

# TERMS OF REFERENCE – DELEGATIONS TO ALL CABINET MEMBERS

Each individual Cabinet Member will have the following delegations to the extent that relate to the services within their portfolios:

## 1. CONTRACTS

Subject to the policies and procedures approved by the Cabinet Member for Finance, Property and Regeneration:

- (a) 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.
- (b) To award all contracts exceeding £1,500,000 and consultants agreements exceeding £300,000 within the terms of reference of the Cabinet Member and relevant Chief Officer, with the exception of contracts which have been referred to the Cabinet Member for Finance, Property and Regeneration on the basis that there are corporate or major implications which need to be considered.
- (c) 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.
- (d) 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).
- (e) To approve extensions of contracts or contract overspends where the total contract value is more than £1.5 million and the extension of overspend would account for an additional cost of 10% or more of the contract value.
- (f) To approve claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference.
- (g) 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.

- (h) To consider such other contractual matters as may be required by the Procurement Code.
- (i) To consider settlement of disputes which exceed £150,000.
- (j) To receive a briefing note advising of a contract award by an Executive Director or 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.

## 2. STAFFING MATTERS

- (a) Staffing matters in respect of matters which fall within the scope of these Terms of Reference.
- (b) Subject also to the endorsement of the Cabinet Member for Finance, Property and Regeneration where proposals involve redundancy/"early retirement" payments.

## 3. FINANCIAL MATTERS

- (a) To approve capital expenditure in accordance with the Financial Regulations on schemes within the terms of reference for the Cabinet Member which form part of the approved capital programme.
- (b) Such other financial matters as set out in the financial procedural rules contained in the Council's Constitution.

## 4. ETHICAL STANDARDS

- (a) To have responsibility for ensuring that all activities within the remit of the Cabinet Member are carried out having regard to the highest ethical standards.

## 5. CONSULTATION

- (a) To consult with other Cabinet Members on major matters affecting this portfolio, as appropriate, to enable them to maintain a general oversight across portfolios as described in their terms of reference.

## **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, Cabinet Secretariat and Member Services, Committee and Governance Services, ceremonial and Lord Mayoral matters, the City Promotions, Events and Filming service, the Policy and Strategy service, the Communications service and Corporate Transformation.
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.

## **CABINET MEMBER FOR ENVIRONMENT AND CITY MANAGEMENT**

### **1. AIR QUALITY, ENVIRONMENTAL SUSTAINABILITY AND BIODIVERSITY**

- a) To be responsible for the implementation of the Council's Greener City Action Plan.
- b) To lead on the development and delivery of the Council's Air Quality Action Plan, in consultation with the Cabinet Member for Family Services and Public Health, including action to:
  - a. Reduce or clean dirty journeys;
  - b. Create better infrastructure for electric and low emission vehicles; and
  - c. Make environmentally-friendly options easier for everyone.
- c) To co-ordinate the Council's role and response to cross-cutting sustainability issues, including reducing carbon emissions, improving resource efficiency and developing sustainable energy.
- d) To be responsible for the City Council's statutory functions in relation to biodiversity.

### **2. PARKS, OPEN SPACES AND TREES**

- a) To be responsible for public parks and public open spaces managed by the Council, including hanging baskets, public toilets and cemeteries
- b) To be responsible for tree planting.

### **3. STREET CLEANSING**

- a) To be responsible for the Council's street cleansing duties.

### **4. WASTE AND RECYCLING**

- a) To be responsible for the Council's waste collection, disposal and recycling duties, including bulky refuse.

### **5. HIGHWAYS AND TRANSPORT**

- a) The discharge of the City Council's functions under the discharges statutory powers within Highways Acts including the Highways Act 1980 and the Traffic Management Act 2004
- b) To be responsible for the Council's work in delivering a clean, safe and welcoming street environment.

- c) To be responsible for planned roads and highway maintenance including public lighting, bridges and other structures as well as the transportation works budget other related and capital projects.
- d) Lead on major transport projects and the management of major transport schemes, including:
  - Major transport initiatives, including local road safety schemes;
  - Agreeing the Local Implementation Plan;
  - Relations with Transport for London (TfL);
  - Relations with utilities in Westminster, including the operation of the utilities permit scheme;
  - Public Transport functions;

6. PARKING

- a) To be responsible for the Council's Parking policy and enforcement matters relating to parking.

