

PART 3

RESPONSIBILITY FOR FUNCTIONS AND SCHEME OF DELEGATIONS

- (a) The number of persons to form the Cabinet which shall be at least least 23 but not more than 97 councillors plus in each case the Leader), one of whom will be designated as Deputy Leader;
- (b) Description of the allocation of responsibilities, powers and duties falling within each portfolio within the Cabinet, and
- (c) Names of the councillors who are to be Cabinet members and, for information, any portfolios to be held by each of them.

2.4.2 Cabinet members will hold office for a period of one year until or unless they:

- (a) resign from office; or
- (b) are no longer councillors; or
- (c) are removed from office by the Leader who must give written notice to the Proper Officer. The removal will take effect immediately after receipt of the notice by the Proper Officer (see Part 3 'Proper Officer and Designated Officers' for the definition of Proper Officer).

2.5 LEADER'S POSITION

It will be open to Council at any meeting to resolve to terminate the Leader's position as Leader. In those circumstances or if the Leader resigns from that position or otherwise ceases to hold office or is suspended from office (e.g. bankruptcy, death or suspension or removal from the office of councillor) the Council will as soon as reasonably possible convene to elect a new Leader from amongst the elected members of the Council. The proper Officer may convene a meeting of the Council for such an election.

2.6 CABINET MEMBER VACANCY

If for any reason a vacancy occurs during the year in respect of a Portfolio Holder within Cabinet, or if a Cabinet member is suspended from the office of councillor, the Leader may fill it and such action will take effect immediately after notification has been received by the Proper Officer. The Leader may vary the arrangements described in 2.4 by giving written notice to the Proper Officer, and the variation will take effect immediately after the Proper Officer has received the notice.

2.7 PROCEEDINGS OF THE CABINET

Proceedings of the Cabinet will take place in accordance with the Cabinet Procedure Rules set out in Part 4 of this Constitution.

2.8 RESPONSIBILITY FOR FUNCTIONS

2.8.1 The arrangements for the discharge of the executive functions which have been adopted by Full Council are set out below. If they are not detailed below then the Leader may decide how they are to be exercised. In such latter circumstances the Leader will

maintain a list setting out which individual members of the Cabinet, Committees of the Cabinet, Officers or joint arrangements are responsible for the exercise of particular executive functions.

2.8.2 The Cabinet will be responsible for all functions of the Council not reserved to Full Council in this Constitution or delegated to a Council Committee by this Constitution and which are not prohibited by law from being executive functions.

2.8.3 All executive functions must be carried out in accordance with the Cabinet Procedure Rules and the principles laid out above.

2.8.4 Plans and strategies which should be adopted by Cabinet (where a full revision of the plan or strategy has taken place)

(a) It is a requirement that the following plans and strategies are reviewed on an annual basis:

(b) The following plans and strategies have a three to five year cycle:

Plan/strategy	Frequency of revision and/or review	Route for adoption for full revision of policy or strategy	Route for approval of strategy reviews where there is no significant financial impact or borough wide impact to the community
Plans and strategies that require annual review			
People Strategy	Full revision every five years. Annual review	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Property Asset Management Plan	Full revision every five years. Annual review	Cabinet (via the relevant Cabinet Advisory Board)	
Medium Term Financial Strategy	Full revision every five years. Annual review	Cabinet (via the relevant Cabinet Advisory Board)	
Treasury Management Policy & Strategy	Annual review	N/A	
Customer Care Programme	Annual review	N/A	
Air Quality Management Action Plan	Annual review	N/A	
Plan/strategy	Frequency of revision and/or review	Route for adoption for full revision of policy or strategy	Route for approval of strategy reviews where there is no significant financial impact or borough wide impact to the community
Plans and strategies that have a three to five year cycle for full revision			
Housing Strategy	Full revision every five years.	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Leisure/Culture Strategy	Full revision every five years	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Risk Strategy	Full revision every five years	Cabinet (via the relevant Cabinet Advisory Board)	N/A

