



# Cabinet Scheme of Delegations (Article 7)

## 7.05 The Cabinet Members

The Leader of the Council is Councillor Ray Puddifoot MBE. The following Councillors have been appointed by the Leader to be Cabinet Members with their respective portfolio responsibilities:

	NAME	CABINET PORTFOLIO
1	Councillor Ray Puddifoot MBE	Leader of the Council
2	<b>Councillor Jonathan Bianco</b>	<b>Deputy Leader of the Council</b>
3	Councillor Jonathan Bianco	Cabinet Member for Finance, Property and Business Services
4	<b>Councillor Susan O'Brien</b>	<b>Cabinet Member for Education, Children and Youth Services</b>
5	<b>Councillor Jane Palmer</b>	<b>Cabinet Member for Social Care, Health and Wellbeing</b>
6	Councillor Philip Corthorne	<b>Cabinet Member for Housing and the Environment</b>
7	Councillor Douglas Mills	Cabinet Member for Community, Commerce and Regeneration
8	Councillor Richard Lewis	Cabinet Member for Central Services, Culture and Heritage
9	Councillor Keith Burrows	<b>Cabinet Member for Planning and Transportation</b>

## **7.08 Cabinet Scheme of Delegations**

(a) To underpin the principles of greater accountability and transparency in decision-making, all delegations to the Cabinet and Cabinet Members are set out in this section. All anticipated key decisions and other decisions, following from these delegations, will be set out in the Council's Forward Plan.

### **(b) KEY DECISIONS**

The Cabinet collectively will be responsible for taking the key decisions and key financial decisions as defined below:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:-
  - 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
  - variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:-
  - where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
  - Where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

### **(c) CABINET DELEGATIONS**

The Cabinet makes decisions in the following circumstances:

1. matters reserved to the Cabinet as set out in Article 7.08;
2. matters delegated to individual Cabinet members where, in any particular case, the Leader directs that the decision should be reserved to the Cabinet;
3. matters delegated to the individual Cabinet members where the relevant Cabinet member decides to refer any particular matter to the Cabinet for decision; and

## **Additions / deletions / changes in red bold**

4. matters referred to the Cabinet by individual Cabinet Members following call-in by the relevant Policy Overview, Scrutiny or Select Committee.

### **The General Responsibilities of the Cabinet**

1. The Cabinet has overall responsibility for the preparation of the budget, and the policy and financial frameworks, which are to be adopted by the full Council. In discharging these overall functions and responsibilities, the Cabinet is responsible for the following:

#### *Leadership in these areas:*

- i. proposing policy development, changes and new policy;
- ii. articulating existing Council policy to other organisations;
- iii. commenting on proposals from others on behalf of the Council, including through the media;
- iv. influencing others, including the media, in order to promote existing Council policy or matters reasonably collateral to it;
- v. ensuring the Council has a programme for continuous improvement of its services.

#### *Partnership working with:*

- vi. any or all other organisations who can assist the Council to achieve its stated objectives or where collaboration benefits those who live in, work or visit Hillingdon;
- vii. others involved in community planning and the formation of partnerships with other local public, private, voluntary and community organisations to address local needs.

#### *Decision Making:*

- viii. As indicated in Article 7.01 above the Cabinet will be responsible for undertaking all of the Council's functions, and making decisions accordingly, except for those listed in ix. below.
- ix. It will not have responsibility for those functions, which have been reserved to full Council as set out in Article 4. Neither will it have responsibility for the functions to be exercised by those Committees or other bodies outlined in Articles 8 and 9.
- x. The Cabinet will also exercise those 'local choice' functions which are set out in Appendix A to this Article.

#### *Monitoring:*

- xi. To regularly monitor the performance and development of Council services.

## **Additions / deletions / changes in red bold**

### **Other decisions to be taken collectively by the Cabinet:**

1. Any decision having an impact on two or more wards, whether the impact is direct (e.g. where the decision relates to a road which crosses a ward boundary) or indirect (e.g. where the decision relates to the provision or withdrawal of a service which is or would be used by people from two or more wards).
2. Consideration of any report prepared by an external organisation into the performance of the Council whether in general or in relation to a particular case, including the Council's response to it. Cabinet Member sign-off may be given to such inspections in urgent cases as set out under the delegations to Cabinet Members
3. Closure of, or significant reduction in provision of, any Council service.
4. Where the decision is one, which will involve a significant change in the manner of Council service provision.
5. The fixing of fees and charges for Council services.
6. Granting or withdrawing financial support to any external organisation, except where under agreed initiatives delegated to the Leader or Cabinet Member.
7. Writing off any bad debt in excess of £50,000, unless the Council has within the last 3 years already written off debts for the person/organisation concerned totalling that amount in which case any further write off would be a key decision.
8. The exercise of the Council's compulsory purchase powers.
9. Authority to apply for funding from any external body which if successful would require Council matched funding either revenue or capital, and agreement to the final scheme.
10. Consideration of any policy and budget framework documents which are to be the subject of a recommendation to full Council.
11. Where the Mayor on advice from the Head of Paid Service and/or Monitoring Officer and/or Chief Finance Officer is of the view that the matter is one which ought properly to be treated as a key decision, and informs the proper officer to that effect at least 6 weeks before the decision is in the opinion of the Monitoring Officer likely to be taken.
12. To approve Planning Briefs for sites.
13. To determine school organisation proposals where objections have been received.

