

Cabinet Portfolios and Scrutiny Terms of Reference

Cabinet Portfolios

Corporate

- 1.0 Leader of the Council
- 2.0 Cabinet Member for Resources
- 3.0 Cabinet Member for Governance

People

- 4.0 Cabinet Member for Education
- 5.0 Cabinet Member for Children & Young People
- 6.0 Cabinet Member for Adults
- 7.0 Cabinet Member for Public Health and Wellbeing

Place

- 8.0 Cabinet Member for City Assets
- 9.0 Cabinet Member for City Economy
- 10.0 Cabinet Member for City Environment

Scrutiny Terms of Reference

Corporate

- 11.0 Scrutiny Board
- 12.0 Confident Capable Council Scrutiny Panel

People

- 13.0 Adults and Safer City Scrutiny Panel
- 14.0 Children, Young People and Families Scrutiny Panel
- 15.0 Health Scrutiny Panel

Place

- 16.0 Stronger City Economy Scrutiny Panel
- 17.0 Vibrant and Sustainable City Scrutiny Panel

1.0 Cabinet Portfolio: The Leader of the Council

Policy Areas

- 1.1. Corporate strategy
- 1.2. City partnership
- 1.3. International, national, regional and sub-regional leadership
- 1.4. Combined Authority
- 1.5. Public Service Reform
- 1.6. Chair of the Health and Wellbeing Board (2016 onwards)
- 1.7. Transformation
- 1.8. Performance management
- 1.9. Communications, marketing and branding
- 1.10. Emergency response lead
- 1.11. New communities and migration

2.0. Cabinet Portfolio: Cabinet Member for Resources

Policy Areas

- 2.1 Medium term financial planning
 - a capital strategy (including schools)
 - b budget development process
 - c treasury management strategy
- 2.2 Creation of wholly owned companies and joint ventures
- 2.3 Housing benefits and council tax benefits
- 2.4 Council tax and business rates
- 2.5 Income generation
- 2.6 Procurement
- 2.7 Customer services
- 2.8 ICT
- 2.9 Channel shift
- 2.10 Audit
- 2.11 Corporate risk
- 2.12 Future Space Programme

3.0 Cabinet Portfolio: Cabinet Member for Governance

Policy Areas

- 3.1 Legal and governance
- 3.2 Human resources strategy
- 3.3 Organisation development strategy
- 3.4 Democratic services, scrutiny, Mayoralty, councillor support
- 3.5 Registrars
- 3.6 Information governance
- 3.7 Electoral registration
- 3.8 Health and safety
- 3.9 Equalities
- 3.10 Business support
- 3.11 YOO Recruit
- 3.12 Complaints and feedback

4.0 Cabinet Portfolio: Cabinet Member for Education

Policy Areas

- 4.1 School standards and attainment
- 4.2 School governance
- 4.3 School place planning and admissions
- 4.4 Home to school transport
- 4.5 School asset management
- 4.6 Traded services for schools
- 4.7 Post 16 Education provision
- 4.8 University and College education provision
- 4.9 Adult Education

Note 1: Special Education Needs and Inclusion is the subject of a strategy review. The portfolios of Education and Children and Young People will be amended accordingly once the review is completed.

5.0 Cabinet Portfolio: Cabinet Member for Children and Young People

Policy Areas

- 5.1 Prevention of child sexual exploitation
- 5.2 Children's safeguarding
- 5.3 Corporate parenting
- 5.4 Children in need (including troubled families, looked after children & children with disabilities)
- 5.5 Early years
- 5.6 Children and young people partnership working (including Youth Zone)
- 5.7 Youth offending
- 5.8 Children and young people's mental health
- 5.9 Primary link for children and young people's health
- 5.10 Children's care commissioning & user engagement

Note 1: Special Education Needs and Inclusion is the subject of a strategy review. The portfolios of Education and Children and Young People will be amended accordingly once the review is completed.

6.0 Cabinet Portfolio: Cabinet Member for Adults

Policy Areas

- 6.1 Social care for older people, disabilities and mental health
- 6.2 Adult safeguarding
- 6.3 Carer support
- 6.4 Welfare rights
- 6.5 Primary link for adults health
- 6.6 Community hubs and Libraries
- 6.7 Wolverhampton Information Network
- 6.8 Better Care Fund and Care Act responses
- 6.9 Quality and Care provision monitoring
- 6.10 Adult care commissioning & user engagement

7.0 Cabinet Portfolio: Cabinet Member for Public Health and Wellbeing

Policy Areas

- 7.1 Chair of Health & Wellbeing Board (2015 - 2016)
- 7.2 Public health
- 7.3 Health protection and public engagement
- 7.4 Vaccination and immunisation
- 7.5 Health visiting
- 7.6 Sports development
- 7.7 Community safety & community cohesion
- 7.8 Resilience and business continuity

8.0 Cabinet Portfolio: Cabinet Member for City Assets

Policy Areas

- 8.1 City housing
- 8.2 Homelessness
- 8.3 Strategic Transportation
- 8.4 Planning
- 8.5 Building control
- 8.6 Development control
- 8.7 Corporate landlord
- 8.8 Facilities management

9.0 Cabinet Portfolio: Cabinet Member for City Economy

Policy Areas

- 9.1 City development
- 9.2 Skills and employability
- 9.3 Supporting city businesses
- 9.4 Inward investment
- 9.5 Visitor economy
- 9.6 External funding
- 9.7 City marketing (Making it Happen brand)
- 9.8 Sustainability
- 9.9 Voluntary Sector liaison
- 9.10 Partnership working with University and College to develop skills and business agenda

Note 1: Special Education Needs and Inclusion is the subject of a strategy review. The portfolios of Education and Children and Young People will be amended accordingly once the review is completed.