West Kent Equalities Partnership Aims and Commitments	Full revision every four years	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Corporate Procurement Strategy	Full revision every three years	Cabinet (via the relevant Cabinet Advisory Board)	N/A
ICT Strategy and Shared Service arrangements around ICT	On-going	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Carbon Management Plan	Full revision every five years		N/A
Kent Health & Affordable Warmth strategy	Full revision every five years		N/A
Kent Environment Strategy	Full revision every five years		N/A
West Kent Area Investment Strategy	Full revision every five years	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Economic Strategy	Full revision every four years	Cabinet (via the relevant Cabinet Advisory Board)	N/A
Contaminated Land Strategy	As required	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Private Sector Housing Renewal Strategy	Full revision every five years. Review as and when required	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Empty Property Strategy	Full revision every five years. Review as and when required	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Homelessness Strategy	Full revision every four years. Review as and when required.	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Housing Allocation Policy	Full revision every four years. Review as and when required.	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Housing Renewal Assistance Policy	Full revision every four years. Review as and when required.	Cabinet (via the relevant Cabinet Advisory Board)	Consultation with relevant CAB before approval given through Portfolio Holder Delegated Decision
Child Protection Policy	N/A	N/A	Requires a review every three years. To be completed by General Purposes [] Committee

2.9 DELEGATION OF CABINET FUNCTIONS TO PORTFOLIO HOLDERS

Individual Portfolio Holders may exercise the Cabinet's functions by making Non-Key Decisions in their

designated areas of responsibility. Details of the composition of the current Leader and Cabinet together with their designated areas of responsibility are shown at Annex B.

2.10 DELEGATION OF CABINET FUNCTIONS TO OFFICERS

Please see Annex C to this Part for details of the Cabinet functions delegated to officers.

REGULATORY AND OTHER COMMITTEES

Introduction

The Council will appoint committees and boards to undertake a variety of regulatory and other functions that are the responsibility of the Council but which do not have to be carried out by Full Council.

Committees/Boards

The Committees/Boards are listed as follows and full details of their functions are provided below:

~~Finance and Governance~~ Cabinet Advisory Board 1

~~Communities~~ Cabinet Advisory Board 2

~~Planning and Transportation~~ Cabinet Advisory Board

Planning Committee

Licensing Committee

~~[General Purposes Committee]~~

Audit and Governance Committee

Overview and Scrutiny Committee

Investigating and Disciplinary Committee

Appeals Committee

Independent Panel

Other Committees and Sub-Committees

- The Council will appoint such other committees as it considers appropriate to exercise any of its functions.
- Any committee appointed by the Council may at any time appoint additional sub- committees and panels throughout the year. Their terms of reference and delegation of powers to them shall be explicit and within the appointing Committee's terms of reference.
- The Council in the case of Standing Committees or the parent committee in the case of sub-committees or panels will, in the case of sub-committees or panels, appoint the members to serve on the committee, sub-committee or panel subject to the right of a political group within the meaning of the Local Government and Housing Act 1989 and any regulations made under that Act to make nominations for those appointments at the meeting that makes the appointments before the appointments are made.

CABINET ADVISORY BOARDS

~~3.1~~ **Cabinet Advisory Boards:**

~~3.1~~ **Membership:** 11 members of the Council who will be non-executive members. Proportionality rules will apply. Cabinet Advisory Boards will not be Chaired by Cabinet Members.

~~3.2~~ **Quorum:** 4 members

~~3.3~~ **Remits**

~~3.3.1~~ Each Cabinet Advisory Board will consider the functions of the Cabinet that fall within its remit. The name and remit of the Cabinet Advisory Boards may be changed to reflect the Cabinet Portfolios allocated to them.

~~3.3.2~~ As soon as possible following the appointment of the Cabinet and the allocation of Portfolios by the Leader at the start of each civic year, the remits of each Cabinet Advisory Board are detailed below and will be appointed at the start of each civic year the Chief Executive in consultation with the Leader will determine the specific remit of each Cabinet Advisory Board to ensure a suitable and equitable allocation of workloads between the two Cabinet Advisory Boards.

