



City of Westminster

Council Report

Date:	25 January 2017
Classification:	For General Release
Title:	Notification of Cabinet Members, their Terms of Reference and Deputy Cabinet Members
Report of:	Head of Committee and Governance Services
Wards Involved:	Not Applicable
Policy Context:	Management of the Council
Financial Summary	None
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1. Executive Summary

- 1.1 This report, submitted at the request of the Leader of the Majority Party, sets out the information, as required by Standing Order 2(2)(v)(a). These appointments are subject to the Leader of the Majority Group being elected as Leader of the Council at the Council meeting on 25 January 2017.

2. Recommendations by the Leader of the Majority Group

- 2.1 That the names of the Cabinet Members, proposed to be appointed, the wards they represent, be noted.
- 2.2 That the attached terms of reference of the Leader of the Council be endorsed.

3. Background

- 3.1 The Council's Standing Orders require the elected Leader of the Council to advise of the information set out below:
- Names of Cabinet Members and their Wards
 - Their delegated authorities (ie terms of reference)
 - The terms of reference of the Cabinet and any Cabinet Committees.
- 3.2 The City Council's Constitution requires the Leader of the Council, in addition to the matters set out in paragraph 3.1 above, to advise at the Council of any area committees or joint arrangements with other local authorities and the delegations of executive functions to officers. There are no Area Committees. Details of the joint committees with other local authorities are unchanged and set out in Article 11 of the

Constitution. The Constitution will also be updated to include the terms of reference of Cabinet Members as allocated by the Leader and available on the Council's website.

- 3.3 Details of the executive functions delegated to officers are as set out in Appendix 7 of the Constitution which can be viewed on the Council's website.
- 3.4 The Constitution will be updated to reflect the changes included here and in other reports on this agenda by the Head of Committee and Governance Services in accordance with his existing delegation.

**If you have any queries about this report or wish to inspect any of the
Background Papers please contact Mick Steward: 7641 3134;
Email: msteward@westminster.gov.uk**

BACKGROUND PAPERS

- Constitution

APPENDICES

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|------------|---------------------------------------------------------|
| Appendix A | Members of the Cabinet, Deputy Cabinet Member and Wards |
| Appendix B | Terms of Reference of The Leader |

APPENDIX A**MEMBERS OF THE CABINET**

Portfolio	Name	Address for Correspondence	Ward
Leader of the Council	Councillor Nickie Aiken	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Warwick
Deputy Leader and Business, Culture and Heritage	Councillor Robert Davis	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Lancaster Gate
Finance, Property and Corporate Services and Chief Whip	Councillor Tim Mitchell	Westminster City Hall 64 Victoria Street London, SW1E 6QP	St James's
Adult Social Services and Public Health	Councillor Heather Acton	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Hyde Park
Public Protection and Licensing	Councillor Antonia Cox	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Hyde Park
City Highways	Councillor Danny Chalkley	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Vincent Square
Planning and Public Realm	Councillor Daniel Astaire	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Regent's Park
Environment, Sports and Community	Councillor David Harvey	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Vincent Square
Children, Families, Young People	Councillor Richard Holloway	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Bayswater
Housing	Councillor Rachael Robathan	Westminster City Hall 64 Victoria Street London, SW1E 6QP	Knightsbridge and Belgravia

DEPUTY CABINET MEMBERS

Portfolio	Name	Ward
Planning & Public Realm	Councillor Adnan Mohammed	Bryanston & Dorset Square
Children, Families and Young People	Councillor Karen Scarborough	Marylebone High Street
Housing	Councillor Andrew Smith	Lancaster Gate
Environment, Sports & Community	Councillor Jacqui Wilkinson	Warwick
Public Protection & Licensing	Councillor Iain Bott Councillor Louise Hyams	Marylebone High Street St James's
Business, Culture & Heritage	Councillor Peter Freeman Councillor Lindsey Hall	Abbey Road Abbey Road
Finance, Property & Corporate Services	Councillor Gotz Mohindra	Regent's Park
Adult Social Services & Public Health	Councillor Christabel Flight Councillor Paul Church	Warwick West End
City Highways	Councillor Robert Rigby	Regent's Park

