

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 for All, Policy 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 refer matters for consideration by the Cabinet in accordance with paragraph 2(1)(e) of the Terms of Reference of the Cabinet.
- 7) To appoint and determine the membership and terms of reference of any non-decision-making Cabinet Working Parties.
- 8) To co-ordinate links with external bodies and agencies in which the 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.
- 9) 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.
- 10) To have general oversight and responsibility for Government relations and public affairs in so far as they affect the Council's interests.
- 11) To be responsible for all matters relating to the Parliamentary Estate including any prospective security works.
- 12) To be responsible for the Council's Policy, Performance and Communications directorate, including the delivery of the Strategy and Communications Plan.
- 13) To have responsibility for matters relating to Westco Trading which require an executive decision of the Council.

- 14) To be responsible for Emergency Planning including the 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).
- 15) To be responsible for the City Council's response to the Climate Emergency; including 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.
- 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.

DEPUTY LEADER AND CABINET MEMBER FOR FINANCE, PROPERTY AND REGENERATION

1) **DEPUTY LEADER**

- a) To deputise for the Leader as directed.
- b) To exercise the functions of the Leader in the absence or unavailability of the Leader, except the appointment and dismissal of Cabinet Members. This must be undertaken in collaboration with any other Deputy Leaders appointed.
- c) To be responsible for all aspects of the transformation of the Oxford Street District. This includes all executive decision-making authority relating to the Oxford Street District programme, in consultation with the Oxford Street Steering Group, chaired by the Leader of the Council, irrespective of the decision-making powers exercised by other Cabinet Members under normal circumstances, although the Deputy Leader is required to consult with those Cabinet Members in advance of taking any such decision.

2) **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) To be responsible for the provision by the Council of new housing within the City by way of new construction and conversion of existing buildings, (including actions undertaken by the Council's Wholly Owned Housing Company).
- c) To be responsible for the acquisition of properties by Compulsory Purchase for housing purposes.
- d) To be responsible for the 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, in consultation with the Cabinet Member for Housing Services.

3) **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.

4) FINANCIAL MANAGEMENT

- a) To be responsible for the determination of general policy and overall strategy for the Council's financial practices and procedures within the approved budget framework (Financial Regulations).
- b) To be responsible for monitoring all capital expenditure against the approved programme and estimates including changes which can be contained within the overall programme.
- c) To be responsible for monitoring all expenditure out of revenue against the approved annual estimates.
- d) To be responsible for determining within the approved budget framework any re-allocation of funds between services during the financial year.
- e) To be responsible for matters relating to the implementation of the Council's Treasury Management Strategy.
- f) To be responsible for providing direction 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.

5) FINANCIAL AND ASSET ADMINISTRATION

- a) To have responsibility for Revenue Collection.
- b) To have responsibility for borrowing, lending and investments.
- c) To have responsibility for internal audit, economy in expenditure and value for money in the provision and management of the Council's administration and services.
- d) To have responsibility for expenditure within approved capital budgets on matters within the terms of reference of the Cabinet Member for Finance, Property and Regeneration.
- e) To have responsibility for supplies and central purchasing, including printing, stationery and office equipment.
- f) To have responsibility for the Council's vehicle fleet.

- g) To have responsibility for endorsing 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 Council's policy in respect of business rates.

6) CORPORATE PROPERTY POLICY, PLANNING AND STRATEGY

- a) To be responsible for 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 be responsible for determining the future of property identified by other Cabinet Members as surplus to their requirements.
- d) To be responsible for the resolution of any disagreement in relation to proposals by service departments for maintenance repairs, alterations or improvements and the acquisition of new premises by construction, purchase or leasing.