~~3.3.3~~ Any changes to the remits during the year will be made by t The Leader will and reported to the annual meeting (for noting only) the portfolios assigned to each Cabinet Advisory Board. Any subsequent changes will be reported by the Leader (for noting only) to the next Full Council meeting.

~~3.3.4~~ Cabinet Advisory Boards may only advise the Cabinet on matters within their remit and do not have any power to make decisions on those matters.

~~The Cabinet Advisory Boards will meet in public and be subject to the Council's Access to Information Rules and the Council's Committee Procedure Rules.~~

~~3.2~~ **Membership:** 11 members of the Council (to be composed of at least 8 non-executive members and the relevant Portfolio Holders. Proportionality rules will apply. Each Cabinet Advisory Board will be Chaired by the relevant Portfolio Holder.

3.43 **Responsibilities:** Each Cabinet Advisory Board will have the following general responsibilities:

- (a) Consider and where necessary make recommendations on all key and non-key decisions to be taken by Cabinet that fall within the remit of the Cabinet Advisory Board.
- (b) Assist and advise the Cabinet in the development of the Policy Framework issues that

fall within the remit of the Cabinet Advisory Board.

- (c) Assist in the development of Cabinet decisions within the remit of the Cabinet Advisory Board that require wider member involvement.

3.44 Cabinet Advisory Boards will have the power to:

- (a) Request members of the Cabinet and officers to attend before it to answer questions.
- (b) Question and gather evidence from any person (with their consent)
- (c) Co-opt expert individuals on a non-voting basis to

3.65 Remits Meetings:

- 3.6.1 ~~the remits of the Cabinet Advisory Boards will be as follows. Meetings of the Cabinet Advisory Boards are public meetings and are subject to the Council's Access to Information Rules and the Council's Committee Procedure Rules.~~
- 3.6.2 Meetings of the Cabinet Advisory Boards are non-decision making and the Chair (following officer advice) will determine whether any meeting is to be held in person or remotely provided that the first meeting of any municipal year will take place in person.
- 3.6.3 Where there is an item on the agenda of a Cabinet Advisory Board meeting that falls within the portfolio of a Cabinet Member, such Cabinet Member may attend the meeting and participate in the debate on the item but shall not have the right to vote.
- 3.6.4 The Chair and Vice Chair of the Cabinet Advisory Boards will be appointed at the first meeting of each Cabinet Advisory Board which will be in person.

~~Cabinet Advisory Board 1—Finance & Governance:~~

- ~~Finance and the budget~~
- ~~Governance~~
- ~~Risk Management~~
- ~~Business Continuity~~
- ~~Strategic Compass~~
- ~~Sustainable Community Strategy~~
- ~~Equalities~~
- ~~Communication & Engagement~~
- ~~Transparency~~
- ~~ICT~~
- ~~Property and Asset Management~~
- ~~Regeneration~~

~~Cabinet Advisory Board 2—Communities:~~

- ~~Housing~~
- ~~Revenues & Benefits~~
- ~~Health~~
- ~~Community Development~~
- ~~Rural Communities~~
- ~~Play Schemes~~
- ~~Tourism~~
- ~~Economic Development~~
- ~~Cemeteries & Crematoriums~~
- ~~Leisure (includes Assembly Hall and Museum)~~
- ~~Parks & Sport Centres~~
- ~~Grants~~

- Customer Access
- Waste & Streetscene
- Emergency Planning
- Environmental Services (includes Environmental Health/Protection & Land Contamination)
- Community Safety & CCTV
- Licensing
- Procurement Strategy
- Sustainability

~~Cabinet Advisory Board 3 — Planning & Transportation~~

- Conservation & Heritage
- Land Charges & Building control
- Landscape
- Public Transportation
- Car Parking
- Drainage & Flooding
- Planning Policy

PLANNING COMMITTEE

~~4.1 Wards within the eastern area of the Borough:~~

~~Hawkhurst & Sandhurst; Brenchley & Horsmonden; Benenden & Cranbrook; Goudhurst & Lamberhurst; Frittenden & Sissinghurst; Capel; Pembury, Paddock Wood (East) and Paddock Wood (West).~~

~~4.2 Wards within the western area of the Borough~~

~~Broadwater; Culverden; Pantiles & St. Mark's; Park; Sherwood; St. James'; St. John's; Southborough & High Brooms; Southborough North; Rusthall; and Speldhurst & Bidborough.~~

~~4.31 Membership: 1412 members of the Council, 7 being elected representatives of the wards in the eastern area and 7 being elected representatives of the wards in the western area.~~

4.2 Appointment to Planning Committee

4.2.1 In making appointments to Planning Committee, political group leaders will where possible, ensure representation from the urban and rural areas of the Borough.

