



City of Westminster

# Annual Council Report

<b>Date:</b>	<b>16 May 2018</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Delegations to the Leader</b>
<b>Report of:</b>	<b>The Chief Executive</b>
<b>Wards Involved:</b>	<b>Not applicable</b>
<b>Policy Context:</b>	<b>Management of the Council</b>
<b>Financial Summary:</b>	<b>None</b>
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## **1. Executive Summary**

1.1 This report notifies the following in accordance with Standing Orders the Terms of Reference of the Leader.

## **2. Recommendations**

2.1 That the Terms of Reference of the Leader be noted.

## **3. Background**

3.1 This report is submitted in accordance with Standing Order 2 (c) (vii) which requires the matters, set out in paragraph 2.1, to be referred to the Annual Meeting of the Council, in the year of ordinary elections, for noting.

3.2 Under the terms of the City Council's constitution the full Council notes the terms of reference of the Leader. The Leader determines the terms of reference of the individual Cabinet Members, the Cabinet and any Committees of the Cabinet. These are set out in a separate report elsewhere on the Agenda.

3.3 The terms of reference are therefore submitted for noting endorsement as required by Standing Orders.

**If you have any queries about this Report or wish to inspect any of the Background Papers please contact Mick Steward; Tel: 020 7641 3134  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)**

**BACKGROUND PAPERS: None**

**APPENDICES:**

Appendix A – Terms of Reference of the Leader

## **THE LEADER (CABINET MEMBER)**

1. To provide leadership to the Cabinet in the delivery of City Policy, City for All and Corporate Strategy.
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 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, 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.
8. To have general oversight and responsibility for Government relations and public affairs in so far as they affect the Council's interests.
9. To be responsible for the Council's Policy, Performance and Communications directorate, including the delivery of the Strategy and Communications Plan, Member Services, ceremonial and Lord Mayoral matters and the City Promotions, Events and Filming service.
10. To be responsible for the Council's People Services function, including all Human Resources and staffing matters. Corporate personnel, policy and management matters, including in particular:
  - grievance, grading and disciplinary appeals;
  - training, development and staff education;
  - health, safety and welfare;
  - staff consultative and industrial relations arrangements;
  - recruitment and selection;
  - superannuation, pensions, compensations and gratuities.

11. To have responsibility for matters relating to Westco which require an executive decision of the Council.
12. To be responsible for the Council's Equalities Policy.
13. To refer matters for consideration by the Cabinet in accordance with paragraph 2(1)(e) of the Terms of Reference of the Cabinet.
14. To appoint and determine the membership and terms of reference of any non-decision making Cabinet Working Parties.
15. To be responsible for Emergency Planning including relationship with the Local Fire Authority including to have general oversight of the Council's civic contingency planning arrangements and security (this relates to requests from the Metropolitan Police Service, Cabinet Office, Government Security Services and third parties for action by the City Council, which are sought in response to security issues).
16. To appoint and determine the terms of reference of any non-decision making Lead Members.
17. 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.
18. Partnerships not included in the Terms of Reference of any other Cabinet Member.
19. To conduct the annual appraisal, including the setting of annual targets, of the Chief Executive and make an award in accordance with the Performance Related Pay Scheme currently in place, having regard to a report of the Director of People Services which shall include the views of the Council's External Adviser (if any) appointed for these purposes, the Deputy Leader of the Council, the Leader of the Opposition and such other Members or Officers as the Leader and/or the Director of People Services shall consider appropriate.