## **Additions / deletions / changes in red bold**

1. Any decisions as determined by the Leader of the Council in relation to High Speed 2 (HS2) that are delegated to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with the Cabinet Member for Planning **and Transportation and Recycling.**

### **Procurement and Contract decisions to be taken collectively by the Cabinet:**

Refer to Schedule H – Procurement and Contract Standing Orders, for decisions to be taken by the Cabinet on contracts, tenders, land and property matters.

## **(d) GENERAL CABINET MEMBER DELEGATIONS**

### **Preamble**

There are occasions when matters affect more than one portfolio; on such occasions the Cabinet members concerned act in conjunction with one another.

In discharging any functions that have been delegated, a Cabinet member must act lawfully. This means that the Cabinet member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, this constitution, Council policies, procedure rules and the Members Code of Conduct.

All Cabinet members have responsibility for the following functions:

### **Budget**

1. ~~To approve write-offs of income for their portfolio area of a value of £5,000 or over.~~ **Moved to Finance, Property and Business Services**
2. ~~To receive monthly/regular reports on income written off by officers under delegated powers (i.e. sums under £5,000) for their portfolio area.~~ **Moved to Finance, Property and Business Services**
3. To recommend to Cabinet an appropriate level of fees and charges for services appropriate for their portfolio area.
4. To agree virements as set out in the Budget and Policy Framework Procedure Rules which can be found in Part 4 of the Constitution.
5. To receive regular reports on the budgets for their portfolio area
6. To recommend to Cabinet the submission of bids from their portfolio area for additional resources from Government and other agencies.

## **Additions / deletions / changes in red bold**

7. To recommend to Cabinet capital and revenue bids for their portfolio area.
8. To agree for their portfolio area and on the recommendation of the appropriate Deputy Chief Executive / Corporate Director compensation payments above £1,000 under the Council's complaints procedure or the request of the Ombudsman. (below that level will be delegated to officers).
9. To make bids for external funding where there is no requirement for a financial commitment from the council, in consultation with officers, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services.

## **Service Planning and Delivery**

10. To determine which proposals for alterations to service provision within their portfolio area should be reported to Cabinet for a decision.
11. To agree service specific strategies and action plans and to agree proposals for enhancements and alterations to service provision within their portfolio area subject to being in-line with the council's policy framework and costs being contained within agreed budgets (where such strategies, plans and service changes cover more than one-portfolio, to also be agreed with the relevant cabinet member and the Leader of the Council)
12. To determine priorities and where appropriate agree the reallocation of approved resources for the delivery of services in their portfolio area, in conjunction with the appropriate Deputy Chief Executive / Corporate Director or Head of Service.
13. To make suggestions for future policy initiatives and for amendments for the policy framework in their portfolio area, for consideration by the Cabinet and Council.
14. To receive internal audit reports for their portfolio area and to make recommendations to Cabinet for changes to the service as appropriate.
15. To consider any inspection report by an external agency and make recommendations to the Cabinet where appropriate. In cases where an external agency requires the Council's urgent consideration of an inspection report and there is no Cabinet meeting scheduled, the relevant Cabinet Member and the Leader of the Council may receive and consider the inspection report, give signed approval to the Council's response and ensure Members are notified as appropriate. The Cabinet Member may also give permission for an alternative Member-level meeting or Policy Overview or Select Committee to formally receive the inspection report on behalf of the Council, though such a meeting will not be able to sign-off the Council's response to the inspection.'

## **Additions / deletions / changes in red bold**

16. To call for monitoring reports on service development and performance within their portfolio responsibilities.
17. To ensure services contribute to the Public Health priorities of the Council in accordance with the Public Health and Social Care Act 2012.

### **Land and Property**

18. In conjunction with the Cabinet Member for Finance, Property and Business Services, to determine whether land and properties in their portfolio area are to be declared surplus to requirements of the service and to report to the Cabinet.
19. In conjunction with the Cabinet Member for Finance, Property and Business Services, to make recommendations to Cabinet for use within their portfolio area of properties declared surplus to requirements by other services.
20. Authority to submit planning applications for projects and proposals within their Portfolio area subject to the projects and proposals being in line with the policies of the Council.
21. Refer to Scheduled H – Procurement and Contract Standing Orders for all property and land contract decisions taken by Cabinet Members.