4.2.2 For the purposes of determining the rural and urban representation on the Planning Committee, the following are the rural and urban areas of the borough;

Rural: Rural Tunbridge Wells (3) Paddock Wood (3) Pembury and Capel (3) Cranbrook, Sissinghurst and Frittenden (3) Hawkhurst, Sandhurst and Benenden (3) Rusthall and Speldhurst (3)

Urban Park (3) Pantiles (3) St James (3) St John's (s) Sherwood (3) Culverden (3) High Brooms (1) Southborough and Bidborough (3)

~~4.34 Quorum: 54 members~~

~~4.54 Chairing the Planning Committee~~

At its Annual Meeting, Full Council will approve a Chair and Vice-Chair for the Planning Committee.

4.65 Functions

All functions relating to town and country planning and development control contained in Function A, Numbers 1-31, and Function I, Numbers 30A, 31, 32, 46 and 47, of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended to the full extent as set out in Article 2 thereof and generally in the Regulations which are set out for ease of reference in Section 6 of Part 3 of this Constitution, and any other

development control or planning enforcement powers, including temporary stop notices (under S.171E of the Town and Country Planning Act 1990 (as amended)) and high hedges (under Part 8 of the Anti-Social Behaviour Act 2003).

4.76 Delegation of functions

Full extent, except where an application for planning permission would be required to be notified to the Secretary of State, under the criteria laid out in the Town and Country Planning (Development Plans and Consultation) (Departures) Directions 1999.

4.87 Terms of Reference and Working Arrangements for the Planning Committees

Members must comply with the provisions of “The Protocol for Members taking part in the Planning Process” laid out at Part 6 in this Constitution.

4.98 Enforcement

The Scheme of Delegation to Officers at Annex C of this Part sets out the circumstances in which an enforcement decision may be delegated to officers.

Where the Planning Committee makes enforcement decisions the provisions of the Protocol apply, as for planning applications.

4.~~9~~10 Performance Monitoring

The Planning Committee will receive for information reports on performance indicators/statistics for the Planning Team and enforcement activity across the borough.

4.1~~10~~0 Delegation of the Area Planning Committees' Functions to Officers

The Scheme of Delegation to Officers at Annex C to Part 3 sets out the delegation of Planning Committee's functions to officers.

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LICENSING COMMITTEE

5.1 Membership:

~~5.1.145~~ 12 members of the Council (~~no substitute members~~)

5.1.2 Quorum: 4 members.

5.2 Functions:

All functions relating to:

5.2.1 Miscellaneous Licensing and registration functions contained in Function B, Numbers 1-18, 20, 21, 23 – 25, 29, 30, 32 – 34, 39, 40, 56 – 63 and 65 - 69 and Function FA of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended;

5.2.2 Licensing Act 2003 functions contained in Function B, Number 14A of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended and all of the Council's other functions as Licensing Authority under the Licensing Act 2003 and the Gambling Act 2005 and Regulations thereunder.

5.2.3 Delegation of Council functions to the Licensing Committee:

a) Miscellaneous licensing and registration functions

All Council functions set out in Function B, Numbers 1-18, 20, 21, 23 - 25, 29, 30, 32 - 34, 39, 40, 56 - 63 and 65 - 69 of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended are delegated to the Licensing Committee.

b) Licensing Act 2003

All Council functions as Licensing Authority are delegated to the Licensing Committee, with the exception of any function conferred on the licensing authority by Section 5 of the Licensing Act 2003 (statement of licensing policy) and any function discharged under Section 7 (5) (a) of the Act by a committee (other than a licensing committee).

