

PART 2 – TERMS OF REFERENCE

THE CABINET

Terms of reference	
CA.1	Receive and respond to scrutiny reports
CA.2	Approve new policies, changes to existing policies with significant financial or other impacts, or where the policy falls within the remit of more than one Portfolio, subject to any necessary approval required by the Full Council
CA.3	*Any function under a local Act other than a function expressly reserved to Full Council
CA.4	*Make changes to the organisations on the list of Outside Bodies
CA.5	Respond to any consultations within the remit of more than one Portfolio as and when required
CA.6	Review annual reports / inspection reports not within the remit of any specific Portfolio or within the remit of more than one Portfolio
CA.7	To take any decision on any matter within the Executive's role, notwithstanding that a Cabinet Member, Cabinet Committee or an Officer may also be authorised to make such decision

LEADER OF THE COUNCIL

1. The Leader decides which executive decisions will be taken by Cabinet, by individual Cabinet Members and by Officers and has delegated the executive functions as set out in this section. The table below sets out the matters within the Leader's portfolio. Any executive functions not delegated elsewhere will be exercised by the Leader.
2. If for any reason the Leader is unable to act or the office of Leader is vacant there is provision for the Deputy leader to act in the Leader's place. If for any reason the Deputy Leader is also unable to act then Cabinet must act in the Leader's place or arrange for a Member of Cabinet to act in their place.

Terms of reference	
L.1	To be responsible for the Council's overall vision, strategy and budget setting and monitoring
L.2	To provide clear political leadership both within and outside the County Council to help advance all of the County Council's key outcomes.
L.3	To create effective internal and external relationships with key organisations both within Nottinghamshire, nationally and internationally
L.4	To source new funding and resources for Nottinghamshire to deliver the vision and ambitions of the Council's Corporate Plan
L.5	To be accountable for the development and delivery of the Council's plans and strategies and to ensure that they are able to meet the outcomes required by the Council and Cabinet.

L.6	To appoint and hold Cabinet colleagues to account as they ensure accountability within their service areas including that the financial and operational performance in those areas meets the requirements of the Council Plan and Medium Term Financial Strategy (MTFS)
L.7	To hold Cabinet colleagues accountable for the delivery of the appropriate key projects/programmes including the delivery on time and budget and meeting the requirements of the Council Plan and the MTFS
L.8	To Chair meetings of the Cabinet
L.9	To be the County Council's representative on the Local Enterprise Partnership (LEP), unless otherwise delegated by the Leader
L.10	Undertaking the duties of, and exercising the powers of, any Cabinet Member for any reason including but not limited to circumstances where a Cabinet Member is temporarily unable to discharge those duties (1) for reasons of ill health; or (2) due to an unplanned or planned absence agreed with the Leader. Notification of the exercise of the delegation is to be given by the Leader to the Chief Executive, the Monitoring Officer and the appropriate Chief Officer(s)
L.11	Determining the Council's communications strategy and its implementation

DEPUTY LEADER AND CABINET MEMBER – TRANSFORMATION

- The Cabinet Member for Transformation shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio unless they are deputising for the Leader.

Terms of reference	
DL.1	Support the Leader of the County Council in their role and to deputise for the Leader when requested to do so or in the Leader's absence for reasons of ill-health or an unplanned or planned absence agreed between the Leader and Deputy Leader
DL.2	Maintaining and reviewing the overall performance of the County Council on a cross cutting basis
DL.3	Oversight of and monitoring the delivery of the vision and ambitions set out in the Council Plan (the Nottinghamshire Plan)
DL.4	Oversight of business planning processes
DL.5	Monitoring and driving the Council's Transformation and Change Programme, including responsibility for the Transformation Team and Strategic Insight Team
DL.6	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
DL.7	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
DL.8	Assist the activities of the Overview Committee and Select Committees

DL.9	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
DL.10	Approve consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
DL.11	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
DL.12	Monitor performance of any services within their portfolio including relevant information about complaints

CABINET MEMBER – BUSINESS MANAGEMENT

4. The Cabinet Member for Business Management shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member - Business Management shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of Reference	
BM.1	Responsibility for establishing effective Member support/communication and information services to all Members of the Council
BM.2	Appointments to outside bodies
BM.3	Responsibility for authorising hospitality to be offered by the County Council except where the cost is to be covered by the Chairman of the County Council's individual budget
BM.4	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
BM.5	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
BM.6	To assist the activities of the Overview Committee and Select Committees
BM.7	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
BM.8	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
BM.9	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
BM.10	Monitor performance of any services within their portfolio including relevant information about complaints.

