

# Wolverhampton City Council

## OPEN ITEM

Committee/ Panel	<b>SPECIAL ADVISORY GROUP STANDARDS COMMITTEE</b>	Date: <b>09.06.11</b> Date: <b>16.06.11</b>
Originating Service Group(s)	<b>DELIVERY</b>	
Contact Officer(s)/	<b>S KEMBREY F DAVIS P TEDSTONE P MAIN</b>	
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Title/Subject Matter	<b><u>REVISION OF THE CONSTITUTION 2011/2012 – CABINET PORTFOLIO RESPONSIBILITIES AND FINANCIAL PROCEDURAL RULES</u></b>	

### **Recommendation**

That the following amendments to the Constitution be endorsed for approval at Council on 13 July 2011:-

- (a) Incorporate Cabinet Portfolio responsibilities approved by Annual Council on 18 May 2011; and
- (b) Approve the proposed update to the Financial Procedural Rules.

## 1.0 **Purpose of Report**

- 1.1 To advise Special Advisory Group and Standards Committee of the amendments to the Constitution, which are consequential to new Cabinet Portfolio responsibilities approved at Annual Council on 18 May 2011
- 1.2 To advise Special Advisory Group of proposed amendments to the Financial Procedure Rules to reflect the outcome of recent 'systems thinking' reviews of working practices in Payroll/HR and also to reflect changes as a consequence of the recent senior management restructure.
- 1.3 For Special Advisory Group and Standards Committee to endorse the amendments for approval by full Council on 13 July 2011.

## 2.0 **Background**

- 2.1 Following the restructuring of the senior management of the Council, "Leading for a Stronger City", changes to the Delegations to Officers in Part 3 of the Constitution were approved by Council on 16 March 2011. This resulted in an updated version of the 2010 Constitution being published in April 2011.
- 2.2 On 18 May 2011, Annual Council approved changes to Cabinet Portfolio responsibilities which were necessary following the Council's restructure.
- 2.3 This report sets out changes to the Constitution which are consequent upon the changes to Cabinet Portfolio responsibilities and changes to the Financial Procedure Rules following the Senior Management restructure.

## 3.0 **Cabinet Portfolio Responsibilities**

- 3.1 Following the Senior Management restructure, new titles for Cabinet Portfolio Holders were announced on Wednesday 18 May 2011.
- 3.2 The new titles are as follows:-
  - Lead/Chair of Cabinet
  - Economic Regeneration and Prosperity
  - Children and Families
  - Adult Services
  - Governance and Performance
  - Resources
  - City Services
  - Leisure and Communities
  - Schools
  - Skills
  - Learning
  - Health and Wellbeing
- 3.3 The new titles and appointments to the posts were agreed by Annual Council on 18 May.
- 3.4 Since Annual Council the Cabinet Portfolio Holder for Resources and the Leader have been working with Officers to identify consequential amendments to the Constitution as a result of the changes in Cabinet Portfolio responsibilities.

3.5 The amendments required as a result of the changes are specified in Appendix 1 which amends the delegations to Executive bodies at Part 3 of the Constitution. Appendix 2 shows the same delegations arranged to show responsibilities/delegations to each Cabinet Portfolio Holder and to the Executive as a whole. Special Advisory is requested to consider whether delegation in this format should also be included in the Constitution.

3.6 Special Advisory Group and Standards Committee are requested to endorse the amendments in Appendix 1 for approval by full Council on 13 July 2011 and to consider whether to include delegations as formatted in Appendix 2 in the Constitution.

#### 4.0 **Financial Procedure Rules**

4.1 As a result of the Senior Management restructure a change is required to Section F of the Financial Procedure Rules to reflect the outcome of recent 'systems thinking' reviews of working practices in Payroll/HR. Section F concerns salaries, wages, pensions and allowances. The changes are detailed at Appendix 1 to this report.

4.2 Changes are also necessary required to Section F to reflect the fact that the Human Resources function is now within the remit of the Assistant Director (Corporate Services) – Section 151 Officer following the recent Senior Management restructure.

4.3 The amendments to Paragraphs 1 and 2 of Section F reflects the fact that payment of all salaries, wages, pensions, compensation and other emoluments are made under arrangements by the Section 151 Officer.

4.4 Paragraphs 4 and 6 are amended to reflect changes to operational procedures for the certification of claims as a consequence of the recent 'systems thinking' reviews. They also clarify that all time records or other pay documents including claims for payment of car allowances, subsistence allowances, travelling and incidental expenses are to be certified in a form approved by the Section 151 Officer.

4.6 Special Advisory Group and Standards Committee are requested to endorse the amendments before approval by Full Council on 13 July 2011.

#### 5.0 **Financial Implications**

5.1 There are no direct financial implications arising from this report, although the amendments to the Constitution will strengthen the Council's governance arrangements. The ultimate aim of this is to improve the Council's ability to secure the best possible outcomes from available sources, and to be able to demonstrate that it has done so.  
[GE/08062011/V]

#### 6.0 **Legal Implications**

The Council is required by Section 37 of the Local Government Act 2000 to have a Constitution which is kept up to date and which contains a copy of the Authority's standing orders relating to meetings and contracts, a copy of the Authority's Members Code of Conduct and any such information as the Secretary of State may direct.  
[FD/080611/V]

#### 7.0 **Environmental Implications**

There are no direct environmental implications arising from this report.

## 8.0 **Schedule of Background Papers**

File GP30/21 held in Legal Services.

Reports to Council, Standards Committee and Special Advisory Group regarding the Constitution 200-2011.

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## **1. INTRODUCTION**

1.1 The Local Authorities (Functions and Responsibilities) (England) Regulations (as amended) give effect to section 13 of the Local Government Act 2000 by specifying:-

- which functions are not to be the responsibility of the Executive;
- which functions may (but need not) be the responsibility of the Executive (local choice functions);
- which functions are to some extent the responsibility of the Executive;
- all other functions not so specified are to be the responsibility of the Executive.

1.2 The following pages set out:

- those functions which are the responsibility of the Executive and how those functions have been delegated to the Cabinet or a Cabinet Panel;
- those functions which are not the responsibility of the Executive and how those functions have been retained by the full Council or delegated to a Standing Body of the Council. Standing Bodies of the Council are variously titled as shown but are “committees of the Council” for the purposes of the Local Government Acts;
- those functions which are delegated to officers.
- All Cabinet Members share collective responsibility for the proper discharge of Council functions. Each Cabinet Member has lead individual or collective responsibility for cross cutting themes and discrete functions. Individual and collective responsibilities are identified against each function. This does not prevent other Cabinet Members from exercising these or related functions as appropriate, neither does it detract from their collective and supportive role. The notation is intended to assist in identifying who has lead responsibility for the function in question. The Executive Procedure Rules in Part 4 of this Constitution specify how and by whom executive decisions may be made.