7. ROAD SAFETY

- a) To be responsible for the Council's road safety functions including action to tackle pedicabs.
- b) To be responsible for pedestrian safety including school crossing patrols.

8. WALKING AND CYCLING STRATEGIES

- a) To be responsible for the Council's walking and cycling strategies.

## **CABINET MEMBER FOR FINANCE, PROPERTY AND REGENERATION**

### **1. REGENERATION**

- (a) To be responsible for estate and community regeneration programmes, including liaison with other Cabinet Members where regeneration programmes overlap with other areas of responsibility;
- (b) Provision by the Council of new housing within the City by way of new construction and conversion of existing buildings, (including actions undertaken in accordance with the draft Westminster Housing Strategy, the Westminster Strategy – Direction of Travel Statement, Community Build programme, and actions undertaken by the Westminster Community Homes charitable organisation, including funding);
- (c) Acquisition of properties by Compulsory Purchase for housing purposes;
- (d) Declaration of clearance, general improvement and housing action areas and the implementation of proposals for the acquisition, improvement and/or conversion of properties in such areas.
- (e) To be responsible for the allocation policy for the affordable housing fund provisions made in accordance with S106 of the Town and Country Planning Act 1990, together with the Cabinet Member for Housing and Customer Services;
- (e) Specialist Housing Strategy for Older People programme;
- (f) Responsible for the Council's Wholly Owned Housing Development Company.
- (g) Asset Management of HRA land and property to ensure additional affordable housing is maximised, in consultation with the Cabinet Member for Housing.

### **2. STRATEGIC FINANCE**

- (a) To have responsibility for Strategic Finance and all other strategic matters where these, in the opinion of the Cabinet Member for Finance, Property and Regeneration have significant implications across portfolios.

### **3. FINANCIAL MANAGEMENT**

- (a) Within the approved budget framework, the determination of general policy and overall strategy for the Council's financial practices and procedures (Financial Regulations);
- (b) To monitor regularly all capital expenditure against the approved

programme and estimates including changes which can be contained within the overall programme;

- (c) To monitor regularly all expenditure out of revenue against the approved annual estimates;
- (d) Within the approved budget framework to determine any re-allocation of funds between Services during the financial year;
- (e) Matters relating to the implementation of the Council's Treasury Management Strategy;
- (f) To give directions on any proposals for expenditure, which Cabinet Members cannot meet from their respective Revenue or Capital estimates, and to advise the Cabinet of the decisions taken including any instances where the Cabinet Member for Finance, Property and Regeneration is minded to defer or refuse a proposal which shall be referred to the Cabinet for a decision.

#### 4. FINANCIAL AND ASSET ADMINISTRATION

- (a) Revenue Collection;
- (b) Borrowing, lending and investments;
- (c) Internal audit, economy in expenditure and value for money in the provision and management of the Council's administration and services;
- (d) To authorise expenditure within approved capital budgets on matters within the terms of reference of the Cabinet Member for Finance, Property and Regeneration;
- (e) Supplies and central purchasing, including printing, stationery and office equipment;
- (f) Provision of the Council's vehicle fleet;
- (g) Endorsement of any staffing proposals involving redundancy/"early retirement" payments referred to another Cabinet Member for decision;
- (h) Benefits and benefits policy;
- (i) To be responsible for the City Council's policy in respect of business rates.

#### 5. CORPORATE PROPERTY POLICY, PLANNING AND STRATEGY

- (a) The determination of policy, planning and strategy matters in relation to all property assets of the Council allocated for use for operational and service purposes.



- (b) To be responsible for all property assets except those allocated to other Cabinet Members;
- (c) To determine the future of property identified by other Cabinet Members as surplus to their requirements;
- (d) To settle any disagreement in relation to proposals by service departments for repairs, alterations or improvements and the acquisition of new premises by construction, purchase or leasing.
- (e) To oversee the City Hall programme and working accommodation for all Council staff.