### **Tenders and Contracts**

22. Refer to Schedule H – Procurement and Contract Standing Orders for decisions to be taken by Cabinet Members on contracts, quotations and tenders.

### **Partnerships and Consultation**

23. To review resident satisfaction and consultation with partners in their portfolio area.
24. In consultation / liaison with the Cabinet Member for Community, Commerce and Regeneration, to promote effective partnerships between the Council and all other bodies and agencies affecting the community for their portfolio area.

### **General**

25. To deal with petitions in their portfolio area in accordance with Council procedure.
26. To recommend to the Cabinet, where there are implications for the policies of the Council, responses to be made to consultation

## **Additions / deletions / changes in red bold**

documents from Government, GLA, LGA, London Councils and other bodies affecting their portfolio area.

To approve and sign consultation responses on behalf of the Council in urgent cases where there is no Cabinet meeting timetabled to consider the responses, and in such cases to inform Party Leaders and the Chairman of the relevant Policy Overview or Select Committee of the responses when signed off.

27. To make recommendations to Cabinet and Council for revisions to officer delegations within their portfolio area.
28. To make recommendations to Cabinet on Policy Overview, Scrutiny and Select Committee reports that are being presented in their portfolio area.
29. To attend Policy Overview, Scrutiny & Select Committee meetings when so required by these committees.
30. To meet all reasonable requests for information made by those Policy Overview, Scrutiny and Select Committee members.
31. To determine and hear appeals against any decision made by or on behalf of Hillingdon Council as set out in Appendix A to the Cabinet Scheme of Delegations.
32. In conjunction with the relevant Officer, to sign off expenditure for approved Initiatives as agreed by the Cabinet.

### **(e) INDIVIDUAL CABINET MEMBER DELEGATIONS**

Based upon the portfolios approved by the Leader, individual Cabinet members have responsibility for the following delegations:

## **Leader of the Council**

### **Leadership, Policy and Communications**

1. To be responsible for the principal policy direction of the Council within its statutory functions.
2. To represent the Council in the community and in negotiations with the Government and regional, national and international institutions and organisations, reporting to Cabinet as necessary.
3. To identify the need for new strategies and policies for the better discharge of the Council's functions insofar as specific policies and strategies fall within the remit of other Cabinet Members or the Cabinet.
4. To agree or amend service specific policies or official codes of practices and guidance.

### **Additions / deletions / changes in red bold**

5. To be responsible for the overall management structure of the Council, in consultation with the Chief Executive.
6. To oversee the Hillingdon Improvement Programme and authorise expenditure on it, in conjunction with the appropriate officer.
7. To sign-off all approved expenditure on external support, agency and consultancy advice for the Business Improvement Delivery programme
8. To approve Council Initiatives, oversee their operation and approve grants for such initiatives to be issued by appropriate officers.
9. To be responsible for the Council's Communications Service.
10. To be responsible for and make all necessary decisions in pursuit of the Council's policy on Heathrow Expansion and High Speed 2.
- 11. In conjunction with the Cabinet Member for Housing and the Environment, to be responsible for the Council's Climate Change Strategy.**

### **Finance, Property, Enforcement and Audit**

12. To be responsible for overseeing the development of the short, medium and long term financial strategies to be recommended for adoption by the Council.
13. Jointly with the Cabinet Member for Finance, Property and Business Services, to make decisions on the release of monies for all capital projects.
14. In conjunction with the Cabinet Member for Finance, Property and Business Services and the Deputy Chief Executive and Corporate Director of Residents Services, to oversee the development, construction and use of land and property assets across all Cabinet portfolios. This to include the Housing Development Programme, Social Housing Grants and other related grants.
15. In conjunction with the Cabinet Member for Finance, Property and Business Services, to oversee and monitor the housing revenue account budget, housing capital fund & housing rent setting.
16. Jointly with the Cabinet Member for Finance, Property and Business Services to be responsible for the overall internal and external audit strategies and arrangements of the Council, with operational decision-making and work programmes delegated to the Corporate Director of Finance and monitoring the review of such activity undertaken by the Audit Committee.
17. Jointly with the Cabinet Member for Finance, Property and Business Services to authorise the commissioning of work from internal and external audit following a request from the Audit Committee.
18. To be responsible for the overall enforcement, fraud and corruption strategies and arrangements of the Council, with operational decision-making and activity delegated to the Deputy Chief Executive and Corporate Director of Residents Services.
19. To list Assets of Community Value, jointly with the Cabinet Member for Finance, Property and Business Services.

