport</li> </ol>
Operations	<ol style="list-style-type: none"> <li>1. Car parking</li> <li>2. CCTV</li> <li>3. Cemeteries</li> <li>4. Fleet management</li> <li>5. Grounds maintenance</li> <li>6. Land drainage</li> <li>7. Markets (delivery)</li> <li>8. Operations</li> <li>9. Property services and estate management</li> <li>10. Public conveniences</li> <li>11. Refuse/recycling</li> <li>12. Street scene</li> <li>13. Tourism (operations)</li> </ol>
Planning and Growth	<ol style="list-style-type: none"> <li>1. Building control</li> <li>2. Conservation</li> <li>3. Development control</li> <li>4. Economic development</li> <li>5. Enforcement</li> <li>6. Environmental health</li> <li>7. Growth areas and regeneration</li> <li>8. Licensing</li> <li>9. Planning policy</li> <li>10. Rural development</li> <li>11. Tourism (strategic)</li> <li>12. Town centres</li> </ol>
Resources and Performance	<ol style="list-style-type: none"> <li>1. Business development/commercial</li> <li>2. Financial services (including audit)</li> <li>3. Health and safety</li> <li>4. Human resources (including payroll)</li> <li>5. ICT</li> <li>6. Legal services</li> <li>7. Performance and risk management</li> <li>8. Procurement</li> </ol>

### 3.3 Joint Executive Arrangements

3.3.1 The Leader has established joint arrangements with the Leader of St Edmundsbury Borough Council for the discharge of executive functions through the Joint Executive (Cabinet) Committee. All matters which are to be performed by Cabinet as a collective are delegated to the Joint Executive (Cabinet) Committee to exercise, unless either Leader notifies

that the matter or function shall not be delegated to the Joint Executive (Cabinet) Committee to make.

- 3.3.2 The Joint Executive (Cabinet) Committee shall consist of the Leaders and the Portfolio Holders of both Forest Heath District Council and St Edmundsbury Borough Council and shall operate until 1 April 2019.