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
<p><b>1. ORGANISATION AND CO-ORDINATION</b></p> <p>1.1 To organise the work of the Council and to advise the Council on the number, scope and functions of and delegations to Cabinet Panels, Cabinet Members, Standing Bodies, Area Committees and Forums, the Scrutiny Board and Scrutiny Panels.</p> <p>1.2 To appoint and remove from office the Deputy Leader and Cabinet Members</p> <p>1.3 To advise the Council on membership of Cabinet Panels, Standing Bodies, Area Committees and Forums and the Scrutiny Board and Scrutiny Panels.</p> <p>1.4 To co-ordinate the work of the Executive and to consider and advise the Council and the Cabinet Panels on major items of policy.</p> <p>1.5 To work positively with the Scrutiny Board and Scrutiny Panels to formulate policies and practices and to ascertain the views of partners, other organisations and individuals.</p> <p>1.6 To consider and, where appropriate, act on the advice and recommendations of the Scrutiny Board and Scrutiny Panels.</p> <p>1.7 To advise the Council on matters of relevance arising from the deliberations of the Police Authority and any Joint Boards and Joint Committees set up under the provisions of the Local Government Act 1985.</p> <p>1.8 To appoint representatives on outside bodies if requested to do so by the Council.</p> <p>1.9 To advise the Council on Parliamentary and boundary matters and the Council's functions relating to European, Parliamentary and local elections.</p>	<p>Leader</p> <p>Leader</p> <p>Leader</p> <p>Leader/ All</p> <p>Leader/All</p> <p>Leader/All</p> <p>Leader/All</p> <p>Governance and Performance</p> <p>Governance and Performance</p>
<p><b>2. BUDGET AND POLICY FRAMEWORK</b></p> <p>2.1 To prepare the budget and policy framework for consideration by the Council.</p> <p>2.2 To consult on and prepare the revenue and capital budgets for submission to and approval by the Council.</p> <p>2.3 To determine the Council tax base.</p>	<p>Leader/Resources</p> <p>Leader/Resources</p> <p>Leader/Resources</p>

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
2.4 To consult with the business community, the voluntary sector and individuals and then to advise the Council on the level of council tax and the amount to be charged to the Collection Fund for Council services.	Leader/Resources
2.5 To submit, on behalf of the Council, representations to the Local Government Association on major policy issues.	Leader
3. CORPORATE/COMMUNITY PLANNING	
3.1 To lead the community planning process.	Leader
3.2 To work with partners and other bodies to establish a strategy to promote the economic, social and environmental well-being of Wolverhampton and its citizens.	Leader/All
3.3 To take direct responsibility for particular areas of partnership working of key importance to the strategic objectives of the Council.	Leader/All
3.4 To review and advise the Council on progress made in implementing corporate plans, policies and objectives and to recommend amendments to take account of changing circumstances.	Leader/ All
4. CUSTOMER RELATIONS	
4.1 To oversee press and media relations	Leader
4.2 To oversee public relations, advertising and marketing.	Leader/Resources
4.3 To oversee community engagement/public consultation.	Leader/Resources
5. RESOURCES	
5.2 To prepare, implement and review the Council's E-Government Strategy; ICT Strategy and Customer Services Strategy.	Resources
5.3 To determine policy on Asset Management and approve Asset Management Plans.	Resources
5.4 To discharge the Council's functions relating to the Mayoralty, civic ceremonial and civic hospitality.	Resources
6. EMERGENCY PLANNING	
6.1 To discharge the functions of the Council relating to major emergencies and contingencies arising from natural or man-made disasters.	Leader/Resources



2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
6.2 To prepare and implement local plans relating to civil defence and peacetime emergencies.	Leader/Resources
6.3 To authorise additional financial and material resources and to approve immediate executive action in the event of the initiation of major emergency procedures under the emergency plan.	Leader/Resources
<b>7. CITY SERVICES</b>	
7.1 To provide and maintain public conveniences.	City Services
7.2 To prepare, implement and review the operation of a Waste Management Strategy.	City Services
7.3 To discharge the functions of the Council relating to waste management including environmental cleansing, litter control, refuse collection and disposal, waste disposal, waste minimisation and recycling.	City Services
7.4 To be responsible for transport services, cleaning and catering, building services.	City Services
7.5 To discharge the functions of the Council relating to bereavement centre services including the provision and maintenance of cemeteries and crematoria and public mortuary facilities.	City Services
<b>8. CHIEF OFFICER/PROPER OFFICER MANAGEMENT STRUCTURES</b>	
8.1 To advise the Council on the Chief Officer Management Structure and Appointment of Proper Officers.	Leader
8.2 To advise the Council on the designation of: (i) an officer to be Head of Paid Service; (ii) an officer to be Monitoring Officer; (iii) an officer to be responsible for the proper administration of the Council's financial affairs.	Leader
8.3 To appoint Proper Officers in connection with Environmental Health and Social Care, Housing and Health matters.	Leader
8.4 To appoint a Proper Officer in connection with the Registration Service.	Leader

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
<b>9. PEOPLE AND PERFORMANCE</b>	
9.1 To prepare, implement and review the operation of human resource policies and procedures to enhance the organisational development and learning of the Council's employees.	Governance and Performance
9.2 To prepare implement and review the operation of policies relating to recruitment and resourcing, health and safety, disciplinary and grievance procedures, management of attendance, early retirement and redundancy.	Governance and Performance
9.3 To prepare, implement and review the operation of the Council's Equal Opportunities in Employment policy with particular reference to the needs of the minority ethnic community, women and people with disabilities.	Governance and Performance
9.4 To consider and implement "Single Status".	Governance and Performance
9.5 To consult Trade Unions and employee organisations.	Governance and Performance
9.6 To ensure equality of opportunity in service delivery.	Governance and Performance
<b>10. CHILDREN AND YOUNG PEOPLE</b>	
10.1 To have political accountability for the effectiveness, availability and value for money of all local authority services for children and young people, namely education and learning provision, social care, support for children and young people with special needs, play and leisure provision.	Children and Families
10.2 To demonstrate leadership to engage partners and encourage local communities in order to improve services and outcomes for children and young people both within the local authority and externally with partner organisations.	Children and Families
10.3 To safeguard and promote the welfare of children across all agencies and ensure that provision meets the needs of the most vulnerable.	Children and Families
10.4 To prepare, implement and review the operation of the Children and Young People's Plan.	Children and Families
10.5 To promote the welfare of children in need and to provide appropriate services including assessment, advice, counselling and guidance, residential care, day care, adaptations to property and aids to daily living.	Children and Families

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
10.6 To provide a fostering and adoption service including acting as an adoption agency.	Children and Families
10.7 To act as a focus for the Council undertaking its role as Corporate Parent and to act on the advice and recommendations of the Corporate Parenting Panel.	Children and Families
10.8 To co-ordinate the preparation, implementation and review of the Youth Justice Plan and contribute to the Youth Offending Team.	Children and Families
10.9 To provide a developmental play service for children and young people.	Children and Families
10.10 To administer grants, awards and loans to pupils and students.	Children and Families
10.11 To liaise with providers of information, advice and guidance services.	Children and Families
10.12 To provide a youth service including youth clubs, projects and programmes aimed at promoting the social and educational development of young people.	Children and Families
10.13 To work with the Health and Well Being Board and Children and Young People's Partnership to develop and implement the Strategic Health Partnership and Joint Planning Arrangements in relation to children.	Children and Families
<b>11. SCHOOLS</b>  <b>Note:</b> The Children Act 2004 places political accountability for all services for Children and Young People on the Cabinet Member for Children and Families. Functions marked "Schools" means that operational responsibility has been delegated to the Cabinet Member for Schools, Skills and Learning as far as is consistent with the Statutory Framework.	
11.1 To organise the provision of schools and school places to meet statutory requirements to deliver learners entitlements and to secure value for money.	Schools, Skills and Learning
11.2 To promote school improvement and strategies to improve educational attainment including those for people aged 14 – 19.	Schools, Skills and Learning
11.3 To monitor, review and report on the performance of Wolverhampton schools and to ensure appropriate action, including intervention, is taken in relation to OFSTED reports on individual schools.	Schools, Skills and Learning