## 6. PROCUREMENT AND CONTRACT MANAGEMENT

- (a) To control and determine the policies and procedures, including the Procurement Code relating to contracts entered into by the City Council, including contract management and central commissioning.
- (b) To control and determine the policies relating to market testing; competitive tendering; business units; to manage the strategic implementation of a Value for Money framework across the City Council and to determine the City Council's policy in relation to externalisation.
- (c) To maintain an overview of overall contract performance on behalf of the City Council.
- (d) On the advice of the Chief Executive, to review and take decisions on any City Council contract which is giving cause for concern and to inform the appropriate Cabinet Member of the action taken.
- (e) To award contracts which have been referred to the Cabinet Member for Finance, Property and Regeneration on the basis that there are corporate or major implications which need to be considered.
- (f) To agree the general levels of service for all term contracts that are being let for the first time within the terms of reference of the Cabinet Member. 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.
- (g) 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.
- (h) 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.

- (i) 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).
- (j) 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.
- (k) To approve claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference.
- (l) 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.
- (m) To consider such other contractual matters as may be required by the Procurement Code.
- (n) To consider settlement of disputes which exceed £150,000.
- (o) To receive a briefing note advising of a contract award by an Executive Director or 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.

## 7. OTHER MATTERS

- (a) To be responsible for legal services used by the Council and other functions within the Legal Services Unit of the Department of Corporate Services.
- (b) To be responsible for managed services e.g. back office functions relating to payments, staffing and contracting.

## **CABINET MEMBER FOR FAMILY SERVICES AND PUBLIC HEALTH**

### **1. ADULT SOCIAL CARE AND PUBLIC HEALTH**

- a) Social Services functions within the meaning of the Local Authorities Social Services Acts (including the Care Act, Mental Health Act and Mental Capacity Act) and any other enactment or associated guidance in so far as they relate to Adult Social Care or Public Health functions of local government including but not limited to, support for:
- Older people, who may receive support in residential care homes, nursing homes, care in their home, meals on wheels, day centres, lunch clubs and other community based support.
  - Adults with physical disabilities or learning disabilities in all settings.
  - Adults with mental health needs, ranging from support for those with mild mental illness, up to exercising legal powers for compulsory admission to psychiatric hospitals or specialist wards Adults with substance or alcohol abuse needs, and ex-offenders who require support with re-settlement.
  - Asylum seekers.
  - Unpaid/ informal Carers (as defined in the Care Act) providing necessary care and support to a friend, family member or loved one.
- b) The provision/ commissioning of quality care and support services for vulnerable adults, and ensuring adequate standards in partnership with regulatory bodies where relevant to ensure safeguards are in place to protect service users.
- c) Safeguarding of vulnerable adults in line with the requirements of the Care Act 2014 and the practices recommended by the Pan London Safeguarding Adults Agreement.
- d) Sexual health services

### **2. NHS**

- (a) Leading the Council's relationships with local health services.
- (b) To be responsible for the Council's relations with the NHS and clinical commissioning groups, including Council functions under Section 75 of the Health Act 2006
- (c) Health related functions exercised on behalf of an NHS body insofar as they relate to Adults.

### 3. HEALTH PARTNERSHIPS

- (a) To act as Chairman of the Health and Wellbeing Board and champion the health of people in Westminster across the full range of issues which may negatively or positively impact on physical or mental health. This may include issues such as air quality. This may often involve close working with other Cabinet Members or partner agencies.