CABINET MEMBER - ADULT SOCIAL CARE

5. The Cabinet Member for Adult Social Care shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that

the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
ASC.1	Responsibility for adult social care matters (e.g. people aged 18 or over with eligible social care needs and their carers)
ASC.2	Responsibility for promoting choice and independence in the provision of all adult social care
ASC.3	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
ASC.4	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
ASC.5	To assist the activities of the Overview Committee and Select Committees
ASC.6	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
ASC.7	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
ASC.8	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
ASC.9	Monitor performance of any services within their portfolio including relevant information about complaints.

CABINET MEMBER – CHILDREN SOCIAL CARE

The Cabinet Member for Children Social Care shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
CSC.1	Undertake the role and discharge the responsibilities of designated Lead Member for Children's Services, responsible for ensuring that the needs of all children and young people and their families and carers are addressed, pursuant to S19 The Children Act 2004
CSC.2	Responsibility for the strategic and operational effectiveness of the County Council's children's services to ensure they meet the needs of all children and young people, including the most disadvantaged and vulnerable
CSC.3	Responsibility for overseeing the County Council's responsibilities as the corporate parent of children and young people in care and for

	championing their interests, including being a member of the Corporate Parenting Panel
CSC.4	Establish and maintain regular and effective communication with the Cabinet Member for Education and SEND to ensure appropriate strategic oversight of all responsibilities relating to the role of Lead Member for Children's Services
CSC.5	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
CSC.6	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
CSC.7	To assist the activities of the Overview Committee and Select Committees
CSC.8	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
CSC.9	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
CSC.10	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
CSC.11	Monitor performance of any services within their portfolio including relevant information about complaints.

CABINET MEMBER - EDUCATION AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

The Cabinet Member for Education and SEND shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
E&S.1	Responsibility for Council functions in relation to educational matters, including effective discharge of education services and the Council's relationships with schools
E&S.2	Responsibility for oversight, monitoring, advocating for and championing services for those with special educational needs and disabilities to ensure best outcomes are achieved for all
E&S.3	To work in strategic partnership with the SEND Improvement Board and health colleagues to deliver further improvements in service delivery in relation to children and young people with special educational needs
E&S.4	To establish and maintain regular and effective communication with regard to activity within their portfolio with the Cabinet Member for Children's Social Care to assist with their duties as designated Lead Member for Children's Services

E&S.5	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
E&S.6	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
E&S.7	To assist the activities of the Overview Committee and Select Committees
E&S.8	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
E&S.9	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
E&S.10	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
E&S.11	Monitor performance of any services within their portfolio including relevant information about complaints

CABINET MEMBER – COMMUNITIES AND PUBLIC HEALTH

The Cabinet Member for Communities and Public Health shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
C&PH. 1	Responsibility for Culture, including libraries and archives, adult and community learning, arts, heritage, sports, country parks and green spaces
C&PH.2	Responsibility for support to communities including Community Hub and voluntary and community sector support (including funding)
C&PH. 3	Responsibility for regulation and enforcement relating to Communities, including all Trading Standards functions and statutory duties and Public Protection (except for any matters reserved to Planning and Rights of Way Committee)
C&PH. 4	Responsibility for all functions undertaken in relation to emergency planning including the safety of sports grounds (except for any matters reserved to Planning and Rights of Way Committee)
C&PH. 5	Responsibility for the registration services for births, deaths and marriages (except for any matter reserved to Planning and Rights of Way Committee)
C&PH. 6	Responsibility for all duties arising in relation to the Coroner's Service
C&PH. 7	Responsibility for Traded Services relating to Communities including catering services and facilities management
C&PH.8	Responsibility for functions under the Crime and Disorder Act 1998
C&PH.9	Responsibility for all Public Health functions with the exception of functions reserved to the Health and Wellbeing Board

C&PH.10	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
C&PH.11	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
C&PH.12	To assist the activities of the Overview Committee and Select Committees
C&PH.13	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
C&PH.14	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
C&PH.15	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
C&PH.16	Monitor performance of any services within their portfolio including relevant information about complaints

CABINET MEMBER - ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

The Cabinet Member for Economic Development and Asset Management shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
EDAM.1	Responsibility for economic recovery and renewal, including employment and skills, business support, visitor economy, infrastructure and place
EDAM.2	Responsibility for infrastructure and growth including strategic infrastructure, Investing in Nottinghamshire and schools building
EDAM.3	Responsibility for development and delivery of major infrastructure and physical development programmes including highways schemes
EDAM.4	Responsibility for Highways development control
EDAM.5	Responsibility for making observations on relevant planning matters on which the County Council is consulted, in accordance with the agreed protocol
EDAM.6	Responsibility for the County Council Developer Contributions Strategy and its delivery
EDAM.7	Responsibility for Strategic Asset Management including capital assets including land and property, together with powers in respect of land promotion and the acquisition and disposal of interests in land of all kinds
EDAM.8	Responsibility for the provision of and procurement of property design and construction and related consultancy services for the Council and

	other public bodies and provision and procurement of building maintenance services and energy and utilities
EDAM.9	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
EDAM.10	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
EDAM.11	To assist the activities of the Overview Committee and Select Committees
EDAM.12	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
EDAM.13	Approve relevant consultation responses relating to their portfolio including planning consultations (in liaison with the Chairman of Planning and Rights of Way Committee where appropriate) (except for day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
EDAM.14	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
EDAM.15	Monitor performance of any services within their portfolio including relevant information about complaints

