

# **Scheme of Delegation & Portfolio Holder Responsibilities**

## **October 2020**

### **1. Appointments**

The Leader has appointed a Cabinet holding, together with the Leader's own portfolio, the following portfolios, the details of which are set out in the Schedule 1 hereto:

- 1.1 Chair of Cabinet and Leader of the Council and Portfolio Holder for Finance and Transformation;
- 1.2 Vice-Chair of Cabinet and Deputy Leader of the Council and Cabinet Member for Regeneration, Economy and Strategic Planning;
- 1.3 Cabinet Member for Tourism, Leisure and Culture;
- 1.4 Cabinet Member for Environment, Cleansing and Waste;
- 1.5 Cabinet Member for Community Safety;
- 1.6 Cabinet Member for Children and Young People;
- 1.7 Cabinet Member for Adults;
- 1.8 Cabinet Member for Transport and Sustainability;
- 1.9 Cabinet Member for Homes; and
- 1.10 Cabinet Member for Covid Resilience, Public Health and Education.

### **2. Matters Delegated to a Portfolio Holder**

- 2.1 Subject to the following provisions of paragraph 2 of this Scheme of Delegation, an individual Cabinet member may take executive decisions (which shall not include any Key Decisions) in relation to their portfolio areas specified in Schedule 1 provided always that any such decisions are taken in accordance with and subject to the Constitution.
- 2.2 Where a matter affects more than one Cabinet portfolio, all the Cabinet members whose portfolios are affected must give agreement to the decision in writing. Where the relevant portfolio(s) is/are not clear, the advice of the Monitoring Officer should be sought.
- 2.3 Where a decision falls to be taken by an individual Cabinet member and it relates to expenditure on works, services or supplies being purchased or hired on a Council wide basis (and which is not already identified and available for the proposed purpose with a service budget), it shall be taken by the Cabinet member with responsibility for Finance.
- 2.4 An individual Cabinet member may not discharge an executive function delegated to a Committee of the Cabinet unless expressly permitted to do so by this Scheme or by the Leader in writing.
- 2.5 An individual Cabinet member may not make a decision which conflicts with a decision previously taken by the current Leader or by a Cabinet appointed by the current Leader unless expressly permitted to do so by the Leader in writing.

2.6 An individual Cabinet member may not take an executive decision delegated to the Chief Executive unless otherwise expressly permitted to do so by the Leader in writing or requested to do so pursuant to paragraph 18.7 of Part 3 of the Constitution.

### **3 Matters Delegated to the Chief Executive**

3.1 The Chief Executive may take and / or delegate all such executive decisions in accordance with the Constitution as are permitted to be taken and / or delegated by him pursuant to the Scheme of Delegation set out in paragraphs 14 – 21 of Part 3 of the Constitution except for:

3.1.1 decisions relating to the excepted matters set out from time to time in Schedule 2 to this Scheme of Delegation;

3.1.2 Key Decisions;

3.1.3 any other matter-specific decision which is notified to the Chief Executive by the Leader in writing from time to time.

3.2 Notwithstanding the matters referred in paragraphs 3.1.1 to 3.1.3 above (inclusive), the Chief Executive shall be permitted at all times to exercise any powers to take urgent action delegated to him pursuant to and in accordance with the Constitution.

**Schedule 1**  
**Portfolio Holder Responsibilities**

- 1. Chair of Cabinet and Leader of the Council and Portfolio Holder for Finance and Transformation**
  - BCP Council strategy
  - Budget setting & monitoring
  - Communications
  - Emergency planning
  - Future operating model
  - Dorset LEP
  - Estates, HR, ICT
  - Legal & Democratic Services
  - Civic functions
  - Investment Strategy
  
- 2. Vice-Chair of Cabinet and Deputy Leader of the Council and Cabinet Member for Regeneration, Economy and Strategic Planning**
  - Regeneration
  - Major projects
  - Business-sector
  - Employer liaison
  - Jobs, employment, economy
  - Liaison with LGA and other partners
  - Brexit transition
  - Strategic Planning
  - Local Plan
  - House building
  
- 3. Cabinet Member for Tourism, Leisure and Culture**
  - Seafront-Resort
  - Tourism
  - Franchises/concessions
  - Major events
  - Sports & exercise
  - Arts & culture
  - Libraries
  
- 4. Cabinet Member for Environment, Cleansing and Waste**
  - Waste collection –household & public bins
  - Streets – resurfacing, potholes, sweeping, litter, fly tipping
  - Beaches, seafront, paddling pool cleaning and maintenance
  - Flood resilience
  - Parks & bereavement
  - Conservation – AONBs, SSSIs
  - Cemeteries / crematorium
  - Street lighting

5. **Cabinet Member for Community Safety**
  - Police Force & Commissioner liaison
  - Liaison on Community Safety Partnerships
  - Crime, ASB
  - Fire Service
  - Consumer Protection
  - Trading Standards
  - Regulatory services
  - Gypsy & Travellers
  - Neighbourhood watch liaison
  - Revenue and Benefits
  
6. **Cabinet Member for Children and Young People**
  - Children's Social Care
  - Safeguarding
  - Corporate parenting
  - Early intervention
  - Child poverty
  - Youth services
  
7. **Cabinet Member for Adults**
  - Adult social care services
  - Adult social care
  - Commissioning
  - Adult safeguarding
  - Wellbeing and prevention
  - Health and social care
  - Integration mental health
  - Dementia
  - Learning Disabilities
  
8. **Cabinet Member for Transport and Sustainability**
  - Strategic Transport
  - Public Transport
  - Structural and Highways
  - Investment Network
  - Management
  - Road Safety
  - Car Parking
  - Sustainability and Climate Change
  
9. **Cabinet Member for Homes**
  - Social housing
  - Rented market
  - Landlord liaison
  - Homelessness / poverty
  - Housing standards & adaptations
  - Welfare benefits & services
  - Seascape

**10. Cabinet Member for Covid Resilience, Public Health and Education**

- Covid response
- Cross Cutting delivery of Covid action plan
- Public Health
- Education
- SEND
- Adult, Further & Higher Education

## **Schedule 2**

### **Chief Executive Delegations: Excepted Matters**

1. Traffic Regulation Orders
2. Experimental Traffic Regulation Orders