



## **Sandwell Metropolitan Borough Council - Executive Portfolios**

### **Corporate Responsibilities and Duties of Cabinet Members**

- ▶ To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice, equality in service provision and the recognition of the cultural diversity of the population of the Borough.
- ▶ To support partnership working and to work towards the Sandwell Scorecard Priorities for Improvement.
- ▶ To ensure the full involvement of local people and communities in the decision making processes of the Council.
- ▶ To provide political leadership and strategic policy direction for all matters falling within a Cabinet Member's portfolio and to act as the Council's principal spokesperson on Council policy and/or matters associated with that portfolio.
- ▶ To represent the Council on appropriate external partnerships, negotiating and consultative bodies, at a national, regional and local level on those matters which fall within the scope of this portfolio.
- ▶ To engage in a constructive relationship between the Cabinet and Scrutiny, ensuring that Members of the Cabinet provide information to, attend before, and respond to any recommendations from the Scrutiny Boards, Panels and committees when requested.
- ▶ To lead and direct the commissioning and procurement of services which fall within the remit of the Cabinet Member.

- ▶ In accordance with the provisions of the Employment Rules as set out in the Council's Constitution, to lead and direct variations to the chief officer and deputy chief officer structure and to the establishment of those service areas which fall within the remit of the Cabinet Member.
- ▶ To undertake any other duties or roles as may from time to time be assigned, by the Leader or the Cabinet.

## Leader of the Council

### Portfolio Responsibilities

To provide overall political leadership and strategic policy direction to the Council and the Cabinet and to act as the Council's principal spokesperson on Council policy and/or matters affecting the Borough or its citizens at local, regional, national and international level.

To undertake the duties and responsibilities required or expected of the Leader of the Council in accordance with the Leader and Cabinet Executive model form of governance.

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The formulation of proposals for the political management and decision making structures of the Council, including the Council's Constitution.  
*Officer Lead: Chief Executive*
- The strategic lead for the development of and to represent the Council's interests in the establishment of a combined authority.  
*Officer Lead: Chief Executive*

- The strategic lead in maintaining the Council's interests in the economic development and regeneration of the Borough and the wider region, through the work of the Combined Authority, including the effectiveness and efficiency of transport.  
*Officer Lead: Chief Executive*

- Financial management and control, including financial planning and development of the medium-term budget strategy (capital and revenue), the Housing Revenue Account) and the delivery of value for money across the Council.  
*Officer Lead: Chief Executive & Chief Finance Officer*

- The determination of the allocation of resources in respect of matters which require additional, non-budgeted expenditure in year or commit the Council to non-budgeted expenditure in future years.  
*Officer Lead: Chief Finance Officer*

- The Local Economic Partnership, Black Country Consortium and Association of Black Country Authorities including their inter-relationship with the functions of the Combined Authority.  
*Officer Lead: Chief Executive*

## Leader of the Council (cont)

- Press and media relations; communications; marketing and the image of the Council; civic and ceremonial issues; and the identification, development, promotion and marketing of public events.

*Officer Lead: Assistant Chief Executive*

- Executive matters within all other areas of service provision or activities of the Council which are not otherwise allocated to a Cabinet Member.

## Deputy Leader and Cabinet Member for Neighbourhoods and Communities

### Portfolio Responsibilities

*To undertake the duties and responsibilities required or expected of the Statutory Deputy Leader of the Council in accordance with the Leader and Cabinet Executive model form of executive.*

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- Sandwell local neighbourhood working and the co-ordination and delivery of services through a neighbourhood delivery model.  
*Officer Lead: Director - Neighbourhoods*
- The development and co-ordination of the work of Town Lead Members.  
*Officer Lead: Director - Neighbourhoods*
- Town management, tasking and cross-organisational service delivery at a town level.  
*Officer Lead: Director - Neighbourhoods*