CABINET MEMBER – FINANCE AND RESOURCES

The Cabinet Member for Finance and Resources shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio or falls within the responsibility of the Head of Paid Service.

Terms of reference	
F&R.1	Responsibility for the financial and commercial management of the Authority including preparation of the financial strategy, annual revenue budget, annual capital budget, and precept on billing authorities for consideration by the Cabinet in accordance with the budget and policy framework procedure rules
F&R.2	Responsibility for the development and operation of the Council's Risk Management Strategy including responsibility for the Risk and Insurance Team
F&R.3	Responsibility for monitoring, reviewing and developing the financial framework of the Council including its audit, investments, budgeting and accounting functions
F&R.4	Responsibility for the Council's corporate support services not falling within the delegation to any other Cabinet Member, including receiving reports, development and monitoring of corporate strategies, and action plans including oversight of statutory workforce profile and gender pay

	gap reporting and action plans and the Council's equality policy and application of the Public Sector Equalities duties
F&R.5	Responsibility for the Council's internal trading organisations except where reported elsewhere
F&R.6	Responsibility for health and safety related matters in the Council's capacity as an employer including oversight of the effectiveness of the corporate health and safety management system and compliance with ISO 45001 (NB the Council's statutory responsibilities under Part 1 Health & Safety at Work Act 1974 sit with the Chief Executive)
F&R.7	Subject to the statutory responsibilities of the Head of Paid Service, responsibility for matters concerning employment policies and procedure (where these do not relate to employee pay, terms and conditions) including reviewing and recommending Employment Procedure Rules to the Council for adoption. N.B. The approval of the annual Pay Policy Statement is reserved to Full Council.
F&R.8	Responsibility for oversight of effective employee engagement, employee relations and effective liaison with trades unions including dispute resolution in accordance with the Joint Disputes Resolution Procedure
F&R.9	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
F&R.10	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
F&R.11	To assist the activities of the Overview Committee and Select Committees
F&R.12	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
F&R.13	Approve relevant consultation responses relevant to their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
F&R.14	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
F&R.15	Monitor performance of any services within their portfolio including relevant information about complaints

CABINET MEMBER - TRANSPORT AND ENVIRONMENT

The Cabinet Member for Transport and Environment shall be entitled to make decisions and has authority to do all things pertaining or incidental to or required in connection with matters within their area of responsibility set out below, save that the Cabinet Member shall not be entitled to do anything which falls within the responsibility of another Cabinet Member's portfolio.

Terms of reference	
TE.1	<p>Responsibility for Highways functions including Rights of Way (except those functions which form part of the terms of reference for Planning and Rights of Way Committee) including:</p> <ul style="list-style-type: none"> • highways capital and revenue programmes (except where reported to Economic Development and Asset Management Portfolio) • the planning, management and maintenance of highways and pavements • traffic management including Traffic Regulation Orders • parking provision • integrated transport measures • road safety
TE.2	<p>Responsibility for public transport and fleet management including:</p> <ul style="list-style-type: none"> • local bus services • education and adult care transport • council fleet
TE.3	<p>Responsibility for all matters relating to minerals and waste planning (not falling within the delegation of any other committee or Full Council) and to prepare and recommend to Full Council policy on matters relating to the environment, excluding that within the remit of other portfolio's including, but not limited to the:</p> <p>Minerals Local Plan Waste Core Strategy/Waste Local Plan</p>
TE.4	Responsibility for all matters relating to Council's role as Waste Disposal Authority
TE.5	Responsibility for all matters relating to environment and sustainability including environment strategy, transition to Zero Carbon and air quality
TE.6	Responsibility for flood risk management
TE.7	Responsibility for conservation and archaeology
TE.8	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
TE.9	Establish effective working relationships with the Chief Executive, Corporate Directors, Monitoring Officer, Section 151 Officer and other key staff as appropriate to their Portfolio
TE.10	To assist the activities of the Overview Committee and Select Committees
TE.11	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
TE.12	Approve relevant consultation responses within their portfolio (except for planning consultation responses and day to day technical responses which are agreed by Officers and reported back to the Cabinet Member)
TE.13	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
TE.14	Monitor performance of any services within their portfolio including relevant information about complaints