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
11.4 To deal with school budgetary matters including the implementation of the Fair Funding Scheme and the operation of the Schools Forum.	Schools, Skills and Learning
11.5 To appoint LEA representatives to school governing bodies.	Schools, Skills and Learning
11.6 To deal with matters relating to admissions to schools and other learning settings in conjunction with the Admissions Forum.	Schools, Skills and Learning
11.7 To make arrangements relating to admission and exclusion appeals.	Schools, Skills and Learning
11.8 To work with the Early Years Development and Child Care Service to implement the requirements of the Childcare Act 2006.	Schools, Skills and Learning
11.9 To discharge the Council's functions in respect of the educational requirements of children with Special Educational Needs.	Schools, Skills and Learning
11.10 To develop and implement a comprehensive strategy for post 16 education and to liaise with post 16 colleges and other providers in conjunction with the Black Country Learning and Skills Council.	Schools, Skills and Learning
<b>12. TRAFFIC, TRANSPORTATION AND HIGHWAYS</b>	
12.1 To promote and implement transportation policies in partnership with other local authorities and transport providers.	Economic Regeneration and Prosperity
12.2 To prepare, implement and review the operation of the Local Transport Plan for Wolverhampton as its contribution to the West Midlands Transport Plan.	Economic Regeneration and Prosperity
12.3 To exercise the Council's functions as lead authority for strategic planning and transportation matters in the West Midlands and to provide or procure services to support the work of the West Midlands Planning and Transportation Sub-Committee.	Economic Regeneration and Prosperity
12.4 To contribute to the Regional Transport Strategy.	Economic Regeneration and Prosperity
12.5 To discharge the functions of the Council relating to highways (except those regulatory functions delegated to the Planning Committee), street lighting, highways structures, bridges, transportation, traffic regulation, and parking.	Economic Regeneration and Prosperity

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
12.6 To provide facilities which improve access and mobility for the citizens of Wolverhampton.	Economic Regeneration and Prosperity
12.7 To contribute to the development and implementation of Community Safety Programmes including road safety measures, education and training.	Economic Regeneration and Prosperity
12.8 To discharge the Council's functions relating to highways and land drainage.	Economic Regeneration and Prosperity
13. PLANNING AND URBAN DESIGN	
13.1 To be responsible for all matters relating to the physical environment and spatial planning of the City with an appreciation of the need to develop and improve the business prosperity and the sustainable community life of the citizens of Wolverhampton and to exercise the Council's functions and responsibilities as a Section 4(4) strategic planning authority.	Economic Regeneration and Prosperity
14.2 To prepare, implement and review the Statement of Community Involvement to ensure that communities, businesses and other external stakeholders are involved in plan and planning policy making and to work with and take account of the views of the Planning Committee before determining plans and planning policy.	Economic Regeneration and Prosperity
14.3 To discharge the Council's functions relating to the statutory development plan (except those functions which are the responsibility of the Council) including preparing, implementing and reviewing the development plan documents (core strategy, area action plans, site specific allocations, proposals map and generic development control policies within the local development framework in order to provide the statutory spatial planning framework to guide development and transportation proposals to protect and enhance the environment and address climate change.	Economic Regeneration and Prosperity
14.4 To prepare, implement and review the local development scheme.	Economic Regeneration and Prosperity
14.5 To prepare, implement and review Supplementary Planning documents which form part of the local development framework, including planning/development Briefs and master plans of City wide significance.	Economic Regeneration and Prosperity
14.6 To prepare implement and review appropriate planning and development control policies, practices and procedures to facilitate the improvement of community life and business prosperity within the city.	Economic Regeneration and Prosperity

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
14.7 To establish a joint committee to be for the purposes of Part 2 of the Planning and Compulsory Purchase Act 2004 a local planning authority, confer additional functions on a joint committee or its dissolution	Economic Regeneration and Prosperity
14.7 To assemble land for planning purposes.	Economic Regeneration and Prosperity
14.8 To compulsorily purchase land for planning purposes.	Economic Regeneration and Prosperity Economic
14.9 To consider and determine all matters relating to building control.	Regeneration and Prosperity
<b>15. STRATEGIC AND PRIVATE SECTOR HOUSING</b>	
15.1 To recommend to the Council the rents for Housing Revenue account dwellings.	Economic Regeneration and Prosperity
15.2 To facilitate the provision of affordable housing in conjunction with the Housing Corporation, Registered Social Landlords and other providers.	Economic Regeneration and Prosperity
15.3 To discharge the Council's functions relating to Wolverhampton Homes Limited as set out in the ODPM's section 27 consent and the Management Agreement.	Economic Regeneration and Prosperity
15.4 To discharge the Council's functions relating to Tenant Management Organisations and Estate Management Boards.	Economic Regeneration and Prosperity
15.5 To sell and buy back dwellings pursuant to the Right To Buy provisions and those dwellings not required for letting.	Economic Regeneration and Prosperity
15.6 To secure the improvement of private sector dwellings and the surrounding environment by means of Housing Renewal Areas, the application of grants, Care and Repair and other means.	Economic Regeneration and Prosperity
15.7 To work with owners of unfit houses, where necessary adopting legislative steps to remedy unfitness of individual properties.	Economic Regeneration and Prosperity
15.8 To undertake clearance programmes, including the payment of compensation, home loss and disturbance payments.	Economic Regeneration and Prosperity
15.9 To improve health and safety and general physical standards in Houses in Multiple Occupation.	Economic Regeneration and Prosperity
15.10 To prepare implement and review the Council's Empty Properties Strategy.	Economic Regeneration and Prosperity

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
<b>16. LEISURE AND COMMUNITIES</b>	
16.1 To prepare, implement and review the operation of the Crime Reduction, Community Safety and Drug Strategy including anti-social behaviour strategies.	Leisure and Communities
16.2 To promote Community Safety and to work with the Wolverhampton Community Safety Partnership and any similar body.	Leisure and Communities
16.3 To be responsible for local and neighbourhood arrangements including neighbourhood renewal and management and neighbourhood wardens.	Leisure and Communities
16.4 To consider voluntary sector policy issues in conjunction with the Voluntary Sector Partnership Forum.	Leisure and Communities
16.5 To co-ordinate the Council's response to section 17 of the Crime and Disorder Act 1998.	Leisure and Communities
16.6 To develop and implement a Cultural Strategy for Wolverhampton.	Leisure and Communities
16.7 To provide public open space, allotments, play areas and nature reserves, together with programmes for active and passive recreational use.	Leisure and Communities
16.8 To provide sport and recreation facilities, resources and programmes for community use and development.	Leisure and Communities
16.9 To ensure the provision of an effective and efficient libraries service in accordance with nationally approved public library standards.	Leisure and Communities
16.10 To provide for the safekeeping of the City's documentary and cultural heritage making it available for public consultation.	Leisure and Communities
16.11 To provide learning opportunities for personal fulfilment and community development throughout Wolverhampton.	Leisure and Communities
16.12 To provide adult education and training on skills for employability, especially first steps and skills for life i.e. literacy, numeracy, English for speakers of other languages (ESOL) and ICT.	Leisure and Communities
16.13 To maintain evaluate and develop the Wolverhampton Adult Education Service.	Leisure and Communities