7) PROCUREMENT AND CONTRACT MANAGEMENT

- a) To be responsible for the policies and procedures, including the Procurement Code relating to contracts entered into by the Council, including contract management and central commissioning.
- b) To be responsible for policies relating to market testing; competitive tendering; business units; to manage the strategic implementation of a Value for Money framework across the Council and to determine the Council's policy in relation to externalisation.
- c) To be responsible for contract performance on behalf of the Council.
- d) To be responsible for the awarding 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.
- e) To be responsible for the re-let of the Cleansing Services contract in consultation with the Cabinet Member for Highways and Environment.
- f) To be responsible for 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 be responsible for all contracts exceeding £1.5m 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 be responsible for the performance of contracts relating to the Cabinet Member's terms of reference let 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 be responsible for all contracts within the terms of reference of the Cabinet Member where the contract value exceeds £1.5m (£300,000 in respect of consultant's agreements).
- j) To be responsible for the approval of extensions of contracts or contract overspends where the total contract value is more than £1.5m and the extension or overspend would account for an additional cost of 10 per cent or more of the contract value.
- k) To be responsible for the approval of claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference in consultation with the Chief Procurement Officer.
- l) To be responsible for decisions on requests for waiver of the Procurement Code in respect of contracts with overall values of more than £1.5m (£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.

8) PEOPLE SERVICES

- a) 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; wellbeing and welfare;

- staff consultative and industrial relations arrangements; recruitment and selection; superannuation, pensions, compensations and gratuities.

9) EQUALITIES

- a) To be responsible for the Council's Equalities Policy and statutory obligations and the Equality Act 2010.

10) LEGAL SERVICES

- a) To be responsible for legal services used by the Council and other functions within the Legal Services Department.

DEPUTY LEADER AND CABINET MEMBER FOR ADULT SOCIAL CARE AND PUBLIC HEALTH

1) DEPUTY LEADER

- a) To deputise for the Leader as directed.
- b) To exercise the functions of the Leader in the absence or unavailability of the Leader, except the appointment and dismissal of Cabinet Members. This must be undertaken in collaboration with any other Deputy Leaders appointed.
- c) To be responsible for all ceremonial and Lord Mayoral matters, including expenditure.
- d) To support and represent the Leader with regards to any prospective security works carried out in relation to Parliament Square and the Houses of Parliament.

2) ADULT SOCIAL CARE AND PUBLIC HEALTH

- a) To be responsible for the development for all strategy and policy for Adult Social Care and Public Health matters.
- b) To be responsible for all services for vulnerable adults including older people, learning disability, physical disability and mental health as per the requirements set out in the Care Act 2014.
- c) To be responsible for services and support for Carers as per the requirements set out Care Act 2014.
- d) To be responsible for Public Health (including Sexual Health Services).
- e) To be responsible for and lead on the Council's relationships with the NHS and clinical commissioning groups, including Council functions under Section 75 of the Health Act 2006.
- f) To be responsible for all health-related functions exercised on behalf of an NHS body insofar as they relate to Adult Social Care.
- g) To be responsible for all policy matters in relation to all property assets of the Council allocated for use for operational and service purposes in relation to Adult Social Care except:
 - Those properties managed corporately; and
 - Those properties also used for another Council purpose where the service is a minor user.
- h) The Cabinet Member for Adult Social Care and Public Health will:

- act as Chair (along with their counterpart in Kensington and Chelsea) of the Bi-Borough 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.
 - oversee 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.
 - oversee the 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.
- i) The Cabinet Member will discharge their responsibilities and roles in accordance with the framework provided by the following legislation:
- Local Authorities Social Services Act 1970
 - Care Act 2014
 - Mental Health Act 1983
 - Mental Capacity Act 2005
 - Health and Social Care Act 2012
 - Health Act 2006

CABINET MEMBER FOR ENVIRONMENT AND HIGHWAYS

Public Realm projects are those that significantly change the design of public realm in the City, these are distinct from any Placeshaping projects which will require a 'place plan' and are the sole responsibility of the Cabinet Member for Business and Planning. Public Realm projects do not include the annual maintenance programmes that are carried out on our footways, carriageways and public lighting.

The Cabinet Members for Public Realm projects are the Cabinet Member for Business and Planning and the Cabinet Member for Environment and Highways. Both Cabinet Members will make the formal decisions in relation to Public Realm projects.

1) **PARKS, OPEN SPACES AND BIODIVERSITY**

- 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.
- c) To be responsible for the City Council's statutory functions in relation to biodiversity.
- d) To be responsible for the City Council's Open Spaces and Biodiversity Strategy and the advancement of the strategy's priorities, namely; The protection of important habitats and species; the protection of existing green assets and, in consultation with the Cabinet Member for Business and Planning, the creation of new green infrastructure.