- Cemeteries and crematoria, the duties of the Council in relation to the Coroners Service and registration services, including the registration of births, deaths and marriages, citizenship, civil partnership.  
*Officer Lead: Director - Governance*
- The development of the Council's relationship with the voluntary sector, charities and community ventures.  
*Officer Lead: Director - Neighbourhoods*
- Developing the capacity and horizons of the voluntary sector and expanding the opportunities the Council can offer to the sector for the support to and/or delivery of services on behalf of the Council.  
*Officer Lead: Director - Neighbourhoods*
- Development of the Council's relationship with partner organisations.  
*Officer Lead: Chief Executive*
- Policy and funding strategies for the voluntary and community sector, including applications for discretionary relief from national non-domestic rates.  
*Officer Lead: Director – Neighbourhoods / Chief Finance Officer*

## Cabinet Member for Children's Services

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The safeguarding and social care needs of children and young people in the Borough.  
*Officer Lead: Director – Children's Services*
- In conjunction with the Cabinet Member for Social Care, the development and delivery of services to effect the seamless transition of citizens from children's social care to adults social care.  
*Officer Lead: Director – Children's Services*
- To support the Council's statutory duties for the protection of children through the development and delivery of effective health care services for young people and a robust Children's health agenda.  
*Officer Lead: Director – Children & Families*
- The strategic overview and development of education provision within the Borough, including adult education, community and family learning.  
*Officer Lead: Director – Education*

- The development of and compliance with educational statutory requirements placed on the Council.  
*Officer Lead: Director – Education*
- Improving educational attainment.  
*Officer Lead: Director – Education*
- School governing bodies and the making of new or amended Instruments and Articles of Government for schools.  
*Officer Lead: Director – Education*
- The 14 – 19 year olds strategy and the determination of fees and charges in adult education.  
*Officer Lead: Director – Education*
- The development and co-ordination of youth opportunities in the Borough, including The Sandwell Youth Service and the Sandwell Play Service, including the Council's links with the Sandwell Youth Forum and the Youth Parliament.  
*Officer Lead: Director – Children's Services*
- Youth Offending Service.  
*Officer Lead: Director – Children's Services*

## Cabinet Member for Children's Services (cont.)

- The Council's statutory requirements in relation to child poverty and the development and co-ordination of the approach to child poverty across the Council and its partner organisations.

*Officer Lead: Assistant Chief Executive*

- The provision of transport for children and young people with special education needs.

*Officer Lead: Director – Education*

## Cabinet Member for Core Council Services

### Portfolio Responsibilities

Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:

- Strategic asset management planning across the Council.  
*Officer Lead: Assistant Chief Executive*
- The development, overview and co-ordination of the delivery of the Council's Corporate Landlord service.  
*Officer Lead: Assistant Chief Executive*
- The procurement policy framework and financial rules/financial standing orders of the Council, including sustainable procurement.  
*Officer Lead: Chief Finance Officer*
- Risk management and insurance.  
*Officer Lead: Chief Finance Officer*
- Internal and external audit functions.  
*Officer Lead: Chief Finance Officer*

- The overview and co-ordination of the delivery of the Revenue and Benefits service and associated matters.  
*Officer Lead: Chief Finance Officer*
- Member development and the provision of services to members of the Council.  
*Officer Lead: Director – Governance*
- Protecting the Council's interests:
  - when acting as the accountable body for schemes/projects funded by external funding streams with the exception of matters agreed under the authority delegated to a combined authority;
  - in the financial control and management of trust funds and charities of which the Council are trustees;
  - in the governance of partnerships.  
*Officer Lead: Chief Finance Officer*
- The delivery and direction of the Council's welfare rights and anti-poverty strategy.  
*Officer Lead: Assistant Chief Executive / Director - Neighbourhoods*
- The strategic policy overview and co-ordination of all strategic partnering arrangements and Council-wide contracts entered into by the Council.  
*Officer Lead: Assistant Chief Executive*
- The provision of corporate governance, legal services, the support of democracy and information management.  
*Officer Lead: Director – Governance*