## **Additions / deletions / changes in red bold**

### **Decision-making**

20. To take responsibility for or to assign responsibility to one or more Cabinet portfolio holders for issues not specifically allocated in these delegations or involving one or more portfolio holder.
21. To exercise any executive function not otherwise allocated to either the Cabinet or any other individual Cabinet member, or to delegate such functions to another Cabinet member, a committee of the Cabinet, or to an officer.
22. To monitor the operation of the Council's decision-making structure and make recommendations to the Cabinet and Council as appropriate.
23. To be responsible for and oversee the Council's Democratic Services function.
24. To authorise another Cabinet Member, including the Leader of the Council, to deputise and make decisions on behalf of any other Cabinet member in that person's unavailability or absence.
25. To be responsible for the resolution of differences of opinion between portfolio holders acting within their delegated powers and reporting to Cabinet as necessary.
26. To resolve any dispute over the spending of Ward Budgets after consultation with other Party Group Leaders, where appropriate. To also approve spending of the Ward Budget for the Ward represented by the Cabinet Member for Community, Commerce and Regeneration.
27. To approve, in consultation with the Borough Solicitor, the appointment of Counsel
28. Jointly with the Cabinet Member for Finance, Property and Business Services to allocate funds from planning obligations.
29. To sign-off decisions to be taken by the Deputy Chief Executive and Corporate Director of Residents Services in respect of the Private Sector Leasing Scheme, including Finders Fee and Guaranteed Rental Schemes.
30. Within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the programmes for street lighting, highway maintenance, traffic management, London Cycling Network, London Bus Priority Network, Parking Revenue Account funded schemes, (in consultation with other Cabinet Members as appropriate) within the financial limits set out in the budget framework.
31. Where there are extenuating medical or other circumstances, the Leader of the Council may review and consider amending, on an individual basis, the Housing Allocation Policy, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

## **Additions / deletions / changes in red bold**

### **Interim or urgent decision-making at particular times**

*These are powers granted specifically to the Leader of the Council (in conjunction with relevant Officers and/or Cabinet Members), to make formal or informal decisions at specific times or urgently, where the need for flexible, responsive decision-making is required to provide continuity of services and safeguard residents' interests.*

### **Decision-making when deemed urgent by the Leader**

32. To take all formal decisions deemed under special urgency procedures in the Council's Constitution, in conjunction with the relevant Cabinet Member(s).
33. To take contract decisions on behalf of the Cabinet, in accordance with the Procurement and Contract Standing Orders.
34. To sign-off decisions to be taken by the Chief Executive under his/her Emergency Contract Decisions delegation.
35. In the event of extreme weather and incidents affecting the Borough (not declared major incidents where other civil contingency procedures will apply) and in order to safeguard and protect residents and services, to give informal sign-off for any decision ordinarily reserved to Cabinet Members or the Cabinet when recommended by the relevant Corporate Director and that all such decisions taken be reported to a subsequent Cabinet meeting for formal ratification to ensure transparency.

### **Interim powers when no Cabinet and during the closing of accounts**

36. In conjunction with the relevant Cabinet Member and Corporate Director, to make formal interim decisions that would ordinarily be reserved for the Cabinet in the absence of a monthly Cabinet meeting, e.g. during August, reporting back to Cabinet for ratification to ensure transparency.
37. To sign-off decisions to be taken by the Corporate Director of Finance during the interim period leading up to the closure of the Council's annual accounts for any necessary revenue or capital budget virements, allocation of priority growth funds or acceptance of grants that may be required for service or project delivery within the overall budget framework approved by Council. That such decisions be reported to a subsequent Cabinet meeting for formal ratification and to ensure transparency.
38. In conjunction with the Corporate Director of Finance, to review individual council services budget accounts and make any necessary decisions on adjustments to budgets that may be required before the presentation of the yearly Outturn Budget report to Cabinet.
39. To approve the release and use of contingency funds in urgent cases and in the absence of a Cabinet meeting.

## **Additions / deletions / changes in red bold**

### **Civic and Ceremonial**

40. To have overall responsibility for Civic Pride and Heritage across the Borough.
41. To oversee the Council's relationship with the Armed Services.
42. Approve arrangements for significant civic ceremonies and Borough events and also key matters concerning the Mayoralty, in consultation with relevant Officers.
43. In conjunction with the Chief Executive, to be responsible for the operation of the London Borough of Hillingdon Civic Medal Award Scheme.
44. In consultation with the Mayor, to be responsible for the operation of the London Borough of Hillingdon Volunteer Pin Scheme.
- 45.** To sign-off decisions to be taken by the Deputy Chief Executive and Corporate Director for Residents Services' in relation to the award of grants from the Council's Charitable Fund.
46. To approve proposals for street naming, naming of buildings and naming of housing schemes and developments.
47. To determine the flying of flags on the forecourt of the Civic Centre and agree the list of flags and dates.