2) **STREET CLEANSING**

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

3) **WASTE AND RECYCLING**

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

4) **HIGHWAYS AND TRANSPORT**

- a) To be responsible for the discharge of the Council's functions under the statutory powers within Highways Acts including (but not limited to) 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 and other related and capital projects.

- d) To be responsible for major transport projects and the management of major transport schemes including; major transport initiatives; 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.

5) PARKING

- a) To be responsible for the Council's Parking policy. This excludes responsibility for the development and maintenance of parking on the City's housing estates which is the responsibility of the Cabinet Member for Housing Services.
- b) To be responsible for the Council's policy on parking enforcement matters and operation of parking enforcement, including on housing estates.
- c) To be responsible for the Council's action to create better infrastructure for electric and low emission vehicles; and make environmentally-friendly travel options easier for everyone, in consultation with the Cabinet Member for Public Protection and Licensing.

6) 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.

7) WALKING AND CYCLING STRATEGIES

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

CABINET MEMBER FOR CHILDREN'S SERVICES

1) CHILDREN'S SERVICES AND SAFEGUARDING

- a) To be responsible 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.
- b) To be responsible for the Council's 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.
- c) To be responsible for health-related functions exercised on behalf of an NHS body in so far as they relate to children.
- d) To be responsible for inter-agency co-operation functions as set out in the Children Act 2004.
- e) To be responsible for Children who are Looked After and Care Leavers, including unaccompanied Children Asylum Seekers.
- f) To be responsible for Young Carers.
- g) 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.

2) YOUTH OFFENDING SERVICES

- a) To be responsible for the Council's Multi-Agency Protection Arrangements.
- b) To be responsible for and provide a clear line of accountability for the Council's children's social services and to be responsible for any section 75 arrangements relating to children's health.
- c) To be responsible for all matters relating to youth employment and gangs, serious youth violence and criminal exploitation of young people, including the Integrated Gang and Exploitation Unit supported by the Cabinet Member for Public Protection and Licensing.

3) EDUCATION AND SCHOOLS

- a) To be responsible for education and school matters in Westminster and the discharge of the Council's functions as a Local Education Authority except those relating to higher and further education.

- b) To be responsible for and provide a clear line of accountability for local authority children's social services.
- c) To be responsible for School travel plans.
- d) To be responsible for Special Educational Needs provisions.

4) LIBRARIES, ARCHIVES AND REGISTRATION SERVICES

- a) To be responsible for the Council's functions under the Public Libraries Act.
- b) To be responsible for the Council's functions under the Registration of Births, Deaths and Marriages Acts.
- c) To be responsible the Council's functions under the Public Records Act, and other legislation covering archives and records.
- d) To be responsible for the setting of fees and charges for the libraries and archives services, and for non-statutory fees and charges in the registration service.
- e) To be responsible for the public library service including community and specialist libraries, specialist collections, home library service, schools library service, and the City of Westminster Archives.
- f) To be responsible for the provision of registration, citizenship and ceremonies services in the Council's venues and other licensed venues.

5) PROPERTY MANAGEMENT

- a) To be responsible for 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:
 - Those properties managed corporately; and
 - Those properties also used for another Council purpose where the service is a minor user.

CABINET MEMBER FOR HOUSING SERVICES

1) **HOUSING SERVICES**

- a) To be responsible for the Housing Solutions service and allocations, including the prevention of homelessness.
- b) To be responsible for facilities for homeless accommodation including temporary accommodation and hostels.

2) **SOCIAL HOUSING MANAGEMENT MATTERS**

- a) To be responsible for the 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) To be responsible for energy conservation; within Westminster's housing stock.
- c) To be responsible for the operation and maintenance of the Pimlico District Heating Undertaking.
- d) To be responsible for rents of social housing dwellings (including charges for services) and housing benefits.
- e) To be responsible for the allocation, transfer, exchange and inheritance of accommodation.
- f) To be responsible for the provision of social and community facilities on housing estates.
- g) To be responsible for liaison with lessees' and tenants' associations.
- h) To be responsible for liaison with the Council's Registered Providers.
- i) To be responsible for existing Sheltered and Special Needs housing.
- j) To be responsible for CCTV on estates.
- k) To be responsible for the provision and maintenance of parking on estates, excluding enforcement which is the responsibility of the Cabinet Member for Environment and Highways.