## Cabinet Member for Core Council Services (cont)

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| <ul style="list-style-type: none"><li>• Electoral registration, engagement and participation.<br/><i>Officer Lead: Chief Executive</i></li><li>• The delivery of all aspects of the Council's equality agenda and duties.<br/><i>Officer Lead: Assistant Chief Executive</i></li><li>• Organisational development and human resource management.<br/><i>Officer Lead: Assistant Chief Executive</i></li><li>• Information Communication Technology (ICT).<br/><i>Officer Lead: Chief Finance Officer</i></li></ul> | <ul style="list-style-type: none"><li>• Catering (except for schools meals and adults in need of social care).<br/><i>Officer Lead: Assistant Chief Executive</i></li><li>• Customer Services and Customer Care.<br/><i>Officer Lead: Director - Neighbourhoods</i></li><li>• The Local Government Ombudsman.<br/><i>Officer Lead: Director – Governance</i></li></ul> |
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## Cabinet Member for Highways and Environment

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The improvement of the visual appearance of the Borough (the 'streetscene') to create a better place to live.  
*Officer Lead: Director – Neighbourhoods*
- Highways network management and maintenance.  
*Officer Lead: Director Regeneration & Economy*
- Transport, vehicle and plant management, and the integration of transport services provided by Council services.  
*Officer Lead: Director – Neighbourhoods*
- Environmental services including cleansing, grounds maintenance, public conveniences and the maintenance of water courses.  
*Officer Lead: Director – Neighbourhoods*

- The waste strategy and waste collection and disposal services, including the Council's direction and input to the integrated waste management contract.  
*Officer Lead: Director – Neighbourhoods*
- Markets and market management.  
*Officer Lead: Director – Regeneration & Economy*
- Strategic flood management.  
*Officer Lead: Director – Regeneration & Economy*

## Cabinet Member for Housing

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The maximisation of public and private sector housing development.  
*Officer Lead: Director – Regeneration & Economy*
- The development, implementation and review of local housing strategy, all housing policies and neighbourhood housing plans, including private sector housing.  
*Officer Lead: Director – Neighbourhoods / Director - Regeneration & Economy / Director – Adult Social Care, Health & Wellbeing*
- The strategic direction of the Council's interests in relation to the development and delivery of housing of all types and tenures, including transient groups.  
*Officer Lead: Director – Regeneration & Economy*
- The direction for and delivery of the Council's investment in and management responsibilities for the authorities housing stock, including maintenance.  
*Officer Lead: Director – Neighbourhoods*

- Housing conditions in the private sector and the Housing Agency Service, including improvement, clearance and associated enforcement.

*Officer Lead: Director - Adult Social Care, Health & Wellbeing*

- Services for the provision of aids and adaptations and home support from the Better Care Fund.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- Homelessness.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing / Director - Neighbourhoods*

## Cabinet Member for Leisure

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- In conjunction with the Deputy Leader and Cabinet Member for Neighbourhoods and Communities, the development of the Council's relationship and policy and funding strategies with and for the voluntary, community, charity and commercial sector providers of leisure services.

*Officer Lead: Director - Neighbourhoods*

- Sports and leisure including the Council's interests in, and the strategic direction of the Council's input to the Sandwell Leisure Trust.

*Officer Lead: Director - Neighbourhoods*

- The development and commissioning of cultural opportunities in the Borough, support of the arts and heritage, including library and archive services, museums, art galleries and archaeology.

*Officer Lead: Director - Neighbourhoods*

- The development and commissioning of cultural opportunities in the Borough, support of the arts and heritage, including library and archive services, museums, art galleries and archaeology.

*Officer Lead: Director - Neighbourhoods*

- Community Services, including community centres and shop mobility.

*Officer Lead: Director – Neighbourhoods*

- The development of proposals to stimulate tourism and visitor economy of the Borough.

*Officer Lead: Director – Regeneration & Economy*

- The policy direction for countryside management, nature reserves, parks, green spaces and visitors centres.

*Officer Lead: Director – Neighbourhoods*

- The provision and maintenance of allotments within the Borough.