### 4. CHILDREN'S SERVICES AND SAFEGUARDING

- (a) To be the Cabinet Member with political responsibility for Children's Services as designated under Section 19 (1) of the Children's Act 2004 and other relevant legislation including:
- All Children Services in accordance with the Children Act 1989.
  - Social Services functions within the meaning of the Local Authorities Social Services Act 1970 in so far as they relate to children and the Council's Functions for children and young people leaving care.
  - Education functions in the Council's capacity as a Local Education Authority except those relating to higher and further education.
  - Health related functions exercised on behalf of an NHS body in so far as they relate to children.
  - Inter-agency co-operation functions as set out in the Children Act 2004.
  - Looked After Children and Care Leavers, including unaccompanied Children Asylum Seekers;
  - Young Carers.
  - Youth Offending Services
- (b) To be responsible for the Council's Multi-Agency Protection Arrangements.
- (c) The Cabinet Member must have direct responsibility and provide a clear line of accountability for local authority children's social services. Also any section 75 arrangements relating to children's health.
- (d) Matters relating to Youth Employment and Gangs, serious youth violence and criminal exploitation of young people in collaboration with the Cabinet Member for Public Protection and Licensing
- (e) To lead the Council's Family Recovery Troubled Families project and the co-ordination of relevant Cabinet Member departments to develop and implement the strategy.

5. PROPERTY MANAGEMENT

Policy matters in relation to all property assets of the Council allocated for use for operational and service purposes in relation to Family and People Services except:

- (a) Those properties managed corporately; and
- (b) Those properties also used for another Council purpose where the service is a minor user.

## **CABINET MEMBER FOR HOUSING SERVICES**

### **1. HOUSING SERVICES**

- (a) Housing Solutions Service and allocations, including the prevention of homelessness;
- (b) Facilities for homeless accommodation including temporary accommodation and hostels.

### **2. SOCIAL HOUSING MANAGEMENT MATTERS**

- (a) Management and maintenance of the Council's housing stock (including properties managed by the Westminster Community Homes Charity) including any changes to current agreements with such bodies);
- (b) Energy conservation; within Westminster's housing stock;
- (c) Rents of social housing dwellings (including charges for services) and housing benefits;
- (d) Allocation, transfer, exchange and inheritance of accommodation;
- (f) Provision of social and community facilities on housing estates;
- (g) Liaison with lessees' and tenants' associations;
- (h) Existing Sheltered and Special Needs housing;
- (i) CCTV on estates.

## **CABINET MEMBER FOR PLACE SHAPING AND PLANNING**

### **1. PLACE SHAPING AND URBAN DESIGN**

- (a) To be responsible for the Council's overall Place Shaping approach including any non-statutory area based documents or strategies to which other Cabinet Members and Chief Officers shall have regard to when developing and making decisions on specific projects.
- (b) To be responsible for all executive functions relating to the Public Realm Capital Works Programme relating to these terms of reference, including Street Improvements and street furniture which in the opinion of the Executive Director for City Management have little or no impact on traffic, otherwise these will be approved together with the Cabinet Member for Environment and City Management.
- (c) To be responsible for all heritage related matters including the Westminster World Heritage site.
- (d) To be responsible for public art projects and urban design.

### **2. PLANNING FUNCTIONS**

- (a) To have primary responsibility for the Council's executive functions under the Planning Acts following consultation as considered appropriate with the Chairman of the Planning Applications Committees or the relevant Policy and Scrutiny Committee. To make further decisions and undertake further action to progress Westminster's local plan, supplementary planning documents and all other related documentation as required under the Town and Country Planning Act 1990 (as amended) and the Planning and Compulsory Purchase Act 2004 (as amended).
- (b) To have responsibility for managing consultations by and responses to other national and strategic planning authorities.
- (c) To have responsibility, on behalf of the City Council for the London Plan, as relevant to the City Council.
- (d) To set the strategic direction of planning policy and its implementation (following consultation as required by statute or considered appropriate with the Chairman of the Planning Applications Committees or the relevant Policy and Scrutiny Committee) including as may be necessary, engagement with applicants and prospective applicants concerning the adherence to policy expectations of any application being pursued or intending to be pursued.
- (e) Together with the Chairman of the Planning Applications Committees to review and monitor compliance by applicants and planning committees with the Council's planning policy.

(f) To have oversight of all other planning matters including Planning Performance Agreements and planning enforcement.

(g) Sustainable urban drainage matters in consultation, as appropriate with the Cabinet Member for Environment and City Management.

3. BUILDING CONTROL/STREET NAMING

(a) To be responsible for the City Council's Building Control and Street Naming functions.

