

## TERMS OF REFERENCE

### THE FULL COUNCIL

1. The Full Council's primary responsibility is to adopt and approve the County Council's Budget and Policy Framework. The way in which changes to the Budget and Policy Framework are made is governed by the Budget and Policy Framework Procedure Rules in **Section XX**.
2. The County Council's policy framework sets out the major policies governing the Council's work and includes the following plans and strategies:-
  - Annual library plan/strategy
  - Crime and disorder reduction strategy (Community Safety Agreement)
  - Local transport plan
  - Plans and alterations which together comprise the Development Plan (including the approval of any drafts for public consultation)
  - Youth justice plan (Youth Crime Strategy)
  - The Council's Corporate Plan (The Nottinghamshire Plan)
  - Children and Young People's Plan
3. The Full Council is also responsible for setting the County Council's budget on an annual basis. This includes the allocation of financial resources to different services, proposed contingency funds, setting of the Council Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.
4. Council approval is still required for any of the above documents in the event they, or part of them, need to be submitted to the Secretary of State or any Government Minister for final approval, including where they are to be submitted in draft form
5. The approval of changes to any plan or strategy referred to above, unless:-
  - that change is required by the Secretary of State or any Government Minister where the plan or strategy has been submitted to them for approval; or
  - Full Council specifically delegated authority in relation to these functions when it approved or adopted the plan or strategy

In addition to the above, the functions listed below are reserved to the Full Council and can only be discharged by the Full Council:	
a.	Adopting and making any changes to the Constitution, subject to the delegation to the Monitoring Officer to make minor and consequential amendments and to give effect to any permitted changes made by the Leader in relation to the executive arrangements as set out in Changes to the Constitution – Section One.
b.	Subject to the urgency procedures contained in the Urgency Procedure Rules in <b>Section XX</b> of this Constitution, making decisions about any matter

	in the discharge of an executive function which is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would not be in line with the policy framework or budget
c.	Appointing and removing the Leader of the Council
d.	Establishing committees and deciding their terms of reference, size and composition
e.	Appointing the Chairman and Vice-Chairman of the County Council
f.	At their discretion, appointing and removing committee chairmen and vice-chairmen
g.	Authorising appointments to any joint committees
h.	Authorising appointments to the Nottinghamshire and City of Nottingham Fire Authority
i.	Authorising the appointment of Co-opted Members to Committees
j.	Approving a Members' Allowances Scheme including any provision for Chairman's and Vice Chairman's expenses
k.	Adopting or changing the Code of Conduct for Councillors and Co-opted Members
l.	Approving the annual Senior Officer Pay Policy Statement
m.	Designating, confirming the appointment of, and dismissing, the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer
n.	Making any request to the Local Government Boundary Commission for England for single-member electoral areas
o.	The passing of a resolution to change the County's electoral scheme
p.	Changing the name of the County
q.	Making an order to give effect to recommendations made in a community governance review
r.	Conferring the title of honorary alderman
s.	Making, amending, revoking, re-enacting and adopting byelaws and promoting and opposing the making of local legislation and personal bills in Parliament
t.	Any other function which, by law, must be reserved to the Full Council

## CABINET AND CABINET MEMBERS

6. The exercise of the powers and functions in this section are delegated by the Leader to the Cabinet and individual Cabinet Members.
7. The following sets out the allocation of responsibilities to the Cabinet collectively and the individual portfolios of the Cabinet Members, subject to the Leader's authority to allocate and reallocate portfolios.
8. The portfolios are expressed in broad terms and these delegations should be interpreted widely to aid the smooth and effective operation of the Council.
9. The principles of responsibility are as follows:
  - Unless a function, power or responsibility is specifically reserved to the Council or a Committee, or is excluded from Executive functions by statute, the Executive is authorised to exercise the function, power or responsibility.

- All decisions will be recorded and published in accordance with the law and guidance issued from time to time by the Monitoring Officer.
  - Decisions should be taken in consultation with the appropriate officer.
10. If any decision comes within the remit of more than one decision maker, to avoid the matter being discussed at more than one place it shall be taken to the most appropriate decision maker. If this is not clear the Monitoring Officer will determine which decision maker shall consider the matter.