### **Older People and Appointments**

48. To champion the interests of Older People in the Borough. To ensure that their views are heard and taken into account by the Council. To work towards effective partnerships between Older People and our partner organisations.
49. The Leader may appoint any Councillor or Member of the Public living in the Borough as a Borough Advocate to protect and promote single-issue interests on behalf of the council and where appropriate with partner organisations and beyond. Such a person should hold significant experience within their agreed area of appointment.

*A protocol will be agreed between the Leader of the Council and a Borough Advocate to determine their exact role and length of appointment, however such a post cannot make formal decisions (which are reserved by the Cabinet or appropriate committee) and would undertake a more defined or temporary role than either a Cabinet Assistant or Champion.*

50. To appoint co-opted members to Policy Overview, Scrutiny & Select Committees, determining the suitability and term of office of such appointments and reviewing the appointments on expiry of that term.
51. To determine if any of the delegations to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with the Cabinet Member for Planning **and Transportation and Recycling**, in relation to High Speed 2 (HS2), should be referred to full Cabinet for decision.

## **Deputy Leader of the Council**

1. To assist the Leader in the exercise of his or her functions, and to deputise in his or her absence.
2. The Deputy Leader of the Council shall also be the Vice-Chairman of the Health and Wellbeing Board.

## **Cabinet Member for Finance, Property and Business Services**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Financial controls,
  - Monitoring of the overall revenue and capital budgets
  - Schools Budget
  - **Procurement policy and commissioning of services**
  - Information & Communications Technology
  - Information Governance
  - Digital Services
  - Risk Management
  - facilities management
  - Energy / Carbon use and consumption
  - major construction projects
- 

- housing stock management, development and construction
  - housing revenue account budget, housing capital fund
  - housing rent setting
  - housing benefit scheme
  - housing maintenance
  - stock refurbishment
- 

- Economic Regeneration
- land and property holdings,
- the management of industrial and business units,
- council shops
- management of meeting halls
- reservoirs,
- land drainage **and the Council's flood policy**,
- parks,
- open spaces,
- woodlands,
- allotments,
- other amenity land,
- provision and management of trees,

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- Colne Valley Park
- Land charges

### Land and Property

The Cabinet Member for Finance, Property and Business Services, in conjunction with the Leader of the Council and Deputy Chief Executive and Corporate Director of Residents Services, will oversee the development, construction and use of land and property assets across all Cabinet portfolios.

Specific delegations to the Cabinet Member are:

2. In pursuance of the Council's objectives and on the recommendation of the Deputy Chief Executive and Corporate Director of Residents Services, to take (or recommend to Cabinet) decisions regarding land and property as set out in the Procurement and Contract Standing Orders – Schedule H.
- ~~3. To approve annually a report on the performance of the property portfolio~~
4. To receive monthly updates of the sales programme.
5. To recommend to the Cabinet an Asset Management Policy and Plan and Capital Investment Strategy for the best use of the Council's land and property, in consultation with service portfolio holders.
6. Jointly with the Cabinet Member for **Housing and the Environment, Social Services, Housing, Health & Wellbeing** to authorise the grant of extension of leasehold interests in properties where the Council is freeholder, to consider requests from leaseholders of Council properties for loft conversions and to take all constitutional decisions required in relation to disposals, sales and leases for loft spaces under Council freehold, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services.
7. To make recommendations to the Cabinet for the use of land and property, where there are competing service needs.
8. In conjunction with the Leader of the Council, to be responsible for overseeing and reporting to Cabinet on all aspects of the Housing Development Programme, social housing grants and other related external grants.
9. In conjunction with the Leader of the Council, to agree rent reviews, including rent free periods for tenants undertaking capital works or determine whether the Council carries out such capital works and agree to modify any future rent accordingly.
10. To approve programmes for housing stock investment and confirmation of adjustments to the housing programme.
11. To approve terms for the appropriation between services, on the recommendation of the Deputy Chief Executive and Corporate Director of

## **Additions / deletions / changes in red bold**

Residents Services.

12. To list Assets of Community Value, jointly with the Leader of the Council.

### **Finance, Procurement and Audit**

13. Jointly with the Leader of the Council to make decisions on the release of monies for all capital projects.

14. Jointly with the Leader of the Council to allocate funds from planning obligations.

15. To oversee and monitor the housing revenue account budget, housing capital fund & housing rent setting, in conjunction with the Leader of the Council.