4. LONDON LOCAL AUTHORITIES ACT 2007

(a) To be responsible for all executive functions relating to Portable Advertisement Designation Areas in accordance with powers contained in the London Local Authorities Act 2007 and any other planning matters contained in this enactment not included in any other Cabinet Members terms of reference.

5. GRANTS

(a) To have responsibility for decisions on grants related to Planning matters.

6. COMPULSORY PURCHASE ORDERS

(a) To be responsible for all strategic decisions relating to issuing of Compulsory Purchase Orders (CPOs), except in matters relating to the Council's Housing and the functions (which will be the responsibility of the Cabinet Member for Finance, Property and Regeneration).

7. NEIGHBOURHOOD PLANNING

(a) To have responsibility for any matters emanating from the Localism Act in relation to neighbourhood planning, and in particular:

- the designation of neighbourhood areas and forums;
- the fulfilment of the City Council's legal obligation to support the neighbourhood planning process; and
- all required procedures relating to the development of Neighbourhood Plans including advising on general conformity.

8. COMMUNITY INFRASTRUCTURE LEVY

(a) To have responsibility for any matters relating to the administration of the Community Infrastructure Levy as a collecting authority on behalf of the Mayor of London, and implementation of a Westminster Community Infrastructure Levy as a charge setting authority, within the meaning of the



Planning Act 2008. This includes administering the distribution of appropriate funds to parish councils and allocations of funding for neighbourhoods..

9. SECTION 106 OF THE TOWN AND COUNTRY PLANNING ACT 1990

- (a) To manage the Section 106 fund and commitments, other than those S106 funds and commitments made to the affordable housing fund, which are within the remit of the Cabinet Member for Finance, Property and Regeneration.

## **CABINET MEMBER FOR PUBLIC PROTECTION AND LICENSING**

### **1. PUBLIC PROTECTION**

To oversee the City Council's approach to reducing crime, disorder and anti-social behaviour:

- (a) Crime and Disorder Reduction Strategy.
- (b) To represent the Council on the Safer Westminster Partnership.
- (c) All Police relationships including Safer Neighbourhoods Teams and consultative forums.
- (d) Domestic abuse, including the MARAC process.
- (e) Enforcement activities in relation to antisocial behaviour, nuisance and other breaches of relevant legislation falling within this Terms of Reference. This includes waste enforcement activity
- (f) Integrated Neighbourhood Services.
- (g) City Inspectors.

### **2. LICENSING AND THE EVENING AND NIGHT TIME ECONOMY**

- a) To be responsible for the City Council's Licensing policy and functions including Licensing Enforcement and, in particular, all matters in connection with the Licensing Act 2003 and the Gambling Act 2005, in consultation with the Chairman of the Licensing Committee.
- b) All matters in connection with the Licensing Act 2003 and the Gambling Act 2005 in consultation with the Chairman of the Licensing Committee.
- c) Strategic oversight of the evening and night time economy, in consultation with other Cabinet Members as appropriate, most notably the Cabinet Member of Place Shaping and Planning.

### **3. ENVIRONMENTAL HEALTH**

- a) To be responsible for the City Council's Trading Standards, Noise and Environmental Services Team, including Pest Control and Commercial and Private Residential and Environmental Health and Street Trading enforcement including street markets.

4. MORTUARIES

(a) To be responsible for the Mortuaries service.

5. ROUGH SLEEPING

(a) To lead on the issues arising from Rough Sleeping and prevention of Rough Sleeping. To liaise with the Cabinet Member for Housing and Customer Services on the provision of rough sleeping services.

## **CABINET MEMBER FOR SPORTS, CULTURE AND COMMUNITY**

### **1. SPORTS AND LEISURE**

- a) The provision, management, maintenance and development of the Council's sports and leisure facilities, Sayers Croft Field Centre, the Physical Activity, Leisure and Sport team (including sports development, PE and school sport) and also including provision and associated contracts within the Paddington Recreation Ground.
- b) To be responsible for all functions relating to Paddington Recreation Ground and the Community Use of School sports facilities, including Westminster Academy Sports Centre.
- c) The encouragement of the provision of all leisure facilities and activities, including Olympic Legacy events.
- d) The fixing of charges for services and facilities provided by or on behalf of the Council in respect of sports and leisure functions.