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
16.14 To provide a range of arts and cultural facilities, resources, programmes and events for the development and enjoyment of the performing, literary, visual and media arts.	Leisure and Communities
<b>17. ENVIRONMENT</b>	
17.1 To prepare, implement and review the operation of the Council's environmental policies including the Local Agenda 21 Strategy.	Economic Regeneration and Prosperity Economic
17.2 To prepare, implement and review the operation of an Air Quality Strategy.	Regeneration and Prosperity
17.3 To discharge the functions of the Council relating to environmental health including infectious diseases, food safety, public health, contaminated land, pollution control, statutory nuisances and noise nuisance and animal welfare; smoke free public places (Health Act 2006); management of dogs.	Economic Regeneration and Prosperity
17.4 To discharge the functions of the Council relating to public health, smoke free public places (Health Act 2006);	Health and Well Being
17.5 To discharge the Council's functions relating to trading standards including standards of quality and quantity, safety, fair trading and advice.	Economic Regeneration and Prosperity
<b>18. ADULT SERVICES</b>	
18.1 To promote the welfare of and commission and provide services for: <ul style="list-style-type: none"> <li>• Older People</li> <li>• People with mental health needs</li> <li>• People with learning disabilities</li> <li>• People with physical and sensory disabilities</li> <li>• Asylum seekers</li> <li>• Carers</li> </ul>	Adult Services
18.2 To co-ordinate the preparation, implementation and review of Better Care Higher Standards.	Adult Services
18.3 To maintain, develop and improve services and outcomes for adults working with partner agencies (services include supported housing, residential care, day care, domiciliary care, meals services, welfare, catering, adaptations to property, aids to daily living, sheltered housing care and support).	Adult Services
18.4 To administer the Supporting People Service.	Adult Services



2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
18.5 To administer the Blue Badge Scheme to facilitate the mobility of people with disabilities and to determine and implement the Council's policy in relation to travel concessions for older people and people with disabilities.	Adult Services
18.6 To prepare, implement and review the operation of a Strategy for Adults.	Adult Services
18.7 Contribute the social care focus to the Health Economies Local Improvement Plan.	Adult Services
18.8 To undertake and co-ordinate the Council's functions in relation to the protection of vulnerable adults.	Adult Services
18.9 To protect the property of people admitted to the Council's care or to hospital and to arrange for the burial of people without means.	Adult Services
18.10 To work with the Health and Social Care Partnership Board and its successor, the Shadow Well Being Board to develop and implement the Strategic Health Partnership and Joint Planning Arrangements in relation to adults.	Adult Services
19. HEALTH	
19.1 To consider and promote matters in relation to health and health inequalities	Health and Well Being
19.2 To consider all health related issues including working in partnership with the Primary Care Trust and Acute Trust within the City	Health and Well Being /All
19.3 To oversee public health and the public health budget	Health and Well Being
19.4 To receive the Children's Trust Annual Report	Children and Families
19.5 To formally receive the minutes and reports of the Joint Governance Group	Health and Well Being/ Adult Services
19.6 To consider the Joint Strategic Needs Assessment and ensure coherent and co-ordinated commissioning.	Health and Well Being
19.7. To be responsible for the production of a Health and Well Being Strategy and an Annual Health Improvement Plan.	Health and Well Being

2. DELEGATIONS TO THE CABINET	Cabinet Member(s) with lead responsibility
19.8 To ensure decisions of GP Consortia and other Commissioners fit with the Health Improvement Plan and to hold them to account for delivery.	Health and Well Being
19.9 To be responsible for the coordination and delivery of health promotion and ill-health prevention campaigns as well as public health	Health and Well Being
19.10 To oversee local Health Watch (the local advocacy, complaints resolution and public involvement service).	Health and Well Being
19.11 To support local voice and patient choice by ensuring that the views of local people are used.	Health and Well Being
19.12 To be the formal mechanism to oversee the Joint Commissioning Programme (section 75 pooled budget)	Health and Well Being

3. DELEGATIONS TO THE CABINET PANEL (RESOURCES)	Cabinet Member(s) with lead responsibility
1. To discharge the Council's functions as "accountable body" in relation to externally funded schemes.	ALL
2. To receive regular budget monitoring reports together with performance against the Treasury Management policies, practices, activities and key targets set out in the CIPFA Code of Practice.	Resources,
3. To determine individual claims for Housing Benefit, Council Tax benefit and rate relief and administer the relevant schemes and regulations.	Resources,
4. To deal with all other financial matters in accordance with the Financial Procedure Rules in Part 4 of this Constitution.	Resources,
5. To approve procurement arrangements including tender lists and award of contracts for Class IV and Class V Contracts in accordance with the Contracts Procedure Rules in Part 4 of this Constitution.	Resources,
6. To authorise the institution, defence or discontinuance of any proposed or pending litigation of special importance to the Council or having significant financial implication.	All
7. To authorise enforcement policies, practices and procedures and approve prosecution or other enforcement action in relation to all regulatory functions of the Council where such authority has not been delegated to an officer in accordance with the "Delegations to Officers" contained in Part 3 of this Constitution.	All
8. Within relevant statutory provisions, to establish policies, procedures and criteria, and determine fees and charges for the processing and determination of applications for any approval, consent, licence, permission or registration, granted by or on behalf of the Executive.	All
9. To implement salary awards and alterations in conditions of service.	Governance & Performance
10. To determine staffing restructures, changes to vacant posts or the establishment of new posts and to receive reports on those Human Resources matters set out in the Schedule of Human Resources Delegations in the "Delegations to Officers" contained in Part 3 of this Constitution.	Governance & Performance
11. To prepare, implement and review the Food Law Enforcement Service Plan.	Regeneration and Prosperity

3. DELEGATIONS TO THE CABINET PANEL (RESOURCES)	Cabinet Member(s) with lead responsibility
12. Within policy determined by Cabinet and in accordance with approved Asset Management Plans:	
12.1 To be responsible for the Civic Centre.	Resources
12.2 To be responsible for other premises and facilities required to deliver the Council's services.	All
12.3 To control, manage or dispose of all Council land which is surplus to operational requirements.	Resources
12.4 To deal with property transactions in accordance with the Contracts Procedure Rules in Part 4 of this Constitution.	Resources
13. To be responsible for all corporate services including City Direct, financial services, information technology, legal and procurement services, reprographics and technical services. 5.1	Resources
14. To oversee Members' support services, including policies in relation to training, conferences and travel arrangements.	Resources
15. To be responsible for e-government communications, customer services, press office, creative services and complaints.	Leader/ Resources
16. To be responsible for the Press Office	Leader
17. To be responsible for scrutiny, democratic and member support services.	Leader/ Resources
18. To approve the use of the Council's Coat of Arms.	Governance and Performance
19. To appoint HM Coroner	Governance and Performance
20. To be responsible for the Council's markets service including its retail and wholesale markets, and occasional or special market activities.	Service Delivery
21. To agree the application of monies received under the Proceeds of Crime Act 202 in excess of £30,000	All
22. To be responsible for the appointment of Council representatives to outside bodies except those bodies to which appointments are made at the Annual Council meeting.	Governance and Performance

3. DELEGATIONS TO THE CABINET PANEL (RESOURCES)	Cabinet Member(s) with lead responsibility
23. To receive schedules of “Green decisions” taken by a Designated Officer in consultation with a member of the Executive in accordance with the Executive Procedure Rules in Part 4 of this Constitution.	All
24. To prepare, implement and review the Council's Empty Properties Strategy including the making of Compulsory Purchase Orders in pursuance of the Council's Private Sector Empty Properties Strategy.	Economic Regeneration and Prosperity

4.	<b>DELEGATIONS TO THE CABINET PANEL (PERFORMANCE MANAGEMENT)</b>	<b>Cabinet Member(s) with lead responsibility</b>
1.	To determine and review the Council's Performance Management Framework.	Governance and Performance
2.	To oversee the management of performance within the Council including arrangements for monitoring performance.	Governance and Performance
3.	To oversee the arrangements for the management of performance relating to activity undertaken by the Council in partnership with other organisations.	Governance and Performance
4.	To respond to performance issues that come to light as a result of performance monitoring or raised by external inspection of the Council.	Governance and Performance
5.	Where appropriate refer issues arising from performance monitoring or raised by external inspection to the Scrutiny Board or a Scrutiny Panel for their consideration prior to providing an executive response.	Governance and Performance
6.	To oversee arrangements for Comprehensive Performance Assessment (CPA).	Governance and Performance