16. To approve virements between services if provided for in the budget framework.

17. Jointly with the Leader of the Council to be responsible for the overall internal and external audit strategies and arrangements of the Council, with operational decision-making and work programmes delegated to the Corporate Director of Finance and monitoring the review of such activity undertaken by the Audit Committee.

18. Jointly with the Leader of the Council to authorise the commissioning of work from internal and external audit following a request from the Audit Committee.

**19. To approve write-offs of income of a value of £5,000 or over.**

**20. To receive monthly/regular reports on income written off by officers under delegated powers (i.e. sums under £5,000).**

**21. On the request of an Appropriate Delegated Officer within the meaning of the Procurement and Contract Standing Orders, to enter into negotiations, in conjunction with this officer or any other officers nominated by him/her, with those parties who have entered into contracts with the Council.**

**22. In conjunction with the relevant portfolio holder(s) where required, to take any decisions as set out in the Procurement and Contract Standing Orders – Schedule H.**

### **Other responsibilities**

23. To report to the Cabinet on the development of information technology within the Council's organisation and the arrangements to promote digital services.

24. Jointly with the Cabinet Member for **Education, Children and Youth Services and Children's Services**, to monitor the operation of Management Advisory Committees for projects / facilities managed by the Council to approve the establishment of any new Management Advisory Groups.

**Additions / deletions / changes in red bold**

25. To approve lettings of public open space for funfairs, circuses and other similar events.
26. Jointly with the Cabinet Member for Community, Commerce & Regeneration, and within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the Chrysalis Programme which are for security works in parks and open spaces.
27. To make determination on the following appeals function as set out in Appendix A to this article:
  - appeals in relation to the amount of discretionary rate relief and/or the reduction or remission of rates.

**28. To be responsible for the Council's Policy on Drones and Small Unmanned Aerial Vehicles.**

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### **Cabinet Member for Education and Children's Services, Children and Youth Services**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
  - special needs,
  - school attendance,
  - grants and awards scheme,
  - careers service,
  - home and hospital tuition,
  - transport and travel concessions for school pupils,
  - school places,
  - raising standards of education.
  - all other education services to children.
  - the youth and community service,
  - young people's services,
  - youth centres,
  - Care services for children and families,
  - Provision of care for children,
  - child abuse,
  - juvenile justice,
  - corporate parenting,
  - Services to asylum seekers,
  - Services for children in need including children with a disability.
  - Adult and Community Learning (including the Hillingdon Music Service)
2. To represent or recommend to Cabinet, another Councillor to represent the Council on the Authority's Adoption and Permanency Panel and Fostering Panel.
3. To approve statements of purpose for Children's homes and establishments.
4. Jointly with the Cabinet Member for Finance, Property & Business Services, to monitor the operation of Management Advisory Committees for projects / facilities managed by the Council and to approve the establishment of any new Management Advisory Groups.
- ~~5. To approve variations to schemes for the Local Management of Schools.~~
6. To exercise the LEA's powers of intervention including the suspension of delegated powers from a governing body in accordance with the School Standards and Framework Act 1998 **and related legislation.**
7. To receive monthly reports on the performance of schools.
8. To approve or nominate appointments of Council nominees to School Governing Bodies and vary and approve Constitutions in accordance with the

## **Additions / deletions / changes in red bold**

relevant legislation and any local procedures allowing nominations from all political groups.

9. To monitor the performance of any schools where special measures have been applied.
10. To consider Ofsted reports on schools in the Borough as necessary
11. To determine school organisation proposals where no objections have been received.
12. To approve the Agreed Syllabus from the Standing Advisory Council for Religious Education, receive their Annual Report and agree any changes to their Constitution
13. To authorise, on behalf of the local authority, any Councillor (present or within the past four years) to be appointed to the office of Governor or Director at an Academy.
14. To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority.
15. In consultation with the Leader of the Council, to agree the process and determine the award of student bursaries.
16. To make determinations on the following appeals functions as set out in Appendix A to this article:
  - appeals against decisions to refuse student awards.
  - appeals against decisions to refuse free travel from home to school or college.