5.3 LICENSING SUB-COMMITTEES

5.3.1 Membership: The 3 members of the Sub-Committee are to be selected from the Licensing Committee.

5.3.2 Quorum: 3 members.

5.3.3 Functions: All functions relating to Licensing contained in Function B, Numbers 14A, 14C, 15, 20 and 32 of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.

~~GENERAL PURPOSES COMMITTEE~~

6.1 — Membership: 13 members of the Council of whom 5 are substitute members

6.2 — Functions: All functions relating to

- (a) ~~Health and Safety at work~~ contained in Function C of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended;
- (b) ~~Elections~~ contained in Function D of Schedule 1 as above;
- (c) ~~Name and Status of areas and individuals~~ contained in Function E of Schedule 1 as above;
- (d) ~~Power to make, amend, revoke or re-enact byelaws~~ contained in Function F of Schedule 1 as above;
- (e) ~~Power to promote or oppose local or personal Bills~~ contained in Function G of Schedule 1 as above; and
- (f) ~~Miscellaneous functions~~ contained in Function I of Schedule 1 as above with the exception of numbers 36, 38, 39, 45 and 48 which are functions of the Audit and Governance Committee and numbers 30A, 31, 32, 46 and 47 which are functions of the Planning Committees.

6.3 — Extent of the Delegation of Council functions to the General Purposes Committee:

- (1) ~~Subject to (2) below, all of the functions listed above are delegated in full to the General Purposes Committee, but only in so far as they are not required by statute or otherwise to be exercised by Full Council, in which case the Committee's power is limited to a power to make recommendations to Full Council,~~
- (2) ~~The following functions are reserved to Full Council on the recommendation of the General Purposes Committee:~~
 - (i) ~~All functions relating to elections contained in Function D, numbers 7, 11, and 14-16 of Schedule 1 as above;~~
 - (ii) ~~All miscellaneous functions laid out in Function I, numbers 1,2,4,6,8,10,16,42 and 45 of Schedule 1 as above.~~

6.4 — Delegation of the General Purposes Committee Functions to Officers

~~The Scheme of Delegation to Officers at Annex C to Part 3 sets out the delegation of General Purposes Committee functions to officers.~~

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AUDIT AND GOVERNANCE COMMITTEE

7.1 Membership:

~~8~~7 members of the Council
2 independent members
2 members of a parish or town council wholly or mainly in the Council's area

7.2 Quorum: The quorum for the Audit and Governance Committee will be three members, to include at least one independent member

7.3 Voting Rights

The independent members and parish/town members do not have voting rights.

7.4 Functions:

7.4.1 Audit Activity

- (a) To consider the Internal Audit Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- (b) To agree the external Audit Plan for the year.
- (c) To approve the cost of the Audit.
- (d) To consider summaries of specific internal audit reports as requested.
- (e) To consider reports dealing with the management and performance of the providers of internal audit services.
- (f) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- (g) To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- (h) To consider specific reports as agreed with the external audit work and to ensure it gives value for money.
- (i) To comment on the scope and depth of external audit work and to ensure it gives value for money.

- (j) To liaise with the Audit Commission over the appointment of the Council's external auditor.
- (k) To commission work from internal and external audit.
- (l) To oversee the whistle-blowing policy and make appropriate recommendations for change to the policy;
- (m) To liaise with the Overview and Scrutiny Committee Chair to coordinate cross-cutting issues and avoid duplication.

OVERVIEW AND SCRUTINY COMMITTEE

8.1 Membership: 10 members of the Council and any additional members as the Council may determine to appoint

8.2 Quorum: 4 members

8.1 ~~8.1~~ **8.3 Introduction**

8.1.2 The Council is required by Law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committees should be powerful committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.

8.1.3 Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Overview and Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

8.2 Overview and Scrutiny Committee

8.2.1 In order to achieve this, the Council have appointed an Overview and Scrutiny Committee which will:-

- (a) review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council or any of its Committees;
- (b) make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;
- (c) consider any matter which affects the Council's area or its inhabitants; and
- (d) exercise the right to call in for reconsideration decisions made but not yet implemented by the Cabinet and Officers.