### **2. VOLUNTARY AND COMMUNITY SECTOR (VCS)**

- a) To be responsible for the Council's engagement with the VCS, in particular the Council's volunteering community and social value strategies.
- b) To be responsible for the Council's relationship with the Westminster Faith Exchange.

### **3. CULTURE**

- a) To oversee the development and delivery of the Council's cultural vision, in consultation with Cabinet.
- b) To be responsible for the Council's City of Sculpture and Green Plaques programmes.
- c) To be responsible for the Westminster Lions Programme.

### **4. COMMUNITY ENGAGEMENT AND NEIGHBOURHOODS**

- a) To lead and develop the Council's Community Engagement Strategy and to be responsible for the development of such proposals and the subsequent implementation of the agreed strategy.
- b) To be responsible for determining ward budget spending proposals developed by Ward Members.

- c) To be responsible for the Open Forums or similar engagement events.
- d) To be responsible for the Council's advice services.
- e) To be responsible for the Community Right to Bid Scheme and the register of Assets of Community Value as set out in the Localism Act 2011.
- f) To be responsible for liaison with neighbourhood fora and Amenity Societies, in consultation with the Cabinet Member for Place Shaping and Planning.
- g) To be responsible for relationships with the Queen's Park Community Council.

5. LIBRARY AND REGISTRATION SERVICES

- a) To have responsibility for the provision of library services including the following functions:
  - The discharge of the City Council's functions under the Public Libraries.
  - To discharge the City Council's function in respect of the Registrations Service under the Registration of Births, Deaths and Marriages Acts 1836.
  - Museums Act 1964, the Public Records Act 1958, the Local Government (Records) Act 1962, the Local Government Act 1972 and any enactment amending or replacing the same and the Parochial Registers and Records Measure 1978;
  - The fixing of charges for services and facilities provided by or on behalf of the Council in respect of its library functions; and
  - To have responsibility for all matters relating to the Council's Registration Service.

## **CABINET MEMBER FOR CUSTOMER SERVICES AND DIGITAL**

### **1. CUSTOMER SERVICES AND DIGITAL TRANSFORMATION**

- a) To oversee the Council's Customer Services programme including the website, Corporate Complaints and the monitoring of FOI responses.
- b) To oversee digital transformation of the Council's services in collaboration with other Cabinet Members and partner agencies where necessary.
- c) To be responsible for information, information systems, information technology, and telecommunications.

### **2. BROADBAND AND CONNECTIVITY**

To oversee the Council's strategy to promote investment in broadband infrastructure in Westminster in collaboration with the Cabinet Member for Environment and City Management and the Gig Economy and Broadband Champion.

## **CABINET MEMBER FOR ECONOMIC DEVELOPMENT, EDUCATION AND SKILLS**

### **1. EDUCATION AND SCHOOLS**

- a) To take a lead on education and schools matters in Westminster and, in partnership with the Cabinet Member for Family and People Services discharge the Council's functions as a Local Education Authority except those relating to higher and further education.
- b) The Cabinet Member must have direct responsibility and provide a clear line of accountability for local authority education services.
- c) School travel plans.
- d) Special Educational Needs.

### **2. SKILLS, EMPLOYMENT AND WAES**

- a) To oversee the City Council's Employment Programme for combatting worklessness and removing barriers to employment.
- b) To be responsible for the Council's initiatives promoting employment, including training and apprenticeships.
- c) As required by the Education Acts to have responsibility for the provision of lifelong learning services.
- d) To provide for the area of the City adequate facilities for further and adult education and in this context to be responsible for the Council's decisions relating to WAES.
- e) All matters relating to Post Compulsory Education awards and awards for further and higher education.
- f) To fix charges for services provided by the Council in discharging the responsibilities.

### **3. ECONOMIC DEVELOPMENT**

- a) To oversee the City Council's strategy for supporting businesses, including small to medium sized enterprises, new start-ups, business improvement districts (including exercising the Council's vote) and other business and enterprise development programmes.

- b) To oversee the City Council's strategy relating to markets and street trading in consultation with the Cabinet Member for Public Protection and Licensing.