5. DELEGATIONS TO THE CABINET PANEL (EXTERNAL RELATIONS)	Cabinet Member(s) with lead responsibility
1. To promote and co-ordinate partnership working with the Wolverhampton Strategic Partnership and all other public bodies, the business and voluntary sectors and other external stake holders across the full range of Council functions and responsibilities.	Leader
2. To advise the Cabinet/Council on issues arising from the Council's functions relating to:	
2.1 European, national and regional issues of significance to the City.	Leader
2.2 Liaison with European and national Members of Parliament on matters affecting the City.	Leader
2.3 Current and future economic trends for the City and the measures necessary to promote the industrial and commercial well being of the City.	Economic Regeneration and Prosperity
2.4 Bids for European Funding, Single Regeneration Budget, New Deal for Communities, Lottery Funding and other external funding to assist in the regeneration and development of the City and the improvement of services.	Economic Regeneration and Prosperity
2.5 The development and implementation of a Tourism Strategy for Wolverhampton in conjunction with the private and voluntary sectors.	Leisure and Communities
3. To receive reports and minutes from partner bodies and to advise the Cabinet/Council on issues arising as appropriate.	All
4. To work with Government Office for the West Midlands, other councils and bodies active in the fields of economic development and regeneration in the sub region and region.	Economic Regeneration and Prosperity
5. To exercise the Council's functions relating to West Midlands Enterprise Board Limited, Birmingham International Airport and other similar companies or bodies of which the Council is a member.	Economic Regeneration and Prosperity
6. To exercise the Council's functions relating to Birmingham International Airport	Leader
7. To work with the City Centre Company and similar bodies to promote the town and district centres in the City.	Economic Regeneration and Prosperity
8. To take positive steps to encourage industry and commerce by the provision of facilities (including sites, buildings, plant and machinery, finance including grants loans and services) and by promotional activities.	Economic Regeneration and Prosperity

5.	<b>DELEGATIONS TO THE CABINET PANEL (EXTERNAL RELATIONS)</b>	<b>Cabinet Member(s) with lead responsibility</b>
8.	To promote development of sites with significance for regeneration in the City.	<b>Economic Regeneration and Prosperity</b>
9.	To prepare, implement and review the operation of Conservation, Heritage and Natural Environment Strategies and schemes and work with and take account of the views of local communities, businesses, other stakeholders and the Planning Committee on conservation area appraisals and management plans, review of the local list and article 4 directions.	<b>Economic Regeneration and Prosperity</b>
10.	Within the policy framework established by the Council to prepare, implement and review supplementary planning documents which are locally important and area specific including planning/development briefs and master plans and to work with and take account of the views of local communities, businesses, other stakeholders and the Planning Committee in preparing these documents and to advise Cabinet of issues of significance.	<b>Economic Regeneration and Prosperity</b>
11.	To encourage the creation of employment opportunities and to facilitate a supply of skills and labour as appropriate to the needs of the market.	<b>Economic Regeneration and Prosperity</b>
12.	To bid for and to allocate resources available for funding the voluntary sector and to determine codes of practice, grant conditions, and service agreements.	<b>Leisure and Communities</b>
13.	To be responsible for community centres through and in partnership with local community based organisations.	<b>Leisure and Communities</b>



## **Cabinet Member Collective and Individual Portfolio Responsibilities** **2011/12**

All Cabinet Members share collective responsibility for the proper discharge of Council functions. Each Cabinet Member has lead individual and collective responsibility for cross cutting themes and discrete functions. Individual responsibilities are identified below together with collective responsibilities. This does not prevent other Cabinet Members from exercising these or related functions as appropriate; neither does it detract from their collective and supportive role. The Executive Procedure Rules in Part 4 of the Constitution specify how and by whom executive decisions may be made.

### **Cabinet Members Collective Responsibilities**

To co-ordinate the work of the Executive and to consider and advise the Council and the Cabinet Panels on major items of policy.

To work positively with the Scrutiny Board and Scrutiny Panels to formulate policies and practices and to ascertain the views of partners, other organisations and individuals.

To consider and, where appropriate, act on the advice and recommendations of the Scrutiny Board and Scrutiny Panels.

To work with partners and other bodies to establish a strategy to promote the economic, social and environmental well-being of Wolverhampton and its citizens.

To take direct responsibility for particular areas of partnership working of key importance to the strategic objectives of the Council.

To review and advise the Council on progress made in implementing corporate plans, policies and objectives and to recommend amendments to take account of changing circumstances.

To authorise the institution, defence or discontinuance of any proposed or pending litigation of special importance to the Council or having significant financial implication.

To authorise enforcement policies, practices and procedures and approve prosecution or other enforcement action in relation to all regulatory functions of the Council where such authority has not been delegated to an officer in accordance with the "Delegations to Officers" contained in Part 3 of this Constitution.

Within relevant statutory provisions, to establish policies, procedures and criteria, and determine fees and charges for the processing and determination of applications for any approval, consent, licence, permission or registration, granted by or on behalf of the Executive.

To discharge the Council's functions as "accountable body" in relation to externally funded schemes.

To be responsible for premises and facilities required to deliver the Council's services.

To approve the application of monies received under the Proceeds of Crime Act 2002 in excess of £30,000

To receive schedules of "Green decisions" taken by a Designated Officer in consultation with a member of the Executive in accordance with the Executive Procedure Rules in Part 4 of this Constitution.

To receive reports and minutes from partner bodies and to advise the Cabinet/Council on issues arising as appropriate.

To advise the Council on matters of relevance arising from the deliberations of the Police Authority and any Joint Boards and Joint Committees set up under the provisions of the Local Government Act 1985

### **Individual Cabinet Member Responsibilities**

#### **Leader**

To Chair meetings of the Cabinet

To have lead responsibility for:

Organising the work of the Council and advising the Council on the number, scope and functions of and delegations to Cabinet Panels, Cabinet Members, Standing Bodies, Area Committees and Forums, the Scrutiny Board and Scrutiny Panels.

The appointment and removal from office the Deputy Leader and Cabinet Members

Advising the Council on the membership of Cabinet Panels, Standing Bodies, Area Committees and Forums and the Scrutiny Board and Scrutiny Panels.

### **Budget and Policy Framework**

The preparation in conjunction with the Cabinet Member for Resources of the budget and policy framework for consideration by the Council

In conjunction with the Cabinet Member for Resources consultation on and preparation of the revenue and capital budgets for submission to and approval by the Council.

In conjunction with the Cabinet Member for Resources the determination of the Council tax base.

In conjunction with the Cabinet Member for Resources the discharge of the Council's functions as "accountable body" in relation to externally funded schemes.

For consultation with the business community, the voluntary sector and individuals and advise the Council on the level of council tax and the amount to be charged to the Collection Fund for Council services.

For the submission, on behalf of the Council, representations to the Local Government Association on major policy issues

### **Corporate/Community Planning**

Overseeing and leading the community planning process.

### **Customer Relations**

Overseeing press and media relations and to be responsible for the Press Office

In conjunction with the Cabinet Member for Resources for overseeing public relations, advertising and marketing.

In conjunction with the Cabinet Member for Resources for overseeing community engagement/public consultation

In conjunction with the Cabinet Member for Resources to be responsible for e-government communications, customer services, press office, creative services and complaints.