10.0 Cabinet Portfolio: Cabinet Member for City Environment

Policy Areas

- 10.1 WV Active
- 10.2 Waste management strategy
- 10.3 Street cleansing
- 10.4 Grounds maintenance, parks operations, country parks operations
- 10.5 Operational transportation and highways management
- 10.6 Public protection and consumer protection
- 10.7 Licensing
- 10.8 Parking Services
- 10.9 Markets
- 10.10 Sustainability
- 10.11 Fleet management
- 10.12 Bereavement

Scrutiny Terms of Reference

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- 11.0 Scrutiny Board
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- 17.0 Vibrant and Sustainable City Scrutiny Panel

11.0 Scrutiny Board (Corporate)

11.1 Scope

The co-ordination of the work of the Scrutiny Panels, Scrutiny Review Groups, Member Champions and Scrutiny Inquiries. Scrutiny of the work of the Cabinet. To consider any call-ins received under the Council's call-in procedures.

11.2 Terms of reference

- a When scrutinising the work of the Cabinet the Board will have the same terms of reference as the six Panels set out in paragraph 1.4 below.
- b To arrange for the consideration of forthcoming Executive Decisions published in accordance with the Access to Information Procedure Rules with a view to identifying issues for early discussion with the Cabinet and/or scrutiny prior to decisions being made.
- c The Board will oversee the operation of the [call-in mechanisms](#) with the Panels being responsible for hearing those call-ins related to their terms of reference. When the call-in relates to an overarching policy framework / budget issue or a matter that falls within the remit of more than one scrutiny panel it will default to the Scrutiny Board. Further, if the issue is considered to be of particular significance, either the Chair or Vice Chair of the Scrutiny Board can ask for it to come to the Board.
- d The Board will oversee the work programmes of Scrutiny Panels to avoid duplication of work and to ensure coherence of approach to cross-cutting policy themes. The Board may determine that one named Panel shall take lead responsibility for a cross-cutting policy theme or may determine that the work be shared between one or more named Panels.
- e The Board will ensure coherence between the policy development work of the named Panels and their role in the consideration of reports received from external auditors and external regulatory Inspectors.
- f The Board will make recommendations to the Cabinet on the allocation of budgetary and employee resources held centrally for the purpose of supporting scrutiny work.
- g The Board will ensure that good practices and methods of working are shared between Panels and in particular will seek to optimise the inclusion of citizens, partners and stakeholders in the work of Scrutiny.
- h The Board will review or scrutinise non-Cabinet business and may make reports or recommendations to the Council. The Board will consider policy and due process and will not scrutinise individual decisions made by Regulatory or other Committees particularly those quasi-judicial decisions relating to development control, licensing etc

which have been delegated by the Council. The Board will not act as an appeal body in respect of non-Cabinet functions.

- i The Board will consider and determine arrangements for the review and scrutiny of such Area Structures as the Council may establish under [Article 10](#) of the Constitution.
- j The Board will oversee the work of any Councillors appointed to act as lead members or 'champions' in respect of any specific priority tasks or areas of policy development identified by the Council.
- k The Board will consider any petition referred to it by the Petitions Committee where the petitioners have expressed dissatisfaction with the outcome of a petition.
- l The Board will undertake the tracking and monitoring of scrutiny review recommendations.
- m The Board will oversee the coordination of the budget scrutiny process.

11.3 Specific responsibilities

The Board will have responsibility for scrutiny functions as they relate to:

- Combined Authority
- Future Customer
- Future Performance
- Communications

11.4 Corporate priorities

All corporate priorities from:

- Place – Stronger economy
- People - Stronger communities
- Confident Capable Council

Cabinet Member(s)

Leader of the Council
Cabinet Member for Resources

Lead Officer(s)

Managing Director
Or Director of Governance

12.0 Confident Capable Council Scrutiny Panel (Corporate)

12.1 Scope

The scrutiny of:

- Organisation and performance of the human, financial, technical and material resources to support the delivery of Council services.

12.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

12.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Strategic Financial Services
- Revenues and Benefits
- Strategic Procurement
- The HUB
- Audit
- Human Resources
- Corporate Administration
- Democracy
- Corporate Landlord
- Transformation
- ICT

12.4 Corporate priorities

Future Council – Stronger Council ready and able to deliver change.

