

## **CABINET**

### **GENERAL DUTY**

To deliver the Council's objectives as stated through its approved Policy and Budget Framework.

To make arrangements to discharge all the functions of the Council except those reserved to the Council and those remitted to Regulatory Committees and Officers under the Scheme of Delegation.

#### **Functional responsibilities**

1.	To propose key Policy and Budget Framework items to the Council, including the budget;
2.	To ensure that all action is taken to implement the key policies and objectives of the Council as contained in the Policy Framework, including the setting of secondary policies
3.	To maintain an active dialogue with Overview and Scrutiny bodies in ensuring that the overall integrity of the decision making process and the delivery of Council services is maintained
4.	To respond directly or through the Council meeting as appropriate to Overview and Scrutiny activity or to individual member initiatives formally proposed at a Council meeting
5.	To receive performance management reports including updates on action plans and major projects
6.	To pursue as appropriate negotiations on local area agreements or similar in order to promote the economic, social and environmental wellbeing of the area and to determine such agreements except where it relates to a matter reserved to the Council for determination.
7.	To perform its functional responsibilities in accordance with the arrangements prescribed in the Executive Procedural Rules within the Council's Constitution.

### **PORTFOLIO RESPONSIBILITIES**

Individual Cabinet Members will be allocated personal portfolios of responsibility by the Leader. The details of those portfolios and the range and scope of individual member powers are set down in Section 3 of this Constitution.

#### **Meeting frequency of Cabinet**

On a timetable set by the Leader. Currently, Cabinet is scheduled to meet in February, April, May, July, September, November & December.

## **Membership of Cabinet**

Leader of the Council + 7 Cabinet Members, one of whom will be the Deputy Leader.

## **Executive Advisory Bodies and Project Groups**

The Cabinet will, as soon as practicable after the Annual Meeting of the Council, and in year if appropriate, determine which Advisory Bodies and Consultative mechanisms it wishes to establish.

The Cabinet may establish time limited Project Groups to ensure that key projects are managed effectively.

Individual Cabinet Members have the authority to establish such Advisory bodies as they think appropriate. (Authority stems from Council Executive meeting 12th June 2002, Minute number 7.)