**THE CABINET – TERMS OF REFERENCE**

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

\*Local Choice Functions

**LOCAL CHOICE FUNCTIONS**

11. The Full Council is responsible for determining responsibility for Matters which are termed ‘local choice’ functions under Section 13 of the Local Government Act 2000, as set out below:

Ref No	Function	Who will be responsible	Extent of responsibility
LCF1	The exercise of functions under local Acts (other than those not capable of exercise by the Executive)	Executive - Cabinet	

LCF2	The determination of an appeal (where a right of appeal exists either by law or where the Council has expressly determined there shall be a right of appeal) against any decision made by or on behalf of the Council	Non - Executive – Governance and Ethics Committee	In the absence of any existing appeals mechanism provided by the constitution or legislation  Consultation with the Group Manager for Legal and Democratic Services and relevant Corporate Director
LCF3	The making of arrangements for the determination of the review of a decision to exclude pupils from maintained schools.	Non - Executive – Officer (Service Director responsible for Education)	The appeals themselves are heard by an independent panel appointed by Democratic Services
LCF4	The making of arrangements for the determination of school admission appeals.	Non - Executive – Officer (Service Director responsible for Education)	The appeals themselves are heard by an independent panel appointed by Democratic Services
LCF5	The making of arrangements for the determination of appeals by Governing Bodies against decisions made by or on behalf of the County Council to admit a child to whom Section 87(2) of the Schools Standards and Framework Act 1998 applies.	Non - Executive – Officer (Service Director responsible for Education)	In line with the Council's Fair Access Protocol
LCF6	Any function related to contaminated land	Executive – Cabinet Member Transport and Environment	
LCF7	Any function relating to the control of pollution or the management of air quality	Executive – Cabinet Member Transport and Environment	
LCF8	Obtaining information under	Non-Executive – various Officers in accordance	

	Section 330 of the Town and Country Planning Act 1990 as to interest in land.	with the Officers Scheme of Delegation	
LCF9	Obtaining particulars of persons interested in land; Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Non-Executive – various Officers in accordance with Officers Scheme of Delegation	
LCF10	The making of agreements for the Execution of highway works under s.278 of the Highways Act 1980	Non-Executive – Officers in Highways Services in consultation with Group Manager for Legal Services, in accordance with Officers Scheme of Delegation	
LCF11	The appointment of any individual— (a) to any office other than an office in which he is employed by the authority; (b) to any body other than— (i) the authority; (ii) a joint committee of two or more authorities; or (iii) to any committee or sub-committee of such a body, and the revocation of any such appointment	(a) Non-Executive – Head of Paid Service  (b) Executive – Cabinet Member Business Management	Appointment of representatives to outside bodies to be made by the Cabinet Member Business Management  (Cabinet will determine the organisations on the outside bodies list)
LCF12	The making of agreements with other local authorities for placing staff at the disposal of those other local authorities	Non-Executive – Officer (Head of Paid Service)	

**LEADER OF THE COUNCIL**

12. 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.
13. 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 Plan
L.4	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.5	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.6	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.7	To Chair meetings of the Cabinet
L.8	To be the County Council's representative on the Local Enterprise Partnership (LEP), unless otherwise delegated by the Leader
L.9	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.10	Determining the Council's communications strategy and its implementation

**DEPUTY LEADER AND CABINET MEMBER – TRANSFORMATION**

14. The Cabinet Member 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**

15. The Cabinet Member - 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 AND PUBLIC HEALTH**

16. The Cabinet Member for Adult Social Care 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	
APH.1	Responsibility for adult social care matters (eg. people aged 18 or over with eligible social care needs and their carers)
APH.2	Responsibility for promoting choice and independence in the provision of all adult social care
APH.3	Responsibility for all Public Health functions with the exception of functions reserved to the Health and Wellbeing Board
APH.4	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
APH.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
APH.6	To assist the activities of the Overview Committee and Select Committees
APH.7	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
APH.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)
APH.9	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
APH.10	Monitor performance of any services within their portfolio including relevant information about complaints.

## CABINET MEMBER - CHILDREN AND YOUNG PEOPLE

17. The Cabinet Member for Children and Young People 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	
CYP.1	Undertake the role and discharge the responsibilities of Lead Member for Children's Services, pursuant to S19 The Children Act 2004, including attendance at any relevant conferences and appointment to any relevant body in relation to their statutory responsibilities
CYP.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
CYP.3	Responsibility for Council functions in relation to educational matters
CYP.4	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
CYP.5	Establish effective working relationships with other Members including other Cabinet Members, the Chairmen of Committees and relevant opposition spokespersons
CYP.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
CYP.7	To assist the activities of the Overview Committee and Select Committees
CYP.8	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
CYP.9	Approval 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)
CYP.10	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
CYP.11	Monitor performance of any services within their portfolio including relevant information about complaints.