*Officer Lead: Director – Neighbourhoods*

## Cabinet Member for Public Health and Protection

### Portfolio Responsibilities

Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:

- The Council's contribution to domestic violence services.  
*Officer Lead: Director – Adult Social Care, Health & Wellbeing / Director - Neighbourhoods*
- Community safety and the development and implementation of the Council's Community Safety policies.  
*Officer Lead: Director - Neighbourhoods*
- Tackling anti-social behaviour and local crime and disorder.  
*Officer Lead: Director - Neighbourhoods*
- The promotion of public health in everyday service delivery across the Council and the integration of public health services within the Council.  
*Officer Lead: Director – Public Health*
- Health improvement and the eradication of health inequalities.  
*Officer Lead: Director – Public Health*

- Monitoring performance and strategic development of health visitors and school nurses in driving wellbeing of young persons.  
*Officer Lead: Director – Children & Families / Director – Public Health*
- Environmental health, trading standards, consumer protection.  
*Officer Lead: Director – Adult Social Care, Health & Wellbeing*
- The Regulation of Investigatory Powers.  
*Officer Lead: Director – Adult Social Care, Health & Wellbeing*
- Emergency planning and civil resilience.  
*Officer Lead: Director – Neighbourhoods / Chief Executive*
- The policy direction for all licensing regimes for which the Council is the designated authority and the application of the executive functions relating to licensing.  
*Officer Lead: Director – Adult Social Care, Health & Wellbeing / Director - Governance*

## Cabinet Member for Regeneration and Economic Investment

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- To support the Leader in the strategic development of and to represent the Council's interests in the establishment of a combined authority.  
*Officer Lead: Director – Regeneration & Economy*
- In support of the Leader, to deliver the following for and within Sandwell and in the wider combined authority area, through both local and combined authority wide projects and initiatives:
  - the regeneration of the physical environment of the Borough;
  - regeneration and transport planning, the transport network and public infrastructure;
  - the achievement of economic regeneration, the creation of jobs and the development of wealth;
  - the maximisation of employment, training and local business opportunities.  
*Officer Lead: Director – Regeneration & Economy*

- In support of the Leader, to deliver capital investment in infrastructure, regeneration and renewal within Sandwell and in the wider combined authority area, through both local and combined authority wide projects and initiatives.  
*Officer Lead: Director – Regeneration & Economy / Chief Finance Officer*

- Strategic town planning, including development control and building regulation, the development of supplementary planning guidance and regional planning guidance.  
*Officer Lead: Director – Regeneration & Economy*
- The declaration and making of all clearance areas, permitted development rights and the designation of conservation areas, areas of archaeological interest, nature reserves, green spaces and parks.  
*Officer Lead: Director – Regeneration & Economy*
- The development of links with the local business community and skills/worklessness agencies and regional and national employment organisations, agencies and associations.  
*Officer Lead: Director – Regeneration & Economy*
- To deputise for the Leader of the Council on the Local Enterprise Partnership.  
*Officer Lead: Director – Regeneration & Economy*

## Cabinet Member for Social Care

### Portfolio Responsibilities

*Where not otherwise reserved to the Council, a committee of the Council or other body under the Local Authority Functions Regulations, or where authority has not been delegated to a chief officer and, in consultation with a relevant Cabinet Member, as necessary, to take the lead responsibility within the Cabinet for all matters relating to:*

- The social care needs of adults in the Borough and looking after people in later life.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- Safeguarding of vulnerable adults.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- The Council's prevention strategy for vulnerable adults.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- Development of relationships with adults in need of social care, their carers and with providers of adult social care.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- Home meals support services and access to healthy eating for vulnerable citizens.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- To represent the Executive in the work of the Health and Wellbeing Board.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- Health partnership working between the Council and the wider health economy, including through the Sustainability and Transformation Plan.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*

- In conjunction with the Cabinet Member for Children's Services, the development and delivery of services to effect the seamless transition of citizens from children's social care to adults social care.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing / Director – Children & Families*

- Developing the Council's approach to whole life services for people with lifelong disabilities and learning disabilities.

*Officer Lead: Director – Adult Social Care, Health & Wellbeing*