8.2.2 The Council or the Leader or the Cabinet or the Overview and Scrutiny Committee may from time to time establish such other committees or sub-committees as it sees fit.

8.3 Role, Scope and Membership

8.3.1 The Council will appoint the Overview and Scrutiny Committee to discharge the functions that are conferred by section 21 of the Local Government Act 2000, the Police and Justice Act 2006, the relevant provisions of the Local Government and Public Involvement in Health Act 2007, the Localism Act 2011 and associated rules and regulations. In the event of a conflict between these terms of reference or their procedure rules set out in Part 4, and the Acts rules and regulations set out above, then those Acts, rules and regulations will take precedence.

8.3.2 ~~The Overview and Scrutiny Committee will comprise twelve Councillors, none of the Overview and Scrutiny Committee members whom~~ may be the Mayor or members of the Cabinet, ~~plus any additional members as the Council may see fit to appoint.~~

8.3.3 The Overview and Scrutiny Committee will manage its own work programme and will be able to establish 'Task and Finish Groups' to undertake its work. The Overview and Scrutiny Committee may only establish two 'Task and Finish Groups' at any one point and they may run concurrently. Only on the completion of one 'Task and Finish Group', may another 'Task and Finish Group' start. 'Task and Finish Groups' will meet in private and any non-executive member may be a member of a 'Task and Finish Group'. The Overview and Scrutiny Committee should not duplicate the work of the Cabinet Advisory Boards or any other committee of the Council.

8.4 Specific Functions

8.4.1 Policy Development and Review

The Overview and Scrutiny Committee may:-

8.4.1.1 assist the Council and the Cabinet in the development of its budget and policy framework by in depth analysis of policy issues;

8.4.1.2 conduct research, community and other consultation in the analysis of policy issues and possible options;

8.4.1.3 question members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;

8.4.1.4 liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and

8.4.1.5 consider the impact of policies to assess if they have made a difference.

8.4.2 Scrutiny

The Overview and Scrutiny Committee may:-

8.4.2.1 review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;

8.4.2.2 review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;

8.4.2.3 question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;

11. To act as Electoral Registration Officer for the Borough in accordance with Section 8 of the 1983 Act.

12. To:

- appoint members as proxies to attend and vote at shareholders meetings of any company of which the Council is a shareholder; and
- give consent to written resolutions of any company of which the Council is a shareholder.

To make appointments of members to local and other outside bodies which are not the subject of report to the Council or the Cabinet, in consultation with the respective political group leaders.

13. To undertake such statutory or other consultation which may be required or thought to be desirable with a view to making changes to the staff establishment whether by way of dismissal or otherwise ~~provided that it is done in consultation~~ with the Chair, or in their absence the Vice-Chair, of the [] Committee.

DELEGATIONS TO THE DIRECTOR OF FINANCE, POLICY AND DEVELOPMENT

(S151 OFFICER)

The following matters are delegated to the Director of Finance, Policy and Development:

14. The proper administration of the Council's financial affairs;
15. The collection of revenue, council tax and national non-domestic rates.
16. The administration of benefits and Council Tax support.
17. To exercise the budgetary control functions referred to under the Council's Financial Procedure Rules.
18. To arrange all borrowings, financing and investment in line with the Council's Treasury Management Policy Statement.
19. To maintain an effective internal audit service.
20. To act as lead officer for the Audit and Governance Committee, and the Finance and Governance Cabinet Advisory Board.
21. To act as the lead officer for Risk Management and ensure appropriate risk management arrangements are in place across the Council.
22. To act as lead officer for maintaining effective corporate governance arrangements and the preparation of the Annual Governance Statement.

23. To make appropriate banking arrangements on behalf of the Council.
24. To insure against risks where he considers this appropriate.
25. The operation of the Council's accounting systems and payroll.
26. In consultation with the Portfolio Holder for Finance and Governance, to authorise the release of funds from contingencies and reserves as set out in the Revenue Budget.