- Future People
- Future Works
- Future Practice
- Future Money
- Future Space

Cabinet Member(s)

Cabinet Member for Resources
Cabinet Member for Governance
Cabinet Member for City Assets

Lead Officer(s)

Director of Finance
Director of Governance
Service Director City Assets

13.0 Adults and Safer City Scrutiny Panel (People)

13.1 Scope

The scrutiny of:

- Services for older and vulnerable adults
- Local safeguarding arrangements for adults
- Crime and disorder in the city

13.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

13.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Older people assessment and care management
- Financial support services
- Libraries and community hubs
- Independent living centre
- Commissioning older people
- Carers support
- All age disabilities (disabilities)
- All age disability (provision)
- Safeguarding and quality
- Community safety

13.4 Corporate priorities

- Adults and children are supported in times of need
Safeguarding people in vulnerable situations
- People and communities achieve their full potential
Enabling communities to support themselves
Keeping the city safe
- People live longer, healthier lives
Promoting independence for older people
Promoting independence for people with disabilities

Cabinet Member(s)

Cabinet Member for Adults
Cabinet Member for Public Health and Wellbeing

Lead Officer(s)

Service Director Older People
Service Director Disability and Health

14.0 Children, Young People and Families Scrutiny Panel (People)

14.1 Scope

The scrutiny of:

- Provision of all local authority services for children and young people including education, social care, special needs and play provision.
- Children's safeguarding
- Child sexual exploitation

14.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

14.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Children in need/child protection
- Looked after children
- Early help 0-5
- Early help 5-18
- Youth offending
- Children's commissioning
- School planning and resources
- Standards and vulnerable pupils

14.4 Corporate priorities

- Adults and children are supported in times of need
Strengthening families where children are at risk
- People and communities achieve their full potential
Challenging and supporting schools to provide the best education for children and young people

Cabinet Member(s)

Cabinet Member for Children and Young People
Cabinet Member for Education

Lead Officer(s)

Director of Education
Service Director Children and Young People

15.0 Health Scrutiny Panel (People)

15.1 Scope

The scrutiny of health provision in accordance with the Health and Social Care Act 2001 and subsequent relevant legislation and Government guidance.

15.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

15.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- All health related issues, including liaison with NHS Trusts, Clinical Commissioning Groups, Health and Wellbeing Board and HealthWatch.
- All functions of the Council contained in the National Health Service Act 2006, to all regulations and directions made under the Health and Social Care Act 2001, the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, the Health and Social Care Act 2012 and related regulations.
- Reports and recommendations to relevant NHS bodies, relevant health service providers, the Secretary of State or Regulators.
- Initiating the response to any formal consultation undertaken by relevant NHS Trusts and Clinical Commissioning Groups or other health providers or commissioners on any substantial development or variation in services.
- Participating with other relevant neighbouring local authorities in any joint scrutiny arrangements of NHS Trusts providing cross-border services.
- Decisions made by or actions of the Health and Wellbeing Board.
- Public Health – Intelligence and Evidence
- Public Health – Health Protection and NHS Facing
- Public Health - Transformation
- Public Health – Commissioning
- Healthier City
- Mental Health
- Commissioning Mental Health and Disability
- Headstart Programme

15.4 Corporate priorities

- People live longer, healthier lives
Promoting physical activity and healthier lifestyles
Promoting Independence for older people
Promoting independence for people with disabilities
- People and communities achieve their full potential
Enabling communities to support themselves (Disability and Mental Health)

Cabinet Member(s)

Cabinet Member for Public Health and Wellbeing

Lead Officer(s)

Service Director Public Health and Wellbeing
Service Director Disability and Mental Health

16.0 Stronger City Economy Scrutiny Panel (Place)

16.1 Scope

The scrutiny of policies to attract and retain new businesses and employment in the context of sustainable economic and environmental regeneration.

16.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

16.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Enterprise and skills
- City Development
- Visitor Economy
- Adult and Cultural Learning
- Economic Inclusion
- Service Development

16.4 Corporate priorities

- An environment where new and existing businesses thrive
Developing a vibrant city
Supporting businesses, encouraging enterprise and attracting inward investment
- People develop the skills to get and keep work
Improving our critical skills and employability approach

Cabinet Member(s)

Cabinet Member for City Economy

Lead Officer(s)

Service Director City Economy

17.0 Vibrant and Sustainable City Scrutiny Panel (Place)

17.1 Scope

The scrutiny of:

- Vibrant sustainable communities where people feel proud to live
- Keeping neighbourhoods, city infrastructure and the environment clean
- Improving city housing
- Cultural and leisure services

17.2 General responsibilities

Constitution paragraph 26. Scrutiny procedural rules.

17.3 Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Operational Services
- Public Realm
- Commercial Services
- Regulatory Services (policy)
- City Housing
- Planning (policy)
- Strategic Transport
- Keeping the city clean
- Keeping the city moving
- Improving the city housing offer
- Strategic asset management

17.4 Corporate priorities

- An environment where new and exciting businesses thrive:
Developing a vibrant city
- People live longer, healthier lives:
Promoting physical activity and healthier lifestyles

Cabinet Member(s)

Cabinet Member for City Environment
Cabinet Member for City Assets

Lead Officer(s)

Service Director City Environment
Service Director City Assets