3) **OTHER RESPONSIBILITIES**

- a) To be responsible for the asset management of HRA land and property to ensure additional affordable housing is maximised, in consultation with the Cabinet Member for Finance, Property and Regeneration.

CABINET MEMBER FOR BUSINESS AND PLANNING

Public Realm projects are those that significantly change the design of public realm in the City, these are distinct from any Placeshaping projects which will require a 'place plan' and are the sole responsibility of the Cabinet Member for Business and Planning. Public Realm projects do not include the annual maintenance programmes that are carried out on our footways, carriageways and public lighting.

The Cabinet Members for Public Realm projects are the Cabinet Member for Business and Planning and the Cabinet Member for Environment and Highways. Both Cabinet Members will make the formal decisions in relation to Public Realm projects.

1) PLACE SHAPING

- a) To be responsible for the Council's overall Place Shaping approach including any 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. Note – this does not directly include the transformation of the Oxford Street District which is the responsibility of the Deputy Leader and Cabinet Member for Finance, Property and Regeneration.
- b) To be responsible for all executive functions relating to the Public Realm Capital Works Programme relating to these terms of reference.
- c) To be responsible for public art projects and urban design.
- d) To be responsible for the Council's Green Plaques and City of Sculpture programmes.

2) PLANNING FUNCTIONS

- a) To be responsible for the strategic direction of planning policy, including the adoption of Westminster's local plan, supplementary planning documents and all other related documentation as required under the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004.
- b) To be responsible, on behalf of the Council for the London Plan, as relevant to the Council.
- c) To be responsible for managing consultations by and responses to other national and strategic planning authorities.
- d) To be responsible for the discharge of the Council's duties to consider planning applications in line with the relevant statutory requirements and, in liaison with the Chairman of Planning, oversee the conduct of Planning Applications Sub-Committees.

- e) To be responsible for the review and monitoring of compliance by applicants and planning committees with the Council's planning policy in consultation with the Chairman of Planning.
- f) To be responsible for all other planning matters and listed building including Planning Performance Agreements and planning enforcement.
- g) To be responsible for sustainable urban drainage matters in consultation, as appropriate, with the Cabinet Member for Environment and Highways.

3) BUILDING CONTROL/STREET NAMING

- a) To be responsible for the 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) COMPULSORY PURCHASE ORDERS

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

6) 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 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.

7) NEIGHBOURHOOD ENGAGEMENT

- a) To be responsible for liaison with neighbourhood fora and Amenity Societies.
- b) To be responsible for relationships with the Queen's Park Community Council.

- c) 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.

8) COMMUNITY INFRASTRUCTURE LEVY

- a) To be responsible 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 be responsible for the management of the Section 106 fund and commitments, other than those S106 funds and commitments made to the Affordable Housing Fund, which are the responsibility of the Cabinet Member for Finance, Property and Regeneration.

10) SKILLS, EMPLOYMENT AND WAES

- a) To be responsible for the 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) To be responsible for the provision of lifelong learning services as required by legislation. To provide adequate facilities for further and adult education in Westminster and in this context to be responsible for the Council's decisions relating to WAES.
- d) To be responsible for all matters relating to Post Compulsory Education awards and awards for further and higher education.
- e) To be responsible for setting charges for services provided by the Council in discharging the responsibilities for adult education.

11) ECONOMIC DEVELOPMENT

- a) To be responsible for the Council's approach to supporting businesses, including small to medium sized enterprises, new start-ups, Business Improvement Districts (BIDS) (including exercising the Council's vote) and other business and enterprise development programmes.