## **Cabinet Member for Social Care, Health and Wellbeing**

- 1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-**
  - Care services for adults and older people**
  - Services for clients with disabilities,**
  - Mental health services**
  - The Council's Domestic Abuse services and support**

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- The public health priorities of the Council, including:**
  - The Health and Wellbeing Board**
  - Local authority health related services**
  - Health and wellbeing promotion**
  - Wellbeing of residents and Wellbeing strategies**
  - Sports Strategy**
  - Environmental Health**
- Health Control Unit, Heathrow**
- 3. To consider monthly reports on sensitive services and those with significant budget implications, e.g. placements in residential homes.**
- 4. To provide link contact between the Council and the local Clinical Commissioning Group.**
- 5. The Cabinet Member shall also be the Chairman of the Health and Wellbeing Board.**
- 6. To make determinations on the following appeals function as set out in Appendix A to this article:**
  - appeals against decisions to charge for home care and day care services.**

**Cabinet Member for ~~Social Services, Housing, Health and Wellbeing~~ Housing and the Environment**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- housing need for the Borough,
- homelessness duties,
- conditions of tenancies,
- home ownership,
- private sector housing grants,
- new homes initiatives,
- maximising the use of empty homes

- 
- ~~care services for adults and older people~~
  - ~~services for clients with disabilities,~~
  - ~~mental health services~~

- 
- ~~The public health priorities of the Council, including:~~
    - ~~The Health and Wellbeing Board~~
    - ~~Local authority health related services~~
    - ~~Health and wellbeing promotion~~
    - ~~Wellbeing of residents and Wellbeing strategies~~
    - ~~Environmental Health~~
  - ~~Health Control Unit, Heathrow~~

- 
- recycling,
  - waste strategy,
  - civic amenity sites,
  - refuse collection,
  - street cleansing,
  - trade waste.

2. ~~To consider monthly reports on sensitive services and those with significant budget implications, e.g. placements in residential homes.~~

3. ~~To provide link contact between the Council and the local Clinical Commissioning Group.~~

4. Jointly with the Cabinet Member for Finance, Property and Business Services to authorise the grant of extension of leasehold interests in properties where the Council is freeholder, to consider requests from leaseholders of Council properties for loft conversions and to take all constitutional decisions required in relation to disposals, sales and leases for loft spaces under Council freehold, in consultation with the Deputy Chief Executive and Corporate

**Additions / deletions / changes in red bold**

Director of Residents Services.

5. To approve systems for consultation with tenants and lessees.
6. To approve housing management arrangements.

~~7. The Cabinet Member shall also be the Chairman of the Health and Wellbeing Board.~~

~~8. To make determinations on the following appeals function as set out in Appendix A to this article:~~

- ~~• appeals against decisions to charge for home care and day care services.~~

~~9. To be responsible for the Council's Climate Change Strategy, in conjunction with the Leader of the Council.~~

## **Cabinet Member for Community, Commerce and Regeneration**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- partnerships,
- seeking external funding,
- promoting harmony between different cultures and races,
- working with local organisations, including faith groups,
- the Chrysalis programme of environmental improvements,
- Street Champions & Feel Proud [neighbourhood campaigns]
- Community Engagement
- Town Centre Regeneration
- emergency planning,
- community safety,
- CCTV, including the CCTV control room

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~~• **Animals**~~

~~• **Trading Standards**~~

~~• **Mortuaries**~~

~~• **Crematoria**~~

~~• **Cemeteries**~~

~~• **Burial Grounds**~~

~~• **Weights and Measures**~~

~~• **Consumer Protection**~~

~~• **Imported Food office, Heathrow**~~

- All Licensing Policies and Procedures, including the Statement of Licensing Policy, Statement of Gambling Policy and Sex Establishments Policy.

- 
- Fleet and Passenger Services
  - Transport and travel for social services clients

2. To agree proposals for methods of partnership working, in consultation with the appropriate Cabinet Member if this relates to specific service areas, e.g. transport.

3. In consultation with the Cabinet Member for the appropriate service area, to promote effective partnerships between the Council and all other bodies and agencies affecting the community.

4. To represent the Council on the Uxbridge Initiative and similar town centre partnerships.

## **Additions / deletions / changes in red bold**

5. To oversee proposed arrangements with public and other bodies for the delivery of partnership initiatives and to develop successful partnerships with the other private, public and voluntary agencies which affect the Borough.
6. To take the lead for the Council on civil emergencies and on the response to disasters.
7. To provide a link between the Council and the Community Trust.
8. Within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the Chrysalis Programme and to also approve specific alleygating schemes and alleygating policies and procedures.

To approve the inclusion of individual projects in the Chrysalis Programme which are for security works in parks and open spaces jointly with the Cabinet Member for Finance, Business and Property Services.

9. To be responsible for developing awareness throughout the Council and Borough of community safety.
10. To develop partnership working with the community, the Police, probation service, health service and other stakeholders to develop solutions to community safety concerns.
11. To monitor the implementation of the community safety strategy, including the achievement of targets in the strategy.
12. Responsible for consultation arrangements.
13. To approve the spending of Ward Budgets.
14. Oversee the Member Development Programme and agree associated seminars and training.
15. To be responsible for the provision and direction of Town Twinning.
16. To approve and agree any changes to the Terms of Reference of the Hillingdon Safer Neighbourhood Board and appoint (or dismiss) the Chairman of the Board upon the recommendation of the Chief Executive of the London Borough of Hillingdon and the Hillingdon Borough Police Commander.

