

# **The Executive - Leader and the Cabinet**

## **11.1 Role**

The executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

## **11.2 Form and composition**

The executive will consist of the Leader together with other councillors, the precise number of which is determined by the Leader but cannot be more than 10 including the Leader appointed to the Cabinet by the Leader.

## **11.3 Leader**

The Leader will be a councillor elected to the position of Leader by the Council. The Leader will hold office until:

- (a) he/she resigns from the office; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a councillor; or
- (d) he/she is removed from office by resolution of the Council.

The Leader of the Council will be elected at the Annual Council Meeting in the year of the City Council elections.

## **11.4 Other Cabinet members**

Other Cabinet members shall hold office until:

- (a) they resign from office; or
- (b) they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (c) they are no longer councillors; or
- (d) they are removed from office by the Leader who must give written notice of any removal to the proper officer.

### **11.5 Proceedings of the executive**

Proceedings of the executive shall take place in accordance with the Executive Procedure Rules and, so far as relevant, the Council Procedure Rules set out in Chapter 2 of this Constitution.

### **11.6 Responsibility for functions**

The Proper Officer will on behalf of the Leader maintain a list in this Constitution setting out which individual members of the Cabinet, committees of the Cabinet, officers or joint arrangements are responsible for the exercise of particular executive functions and of non-decision making Deputy Cabinet Members.

## THE CABINET

### 1. CONSTITUTION

The Leader and the other members of the Cabinet as appointed by her not exceeding 10 Members (including the Leader).

### 2. TERMS OF REFERENCE

Subject always to the budget and policy framework approved by the full Council; executive functions in relation to the following:

#### (1) POLICY PLANNING AND ADVICE

- (a) to approve, unless this function is being carried out by the Cabinet Member prior to submission to the full Council for adoption, or submission to the Secretary of State, the following Plans and Strategies: Annual Library Plan, Children and Young People's Strategic Plan, Programme for a Healthier Westminster, Community Strategy (the Westminster City Plan), Crime and Disorder Reduction Strategy, Early Years Development Plan, Education Development Plan, Local Development Framework, Youth Justice Plan and to make any proposals to full Council that are contrary to any of the above approved Plans and Strategies;
- (b) to keep under review the Council's objectives and to co-ordinate plans for their achievement;
- (c) within the framework approved by full Council to determine overall Council priorities for services and projects and to re-allocate financial and other resources therefore;
- (d) to require Cabinet Members to consider or to review the detailed application of service policies;
- (e) to consider all matters which, in the opinion of the Leader of the Council or the Chief Executive, involve questions of major policy or which requires co-ordination of decisions between Cabinet Members;
- (f) to advise Cabinet Members on such matters as have been referred by them for such advice or upon which the Cabinet considers they should have done;
- (g) To determine matters within the terms of reference of individual Cabinet Members where a dispute has arisen on the matter in question between the relevant Cabinet member and the Chairman of the relevant Policy and Scrutiny Committee;

- (h) To meet any other requirements incumbent on the Cabinet as set out in the Constitution.

(2) BUDGET PREPARATION AND FINANCIAL MANAGEMENT

- (a) within the framework approved by the full Council the overall control of the finances of the Council;
- (b) to consider and submit for approval annually a programme of capital expenditure and its revenue implications for the General Fund and the Housing Revenue Account for the succeeding five years and the capital estimates for the next financial year;
- (c) to indicate to Cabinet Members the limits within which revenue budgets - including the Housing Revenue Account, shall be framed for approval by the Council and to examine their individual revenue forecasts;
- (d) to recommend to the Council for approval the annual revenue and capital estimates and the Council Tax levied after making provision for contingencies and balances and taking into account any other factor that may affect the level of the Council Tax and the National Non Domestic Rate.
- (e) to take decisions on any supplementary estimates requests where the Cabinet Member for Finance, Corporate and Customer Services is minded to defer or refuse a request.
- (f) to recommend for approval any strategy or plan for the control of the Council's capital expenditure or borrowing.

(3) DEPARTMENTAL ORGANISATION

To have responsibility for the Departmental Organisation of the City Council.

**WESTMINSTER CITY COUNCIL  
MEMBERS OF THE CABINET**

<b>Portfolio</b>	<b>Name</b>	<b>Ward</b>
Leader of the Council	Councillor Rachael Robathan	Knightsbridge and Belgravia
Deputy Leader and Cabinet Member for Adult Social Care and Public Health	Councillor Tim Mitchell	St James's
Deputy Leader and Cabinet Member for City Management	Councillor Melvyn Caplan	Little Venice
Cabinet Member for Communities and Regeneration	Councillor Heather Acton	Hyde Park
Cabinet Member for Business, Licensing and Planning	Councillor Matthew Green	Little Venice
Cabinet Member for Young People and Learning	Councillor Tim Barnes	West End
Cabinet Member for Finance and Smart City	Councillor Paul Swaddle OBE	Regent's Park
Cabinet Member for Housing	Councillor David Harvey	Vincent Square

## DEPUTY CABINET MEMBERS

<b>Portfolio</b>	<b>Name</b>	<b>Ward</b>
Adult Social Care and Public Health	Councillor Christabel Flight	Warwick
Housing	Councillor Richard Elcho	Bayswater
	Councillor Susie Burbridge	Tachbrook
Finance and Smart City	Councillor Margot Bright	Lancaster Gate
Business, Licensing and Planning	Councillor Elizabeth Hitchcock	Knightsbridge and Belgravia
Young People and Learning	Councillor Barbara Arzymanow	Dorset Square
	Councillor Lorraine Dean	Little Venice
Finance and Smart City	Councillor Mark Shearer	St James's
City Management	Councillor James Spencer	Tachbrook
Communities and Regeneration	Councillor Louise Hyams	St James's
	Councillor Jacqui Wilkinson	Warwick