APPENDIX B

1. **THE LEADER (CABINET MEMBER)**

1. To provide leadership to the Cabinet in the delivery of City Policy, City for All and Corporate Strategy including the Council's transformation programme, Tri-borough strategy and in consultation, where appropriate, with the Cabinet Member for Adult Social Services and Public Health the Sustainability and Transformation Plans.
2. To chair the Cabinet meetings, appoint/dismiss other Cabinet members and the Deputy Leader and appoint/dismiss committees of the Cabinet with terms of reference.
3. To determine the terms of reference of the Cabinet, the Deputy Leader and other individual Cabinet Members.
4. 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.
5. In the absence or unavailability for any reason of another Cabinet Member, or on written notice to the relevant Cabinet Member, the Leader may exercise any of that Cabinet Member's functions him or herself or arrange for the discharge of those functions by another Cabinet Member(s), a committee of the Cabinet, or an officer, including those functions of the full Cabinet.
6. To co-ordinate links with external bodies and agencies in which the City Council has an interest, including the Royal Parks Board, West End Partnership and similar bodies and to optimise the benefits of those arrangements, including those where the lead is with another Cabinet Member.
7. To have oversight of the Council's links with the local authority associations and to act as Lead Member on the Local Government Association and London Councils and London devolution and growth.
8. To have general oversight and responsibility for Government relations, public affairs of European Union matters in so far as they affect the Council's interests.
9. To be responsible for the Council's Communications, Government and public affairs.
10. To be responsible for the Government Relations Strategy including London Government; the Communications Strategy; the overall staffing arrangements of the Policy, Performance and Communications Directorate; and monitoring the effectiveness of the services provided by the Directorate including Members Services.

11. To refer matters for consideration by the Cabinet in accordance with paragraph 2(1)(e) of the Terms of Reference of the Cabinet.
12. To appoint and determine the membership and terms of reference of any non-decision making Cabinet Working Parties.
13. To appoint and determine the terms of reference of any non-decision making Lead Members.
14. To agree or confirm arrangements for the establishment of joint committees under Section 101 (5) of the Local Government Act 1972 in so far as the functions of any such joint committee are executive functions and to appoint Members thereto, save to the extent that the Leader delegates this function to another Cabinet Member or Cabinet Members.
15. To be responsible for any Partnerships not included in the Terms of Reference of any other Cabinet Member.
16. Subject to the policies and procedures approved by the Cabinet Member for Finance, Property and Corporate Services:
 1. To agree the general levels of service for all term contracts that are being let for the first time. In the case of contracts being re-let over the value of £1.5m to approve the service levels only where, in the opinion of the Executive Director, there are significant changes to these since the last contract award.
 2. To award all contracts exceeding £1,500,000 and consultants agreements exceeding £300,000 within the terms of reference of the Cabinet Member and contracts of lesser values where referred to the Cabinet Member by the relevant Chief Officer, with the exception of contracts which have been referred to the Cabinet Member for Finance and Corporate Services on the basis that there are corporate implications which need to be considered.
 3. To monitor the performance of contracts relating to the Cabinet Member's terms of reference let by the said Cabinet Member for the first time or where the re-let of the contract has significant changes to service levels after the first six months after the award of the contract.
 4. To monitor all contracts within the terms of reference of the Cabinet Member where the contract value exceeds £1,500,000 (£300,000 in respect of consultant's agreements).
 5. To approve extensions of contracts or contract overspends where the total contract value is more than £1.5 million and the extension or overspend would account for an additional cost of 10 per cent or more of the contract value.

6. To approve claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference.
7. To make decisions on requests for waiver of the Procurement Code in respect of contracts with overall values of more than £1,500,000 (£300,000 for consultancy agreements) for contracts within the Cabinet Member's terms of reference).
8. To consider such other contractual matters as may be required by the Procurement Code.
9. To consider settlement of disputes which exceed £150,000.
10. To receive a briefing note advising of a contract award by an Executive Director or Corporate Leadership Team Member where the contract is more than £500,000 in value (£50,000 for consultancies) for contracts within the Cabinet Member's terms of reference.