## **Cabinet Member for Central Services, Culture and Heritage**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Legal services
  - Human Resources
  - ~~Procurement policy and commissioning of services~~
  - Learning & Development
- 

• ~~Sports Strategy~~

- Libraries
  - Leisure services
  - Cultural activities
  - Development of the Arts
  - Theatres
  - Museums
  - Heritage Education Centres
  - Maintenance of Heritage Assets
- 

- **Animals**
  - **Trading Standards**
  - **Mortuaries**
  - **Crematoria**
  - **Cemeteries**
  - **Burial Grounds**
  - **Weights and Measures**
  - **Consumer Protection**
  - **Imported Food office, Heathrow**
- 

~~2. On the request of an Appropriate Delegated Officer within the meaning of the Procurement and Contract Standing Orders, to enter into negotiations, in conjunction with this officer or any other officers nominated by him/her, with those parties who have entered into contracts with the Council.~~

~~3. In conjunction with the relevant portfolio holder(s) where required, to take any decisions as set out in the Procurement and Contract Standing Orders – Schedule H.~~

4. To take the lead for the Council in health and safety at work legislation.

**Cabinet Member for Planning and Transportation and Recycling**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
  - Designation of conservation areas,
  - Borough wide planning policies,
  - Planning enforcement policies,
  - highways,
  - purchase notices,
  - revocation of planning consents,
  - stop notices,
  - bus routes,
  - traffic,
  - transportation,
  - parking,
  - road safety
  - building control,
  - school crossing patrols,
  - conservation,
  - promoting a high quality built environment,
  - local safety schemes.
  - ~~recycling,~~
  - ~~waste strategy,~~
  - ~~civic amenity sites,~~
  - ~~refuse collection,~~
  - ~~street cleansing,~~
  - ~~trade waste.~~
  - sustainable development
2. To receive monthly reports on numbers of parking penalty charge notices written off or cancelled by officers.
3. To approve variations to the cost of projects funded from the parking revenue account and other schemes, within the limits set out in the overall budget framework.
4. To approve or refuse requests for footway parking exemptions.
5. To consider comments received as a result of public consultation on traffic management proposals, including waiting and loading restrictions, clearways, controlled parking zones, local safety schemes and to approve the final form of schemes, including approval to the conditions of use for parking permits to e.g. traders, business users, residents.
6. To receive monthly progress reports on the completion of planning obligations (section 106) Agreements.

**Additions / deletions / changes in red bold**

7. To consider representations made on proposals for modifications to the Local Development Framework and to make recommendations to Cabinet as appropriate.
8. To consider representations made to proposals for supplementary planning guidance and to make recommendations to Cabinet as appropriate.



# Council Committees and Bodies (Article 8)

## 8.09 Health and Wellbeing Board

### (b) Membership

#### Statutory Members

The Chairman of the Board shall be the **Cabinet Member for Social Care, Services, Housing, Health and Wellbeing**. The Vice-Chairman of the Board shall be the Deputy Leader of the Council.



# Scheme of Delegations to Officers (Part 3)

## Delegations to the Deputy Chief Executive and the Corporate Director of Residents Services

8. To make decisions, in conjunction with the Leader of the Council, in relation to the award of grants from the Council's Charitable Fund., ~~in conjunction with the Cabinet Member for Planning, Transportation and Recycling.~~
9. In relation to High Speed 2 (HS2) to make the following decisions in consultation with the Cabinet Member for **Planning and Transportation and Recycling**



# Procurement and Contract Standing Orders (Schedule H)

## Standing Order 1

- 1.2 The Chief Executive, in consultation with the Leader of the Council, the **Cabinet Member for Finance, Property and Business Services** ~~Central Services, Culture & Heritage~~ and the Chief Finance Officer, may issue, from time to time, Procurement Standard Operating Procedures setting out, in further detail, procedures to be followed when awarding contracts under these Contract Standing Orders, together with guidance on relevant best practice for procurement.

## Standing Order 5

- 5.5 (d) Where a tender received late is for a contract greater than £50,000, the Head of Procurement and Head of Democratic Services shall in addition seek approval from the **Cabinet Member for Finance, Property and Business Services** ~~Central Services, Culture and Heritage~~ prior to considering it for acceptance.

## Standing Order 11

### Exemptions from Standing Orders

- 11.3 Where these Standing Orders may conflict with any separate rules or guidance, and the Procurement Standard Operating Procedures, the Head of Procurement, the **Cabinet Member for Finance, Property and Business Services** ~~Central Services, Culture and Heritage~~ and the Borough Solicitor will determine which takes precedence.