**CABINET MEMBER - COMMUNITIES**

18. The Cabinet Member for Communities 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	
COM.1	Responsibility for Culture, including libraries and archives, adult and community learning, arts, heritage, sports, country parks and green spaces
COM.2	Responsibility for support to communities including Community Hub and voluntary and community sector support (including funding)
COM.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)
COM.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)
COM.5	Responsibility for the registration services for births, deaths and marriages (except for any matter reserved to Planning and Rights of Way Committee)
COM.6	Responsibility for all duties arising in relation to the Coroner's Service
COM.6	Responsibility for Traded Services relating to Communities including catering services and facilities management
COM.7	Responsibility for functions under the Crime and Disorder Act 1998
COM.8	To establish effective working relationships with other Members including the Chairs of the Council's Committees in relation to their Portfolio
COM.9	To establish effective working relationships with the Chief Executive, Directors, Monitoring Officer and other key staff
COM.10	To assist the activities of the Overview Committee and Select Committees
COM.11	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
COM.12	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)
COM.13	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
COM.14	Monitor performance of any services within their portfolio including relevant information about complaints

**CABINET MEMBER - ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT**

19. 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	To establish effective working relationships with other Members including the Chairs of the Council's Committees in relation to their Portfolio
EDAM.10	To establish effective working relationships with the Chief Executive, Directors, Monitoring Officer and other key staff
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	Approval 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
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## CABINET MEMBER - FINANCE

20. The Cabinet Member for Finance 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	
FIN.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
FIN.2	Responsibility for the development and operation of the Council's Risk Management Strategy including responsibility for the Risk and Insurance Team
FIN.3	Responsibility for monitoring, reviewing and developing the financial framework of the Council including its audit, investments, budgeting and accounting functions
FIN.4	Responsibility for corporate procurement
FIN.5	Responsibility for the Council's internal trading organisations except where reported elsewhere
FIN.6	Responsibility for ICT and considering performance reports in relation to the Council's ICT strategy
FIN.7	To establish effective working relationships with other Members including the Chairs of the Council's Committees in relation to their Portfolio
FIN.8	To establish effective working relationships with the Chief Executive, Directors, Monitoring Officer and other key staff
FIN.9	To assist the activities of the Overview Committee and Select Committees
FIN.10	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
FIN.11	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)
FIN.12	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
FIN.13	Monitor performance of any services within their portfolio including relevant information about complaints

**CABINET MEMBER - PERSONNEL**

21. The Cabinet Member for Personnel 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	
PER.1	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 and except for approving the annual Pay Policy Statement which is reserved to the Full Council
PER.2	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
PER.3	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)
PER.4	Reviewing and recommending Employment Procedure Rules to the Council for adoption
PER.5	Responsibility for oversight of performance in respect of HR issues including workforce availability, sickness absence, staff wellbeing etc and any associated action plans
PER.6	Responsibility for oversight of the Council's statutory workforce profile reporting and action plans developed to address issues identified and for oversight of statutory gender pay gap reporting and action plans to close the pay gap
PER.7	Receiving any reports relating to the overall staffing structure of the Council when reported by the Head of Paid Service
PER.8	Responsibility for the Council's People Strategy and Skills Development and Employment Opportunities Strategy and associated action plans to enable delivery of the Nottinghamshire Plan
PER.9	Responsibility for oversight of the Council's equality policy, application of the Public Sector Equalities Duties and associated equality issues and action plans and acting as Member Equalities Champion for the Council
PER.10	Responsibility for Human Resources, Business Support, the Business Services Centre, the Customer Services Centre, the Communications Team and the Complaints Team
PER.11	Responsibility for Information Governance including Data Protection
PER.12	Responsibility for Legal and Democratic Services
PER.13	To establish effective working relationships with other Members including the Chairs of the Council's Committees in relation to their Portfolio

PER.14	To establish effective working relationships with the Chief Executive, Directors, Monitoring Officer and other key staff
PER.15	To assist the activities of the Overview Committee and Select Committees
PER.16	Policy development and approval in relation to their Portfolio (subject to any necessary approval by Cabinet or Full Council)
PER.16	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)
PER.15	Approval of additional budget as a result of changes in relevant staffing structures (within the budget and policy framework)
PER.16	Monitor performance of any services within their portfolio including relevant information about complaints

### CABINET MEMBER - TRANSPORT AND ENVIRONMENT

22. 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	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: <ul style="list-style-type: none"> <li>• highways capital and revenue programmes (except where reported to Economic Development and Asset Management Portfolio)</li> <li>• the planning, management and maintenance of highways and pavements</li> <li>• traffic management including Traffic Regulation Orders</li> <li>• parking provision</li> <li>• integrated transport measures</li> <li>• road safety</li> </ul>
TE.2	Responsibility for public transport and fleet management including: <ul style="list-style-type: none"> <li>• local bus services</li> <li>• education and adult care transport</li> <li>• council fleet</li> </ul>
TE.3	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>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	To establish effective working relationships with other Members including the Chairs of the Council's Committees in relation to their Portfolio
TE.9	To establish effective working relationships with the Chief Executive, Directors, Monitoring Officer and other key staff
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	Approval 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