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

CABINET MEMBER FOR PUBLIC PROTECTION AND LICENSING

1) PUBLIC PROTECTION

- a) To be responsible for the Council's approach to reducing crime, disorder and antisocial behaviour and to represent the Council on the Safer Westminster Partnership.
- b) To be responsible for the Council's Police relationships including Safer Neighbourhoods Teams, Community Safety Commissioning and other consultative forums.
- c) To be responsible for domestic abuse, including the Multi Agency Risk Assessment Conference process.
- d) To be responsible for enforcement activities in relation to antisocial behaviour, nuisance and other breaches of relevant legislation falling within this term of reference. This includes waste enforcement activity in collaboration with the Cabinet Member for Environment and Highways.
- e) To support the Cabinet Member for Children's Services on matters relating to gangs, serious youth violence and exploitation of young people.
- f) Integrated Neighbourhood Services.
- g) To be responsible for action taken by City Inspectors to improve compliance and tackle issues of concern to local communities.
- h) To liaise with the Westminster Hate Crime Commission.

2) LICENSING AND THE EVENING AND NIGHT TIME ECONOMY

- a) To be responsible for the 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) To be responsible for the strategic oversight of the evening and night time economy, in consultation with other Cabinet Members as appropriate, most notably the Cabinet Member for Business and Planning.

3) REGULATORY SERVICES

- a) To be responsible for the City Council's regulatory services including trading standards, health and safety, food safety, regulation of the private rented sector, pest control and street trading enforcement including street markets, noise and environmental sciences, including home improvements under the Disabled Facilities Grant.

4) PUBLIC MORTUARY

- a) To be responsible for the public Mortuary service.

5) ROUGH SLEEPING

- a) To be responsible for the issues arising from Rough Sleeping and prevention of Rough Sleeping. To support the work of the Cabinet Member for Housing Services in providing accommodation services for rough sleepers.

6) AIR QUALITY

- a) To lead on the development and delivery of the Council's Air Quality Action Plan, including the Schools Clean Air Fund in consultation with the Cabinet Member for Children's Services.

CABINET MEMBER FOR COMMUNITY SERVICES AND DIGITAL

1) **PHYSICAL ACTIVITY, LEISURE & SPORT**

- a) To be responsible for the management of the leisure contract with Everyone Active across 7 facilities, including Paddington Recreation Ground.
- b) To be responsible for the delivery of the ActiveWestminster Strategy focusing on the three strategic themes of ActiveCity, ActiveLives and ActiveNeighbourhoods.
- c) To be responsible for programmes and events that enable people to be active where and when they chose; including community use of school sites, PE and School Sport across all schools in Westminster to ActiveStreets and support for talented Athletes.

2) **OUTDOOR LEARNING**

- a) To be responsible for the Sayers Croft Field Centre, based in Ewhurst Surrey, which is owned by the Council and forms part of Community Services. To be responsible for the Forest Schools programme based at Paddington Recreation Ground's environmental area and classroom.

3) **MAJOR PROJECTS**

- a) To be responsible for the delivery of major capital projects and programmes across leisure centres and community sites including the new Moberly Sports Centre and the colocation of Marylebone Library at Seymour Leisure Centre.
- b) To be responsible for the annual programme of capital maintenance and delivery of externally funded projects across schools and community locations.

4) **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.

5) **CULTURE**

- a) To be responsible for the development and delivery of the Council's cultural vision, in consultation with Cabinet.
- b) To be responsible for the City Lions Programme.

6) COMMUNITY ENGAGEMENT AND NEIGHBOURHOODS

- a) To be responsible for the development of the Council's Community Engagement Strategy and the subsequent implementation of any 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.

7) CUSTOMER SERVICES AND DIGITAL TRANSFORMATION

- a) To be responsible for the Council's Customer Services programme including the website, Corporate Complaints and the monitoring of Freedom of Information, Environmental Regulations and Data Protection responses.
- b) To be responsible for the Council's implementation and monitoring of GDPR.
- c) To be responsible for the digital transformation of the Council's services in collaboration with other Cabinet Members and partner agencies where necessary.
- d) To be responsible for information, information systems, information technology, and telecommunications.

8) BROADBAND AND CONNECTIVITY

- a) To be responsible for the Council's strategy to promote investment in broadband infrastructure in Westminster in collaboration with the Cabinet Member for Environment and Highways.