### **Emergency Planning**

In conjunction with the Cabinet Member for Resources the discharge of the functions of the Council relating to major emergencies and contingencies arising from natural or man-made disasters.

In conjunction with the Cabinet Member for Resources the preparation and implementation of local plans relating to civil defence and peacetime emergencies.

In conjunction with the Cabinet Member for Resources the authorisation of additional financial and material resources and to approve immediate executive action in the event of the initiation of major emergency procedures under the emergency plan.

## **Chief Officer/Proper Officer Management Structures**

Advising the Council on the Chief Officer Management Structure and appointment of Proper Officers.

Advising the Council on the designation of:

- (i) an officer to be Head of Paid Service;
- (ii) an officer to be Monitoring Officer;
- (iii) an officer to be responsible for the proper administration of the Council's financial affairs.
- (iv) the appointment of Proper Officers in connection with Environmental Health and Social Care, Housing and Health matters.
- (v) the appointment of a Proper Officer in connection with the Registration Service.

## **General**

The promotion and co-ordination of partnership working with the Wolverhampton Strategic Partnership and all other public bodies, the business and voluntary sectors and other external stake holders across the full range of Council functions and responsibilities.

Advising the Cabinet/Council on issues arising from the Council's functions relating to:

European, national and regional issues of significance to the City.

Liaison with European and national Members of Parliament on matters affecting the City.

Receiving reports and minutes from partner bodies and advising the Cabinet/Council on issues arising as appropriate

The promotion and co-ordination of partnership working with the Wolverhampton Strategic Partnership and all other public bodies, the business and voluntary sectors and other external stake holders across the full range of Council functions and responsibilities.

The submission, on behalf of the Council, representations to the Local Government Association on major policy issues.

The community planning process

For exercising the Council's functions relating to Birmingham International Airport

## **Cabinet Member, Economic Regeneration and Prosperity**

To have lead responsibility for:

### **Traffic, Transportation and Highways**

### **Planning and Urban Design**

For all matters relating to the physical environment and spatial planning of the City with an appreciation of the need to develop and improve the business prosperity and the sustainable community life of the citizens of Wolverhampton and to exercise the Council's functions and responsibilities as a Section 4(4) strategic planning authority.

The preparation, implementation and review the Statement of Community Involvement to ensure that communities, businesses and other external stakeholders are involved in plan and planning policy making and to work with and take account of the views of the Planning Committee before determining plans and planning policy.

The discharge of the Council's functions relating to the statutory development plan (except those functions which are the responsibility of the Council) including preparing, implementing and reviewing the development plan documents (core strategy, area action plans, site specific allocations, proposals map and generic development control policies within the local development framework in order to provide the statutory spatial planning framework to guide development and transportation proposals to protect and enhance the environment and address climate change.

The preparation, implementation and review of the local development scheme.

The preparation, implementation and review of Supplementary Planning documents which form part of the local development framework, including planning/development Briefs and master plans of City wide significance.

The preparation, implement and review of appropriate planning and development control policies, practices and procedures to facilitate the improvement of community life and business prosperity within the city.

The establishment of a joint committee to be for the purposes of Part 2 of the Planning and Compulsory Purchase Act 2004 as local planning authority, to confer additional functions on a joint committee or its dissolution

The assembly of land for planning purposes.

The compulsory purchase land for planning purposes.

Consideration and determination of all matters relating to building control.

## **Strategic and Private Sector Housing**

Recommendations to the Council on the rents for Housing Revenue account dwellings.

The facilitation of the provision of affordable housing in conjunction with the Housing Corporation, Registered Social Landlords and other providers.

The discharge of the Council's functions relating to Wolverhampton Homes Limited as set out in the ODPM's section 27 consent and the Management Agreement.

The discharge of the Council's functions relating to Tenant Management Organisations And Estate Management Boards.

The sale and buy back of dwellings pursuant to the Right To Buy provisions and those dwellings not required for letting.

The securing of the improvement of private sector dwellings and the surrounding environment by means of Housing Renewal Areas, the application of grants, Care and Repair and other means.

Working with owners of unfit houses, where necessary adopting legislative steps to remedy unfitness of individual properties.

Undertaking clearance programmes, including the payment of compensation, home loss and disturbance payments.

Improving health and safety and general physical standards in Houses in Multiple Occupation.

The preparation, implementation and review of the Council's Empty Properties Strategy including the making of Compulsory Purchase Orders in pursuance of the Council's Private Sector Empty Properties Strategy.

Current and future economic trends for the City and the measures necessary to promote the industrial and commercial well being of the City.

Making bids for European Funding, Single Regeneration Budget, New Deal for Communities, Lottery Funding and other external funding to assist in the regeneration and development of the City and the improvement of services.

Working with Government Office for the West Midlands, other councils and bodies active in the fields of economic development and regeneration in the sub region and region.

The exercise of the Council's functions relating to West Midlands Enterprise Board Limited and other similar companies or bodies of which the Council is a member.

Working with the City Centre Company and similar bodies to promote the town and district centres in the City.

Taking positive steps to encourage industry and commerce by the provision of facilities (including sites, buildings, plant and machinery, finance including grants loans and services) and by promotional activities.

Promoting development of sites with significance for regeneration in the City.

The preparation, implementation and review of the operation of Conservation, Heritage and Natural Environment Strategies and schemes and work with and take account of the views of local communities, businesses, other stakeholders and the Planning Committee on conservation area appraisals and management plans, review of the local list and article 4 directions.

Within the policy framework established by the Council for the preparation, implementation and review of supplementary planning documents which are locally important and area specific including planning/development briefs and master plans and to work with and take account of the views of local communities, businesses , other stakeholders and the Planning Committee in preparing these documents and to advise Cabinet of issues of significance.

The encouragement of the creation of employment opportunities and to facilitate a supply of skills and labour as appropriate to the needs of the market.

The preparation, implementation and review the operation of the Council's environmental policies including the Local Agenda 21 Strategy.

The preparation, implementation and review of the operation of an Air Quality Strategy.

The discharge of the functions of the Council relating to environmental health including infectious diseases, food safety, public health, contaminated land, pollution control, statutory nuisances and noise nuisance and animal welfare; smoke free public places (Health Act 2006); management of dogs.

The discharge of the Council's functions relating to trading standards ncluding standards of quality and quantity, safety, fair trading and advice.

## **Cabinet Member, Resources**

To have lead responsibility for:

### **Budget and Policy Framework**

In conjunction with the Leader the preparation of the budget and policy framework for consideration by the Council.

In conjunction with the Leader consultation on and preparation of the revenue and capital budgets for submission to and approval by the Council.

In conjunction with the Leader the determination of the Council tax base.

In conjunction with the Leader consultation with the business community, the voluntary sector and individuals and then to advise the Council on the level of council tax and the amount to be charged to the Collection Fund for Council services.

### **Emergency Planning**

In conjunction with the Leader the discharge of the functions of the Council relating to major emergencies and contingencies arising from natural or man-made disasters.

In conjunction with the Leader the preparation and implementation of local plans relating to civil defence and peacetime emergencies.

In conjunction with the Leader the authorisation of additional financial and material resources and to approve immediate executive action in the event of the initiation of major emergency procedures under the emergency plan.

### **Resources**

Receiving regular budget monitoring reports together with performance against the Treasury Management policies, practices, activities and key targets set out in the CIPFA Code of Practice.

The determination of individual claims for Housing Benefit, Council Tax benefit and rate relief and administer the relevant schemes and regulations.

Deal with all other financial matters in accordance with the Financial Procedure Rules in Part 4 of this Constitution.

The approval of procurement arrangements including tender lists and award of contracts for Class IV and Class V Contracts in accordance with the Contracts Procedure Rules in Part 4 of this Constitution.

The authorisation of the institution, defence or discontinuance of any proposed or pending litigation of special importance to the Council or having significant financial implication.



The authorisation of enforcement policies, practices and procedures and approve prosecution or other enforcement action in relation to all regulatory functions of the Council where such authority has not been delegated to an officer in accordance with the “Delegations to Officers” contained in Part 3 of this Constitution.

Within relevant statutory provisions, for the establishment of policies, procedures and criteria, and determine fees and charges for the processing and determination of applications for any approval, consent, licence, permission or registration, granted by or on behalf of the Executive.

For the Civic Centre.

The control, management or disposal of all Council land which is surplus to operational requirements.

Dealing with property transactions in accordance with the Contracts Procedure Rules in Part 4 of this Constitution.

To be responsible for all corporate services including City Direct, financial services, information technology, legal and procurement services, reprographics, technical services

For Democratic and Member support services and Scrutiny including policies in relation to training, conferences and travel arrangements

Receiving reports and minutes from partner bodies and to advise the Cabinet/Council on issues arising as appropriate

To determine policy on Asset Management and approve Asset Management Plans.

To discharge the Council's functions relating to the Mayoralty, civic ceremonial and civic hospitality.

To deal with all other financial matters in accordance with the Financial Procedure Rules in Part 4 of this Constitution.

To approve procurement arrangements including tender lists and award of contracts for Class IV and Class V Contracts in accordance with the Contracts Procedure Rules in Part 4 of this Constitution.

## **Cabinet Member, Leisure and Communities**

To have lead responsibility for:

### **Neighbourhoods and Community Safety**

The preparation, implementation and review of the operation of the Crime Reduction, Community Safety and Drug Strategy including anti-social behaviour strategies.

The promotion of Community Safety and to work with the Wolverhampton Community Safety Partnership and any similar body.

For local and neighbourhood arrangements including neighbourhood renewal and management and neighbourhood wardens.

Voluntary sector policy issues in conjunction with the Voluntary Sector Partnership Forum.

The co-ordination of the Council's response to section 17 of the Crime and Disorder Act 1998.

### **Cultural Services**

The development and implementation of a Cultural Strategy for Wolverhampton.

The provision of public open space, allotments, play areas and nature reserves, together with programmes for active and passive recreational use

The provision of sport and recreation facilities, resources and programmes for community use and development.

Ensuring the provision of an effective and efficient libraries service in accordance with nationally approved public library standards.

The safekeeping of the City's documentary and cultural heritage making it available for public consultation.

The provision of learning opportunities for personal fulfilment and community development throughout Wolverhampton.

The provision of adult education and training on skills for employability, especially first steps and skills for life i.e. literacy, numeracy, English for speakers of other languages (ESOL) and ICT.

The maintenance, evaluation and development of the Wolverhampton Adult Education Service.

The provision of a range of arts and cultural facilities, resources, programmes and events for the development and enjoyment of the performing, literary, visual and media arts.

The development and implementation of a Tourism Strategy for Wolverhampton in conjunction with the private and voluntary sectors.

To bid for and to allocate resources available for funding the voluntary sector and to determine codes of practice, grant conditions, and service agreements.

To be responsible for community centres through and in partnership with local community based organisations.

## **Cabinet Member, Health and Well Being**

To have lead responsibility for:

The consideration of all health related issues, including working in partnership with the Primary Care Trust and Acute Trust within the City.

The Health and Well Being Shadow Board the responsibilities of which include:

- Leading on the Joint Strategic Needs Assessment and ensure coherent and co-ordinated commissioning.

- Producing a Health and Well Being Strategy and an Annual Health Improvement Plan.

- Ensuring decisions of GP Consortia and other Commissioners fit with the Health Improvement Plan and hold them to account for delivery.

- Responsibility for the coordination and delivery of health promotion and ill-health prevention campaigns as well as public health issues.

- Overseeing local Health Watch (the local advocacy, complaints resolution and public involvement service).

- Supporting local voice and patient choice by ensuring that the views of local people are used.

- Being the formal mechanism to oversee the Joint Commissioning Programme (Section 75 pooled budget)

### **Cabinet Member, Service Delivery**

To have lead responsibility for:

The provision and maintenance of public conveniences.

The preparation, implementation and review of the operation of a Waste Management Strategy.

The discharge of the functions of the Council relating to waste management including environmental cleansing, litter control, refuse collection and disposal, waste disposal, waste minimisation and recycling

The preparation, implementation and review the Food Law Enforcement Service Plan.

For the Council's markets service including its retail and wholesale markets, and occasional or special market activities.

For transport services, cleaning and catering, building services.

The discharge of the functions of the Council relating to bereavement centre services including provision and maintenance of cemeteries and crematoria and public mortuary services

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## **Cabinet Member, Governance and Performance**

To have lead responsibility for:

The appointment of representatives on outside bodies if requested to do so by the Council

The appointment of Council representatives to outside bodies except those bodies to which appointments are made at the Annual Council meeting.

Advising the Council on Parliamentary and boundary matters and the Council's functions relating to European, Parliamentary and local elections.

Reviewing and advising the Council on progress made in implementing corporate plans, policies and objectives and to recommend amendments to take account of changing circumstances.

Overseeing community engagement/public consultation.

The preparation, implementation and review of the operation of human resource policies and procedures to enhance the organisational development and learning of the Council's employees.

To preparation, implementation and review of the operation of policies relating to recruitment and resourcing, health and safety, disciplinary and grievance procedures, management of attendance, early retirement and redundancy.

To preparation, implementation and review of the operation of the Council's Equal Opportunities in Employment policy with particular reference to the needs of the minority ethnic community, women and people with disabilities.

Consideration and implementation of "Single Status".

Consultation with Trade Unions and employee organisations.

For ensuring equality of opportunity in service delivery.

For the implementation of salary awards and alterations in conditions of service.

The determination of staffing restructures, changes to vacant posts or the establishment of new posts and to receive reports on those Human Resources matters set out in the Schedule of Human Resources Delegations in the "Delegations to Officers" contained in Part 3 of this Constitution.

The determination and review of the Council's Performance Management Framework.

Overseeing the management of performance within the Council including arrangements for monitoring performance.

For overseeing the arrangements for the management of performance relating to activity undertaken by the Council in partnership with other organisations.

For responding to performance issues that come to light as a result of performance monitoring or raised by external inspection of the Council.

Where appropriate for referring issues arising from performance monitoring or raised by external inspection to the Scrutiny Board or a Scrutiny Panel for their consideration prior to providing an executive response.

For overseeing arrangements for Comprehensive Area Assessment (CAA).

For approving the use of the Council's coat of Arms

For the appointment of HM Coroner

## **Cabinet Member, Adult Services**

To have lead responsibility for:

The promotion of the welfare of and commission and provision of services for:

- Older People
- People with mental health needs
- People with learning disabilities
- People with physical and sensory disabilities
- Asylum seekers
- Carers

The co-ordination of the preparation, implementation and review of Better Care Higher Standards.

The maintenance, development and improvement of services and outcomes for adults working with partner agencies (services include supported housing, residential care, day care, domiciliary care, meals services, welfare, catering, adaptations to property, aids to daily living, sheltered housing care and support).

The administration of the Supporting People Service.

The administration of the Blue Badge Scheme to facilitate the mobility of people with disabilities and to determine and implement the Council's policy in relation to travel concessions for older people and people with disabilities.

The preparation, implementation and review of the operation of a Strategy for Adults.

Contributing to the social care focus to the Health Economies Local Improvement Plan.

For undertaking and co-ordinating the Council's functions in relation to the protection of vulnerable adults.

The protection of the property of people admitted to the Council's care or to hospital and to arrange for the burial of people without means.

Working with the Health and Social Care Partnership Board and its successor, the Shadow Well Being Board to develop and implement the Strategic Health Partnership and Joint Planning Arrangements in relation to adults.

The discharge of the functions of the Council relating to bereavement centre services including the provision and maintenance of cemeteries and crematoria and public mortuary facilities.



## **Cabinet Member, Children and Families**

To have lead responsibility for:

Political accountability for the effectiveness, availability and value for money of all local authority services for children and young people, namely education and learning provision, social care, support for children and young people with special needs, play and leisure provision.

The demonstration of leadership to engage partners and encourage local communities in order to improve services and outcomes for children and young people both within the local authority and externally with partner organisations.

Safeguarding and promoting the welfare of children across all agencies and ensure that provision meets the needs of the most vulnerable.

The preparation, implementation and review of the operation of the Children and Young People's Plan.

The promotion of the welfare of children in need and to provide appropriate services including assessment, advice, counselling and guidance, residential care, day care, adaptations to property and aids to daily living.

The provision of a fostering and adoption service including acting as an adoption agency.

Acting as a focus for the Council undertaking its role as Corporate Parent and to act on the advice and recommendations of the Corporate Parenting Panel.

The co-ordination, preparation, implementation and review of the Youth Justice Plan and contribute to the Youth Offending Team.

The provision of a developmental play service for children and young people.

The administration of grants, awards and loans to pupils and students.

Liaising with providers of information, advice and guidance services.

The provision of a youth service including youth clubs, projects and programmes aimed at promoting the social and educational development of young people.

Working with the Health and Social Care Partnership Board and Children and Young People's Partnership to develop and implement the Strategic Health Partnership and Joint Planning Arrangements in relation to children.

## **Cabinet Member, Schools, Skills and Learning**

To have lead responsibility for:

**Note:** The Children Act 2004 places political accountability for all services for Children and Young People on the Cabinet Member for Children and Young People. Functions marked “Schools” means that operational responsibility has been delegated to the Cabinet Member for Schools as far as is consistent with the Statutory Framework.

The organisation of the provision of schools and school places to meet statutory requirements to deliver learners entitlements and to secure value for money.

The promotion of school improvement and strategies to improve educational attainment including those for people aged 14 – 19.

The monitoring, review and reporting on the performance of Wolverhampton schools and to ensure appropriate action, including intervention, is taken in relation to OFSTED reports on individual schools.

Dealing with school budgetary matters including the implementation of the Fair Funding Scheme and the operation of the Schools Forum.

For the appointment of LEA representatives to school governing bodies.

For dealing with matters relating to admissions to schools and other learning settings in conjunction with the Admissions Forum.

Making arrangements relating to admission and exclusion appeals.

For working with the Early Years Development and Child Care Service to implement the requirements of the Childcare Act 2006.

The discharge of the Council's functions in respect of the educational requirements of children with Special Educational Needs.

The development and implementation of a comprehensive strategy for post 16 education and to liaise with post 16 colleges and other providers in conjunction with the Black Country Learning and Skills Council.

SALARIES, WAGES, PENSIONS AND ALLOWANCES	
PROCEDURE RULES REVISED VERSION	PROCEDURE RULES CURRENT VERSION
<p><b><i>Financial Procedure Rules</i></b> May 10 Updated May 11 Part 4/80</p> <p><b>F SALARIES, WAGES, PENSIONS AND ALLOWANCES</b></p> <p>1 The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Council together with payments of pensions and other associated payments from the Pension Fund shall be made by, or under arrangements approved by the Section 151 Officer.</p> <p>2 Each Assistant Director shall notify the Section 151 Officer without delay and in the form prescribed by him/her of all matters affecting the payment of such emoluments, and in particular:-</p> <p>(a) Appointments, resignations, dismissals, suspensions, secondments and transfers;</p> <p>(b) Absences from duty for sickness or other reasons, apart from approved leave;</p> <p>(c) Changes in remuneration, other than normal increments and pay awards and agreements of general application;</p> <p>(d) Information necessary to maintain records of service for pensions, income tax, national insurance and other relevant matters.</p>	<p><b><i>Financial Procedure Rules</i></b> May 10 Updated Apr 11 Part 4/80</p> <p><b><i>F SALARIES, WAGES, PENSIONS AND ALLOWANCES</i></b></p> <p><i>1 The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Council together with payments of pensions and other associated payments from the Pension Fund shall be made by, or under arrangements approved by the Assistant Director (Corporate Services).</i></p> <p><i>2 Each Chief Officer shall notify the Chief Human Resources Officer without delay and in the form prescribed by him/her of all matters affecting the payment of such emoluments, and in particular:-</i></p> <p><i>(a) Appointments, resignations, dismissals, suspensions, secondments and transfers;</i></p> <p><i>(b) Absences from duty for sickness or other reasons, apart from approved leave;</i></p> <p><i>(c) Changes in remuneration, other than normal increments and pay awards and agreements of general application;</i></p> <p><i>(d) Information necessary to maintain records of service for pensions, income tax, national insurance and other relevant matters.</i></p>

<p>3 Appointments and promotions of all employees shall be made in accordance with approved policies and practices of the Council and the approved establishments, grades and rates of pay. In addition re-gradings shall be in accordance with the Council's established practices.</p> <p>4 All time records or other pay documents, and all claims for payment of car allowances, subsistence allowances, travelling and incidental expenses, shall be duly certified in a form prescribed or approved by the Section 151 Officer. The names of officers authorised to certify such records shall be maintained by the Section 151 Officer using updates that Assistant Directors are responsible for providing as circumstances and responsible individuals change, together with specimen signatures.</p> <p>5 Except with the approval of the Section 151 Officer all employees and pensioners will be paid by direct credit to a bank or building society account.</p> <p>6 Such claims shall be made up to a specified day of each month. Late claims may be refused for payment unless the reason for the delay is exceptional.</p>	<p><i>3 Appointments and promotions of all employees shall be made in accordance with approved policies and practices of the Council and the approved establishments, grades and rates of pay. In addition re-gradings shall be in accordance with the Council's established practices.</i></p> <p><i>4 All time records or other pay documents shall be in a form prescribed or approved by the Chief Human Resources Officer and shall be certified in manuscript by or on behalf of the Chief Officer. The names of officers authorised to sign such records shall be maintained by each Chief Officer together with specimen signatures (amended on the occasion of any change) and copies sent to the Chief Human Resources Officer.</i></p> <p><i>5 Except with the approval of the Assistant Director (Corporate Services) all employees and pensioners will be paid by direct credit to a bank or building society account.</i></p> <p><i>6 All claims for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be sent for payment to the Chief Human Resources Officer and duly certified in a form approved by him/her. Such claims shall be made up to a specified day of each month. The names of Officers authorised to sign such records shall be sent to the Chief Human Resources Officer by each Chief Officer together with specimen signatures and amendments notified on the occasion of any change. Late claims may be refused for payment unless the reason for the delay is exceptional.</i></p>
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<p>7 The certification by or on behalf of the Assistant Director shall be taken to mean that the certifying officer is satisfied that the claims relate to authorised activities and any expenses claimed have been properly incurred.</p>	<p><i>7 The certification by or on behalf of the Chief Officer shall be taken to mean that the certifying officer is satisfied that the claims relate to authorised activities and any expenses claimed have been properly incurred.</i></p> <p><i>8 All individual overtime claims exceeding £500 shall be approved by the claimant's Chief Officer prior to payment.</i></p>
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