

## **CABINET PORTFOLIOS**

1. The functions of the Cabinet shall be divided into Portfolios agreed by the Council.
2. The Leader shall allocate responsibility for each Portfolio to a Member of the Cabinet who shall be known as a Portfolio Holder.
3. The Portfolio Holder shall provide the political vision and leadership for each of the services contained within his/her Portfolio.
4. The responsibilities of the Portfolio Holders for the functions and services contained within each of the Portfolios approved by the Council, and referred to below, shall be as described in the Annexes to this Chapter:-

### **Policy and Strategy**

Functions and Services included:

- Corporate and Community Plans
- Best Value
- Political and Management Structures
- Financial Strategy and Budget Targets
- Public Relations
- Human Resources

### **Crime and Disorder**

Functions and Services included:

- Crime and Disorder
- Community Safety
- Emergency Planning
- Road Safety
- Service Specific Grants

### **Environment**

Functions and Services included:

- Sustainability co-ordination
- Refuse Collection
- Street Cleaning
- Grounds Maintenance
- Recycling
- Public Conveniences
- Cemeteries
- Coastal Protection
- Land Drainage and Sewerage (other than in the public health context)

## **Housing**

Functions and Services included:

- Housing Strategy
- Housing Investment Programme
- Housing Service Delivery
- Improvement Grants

## **Economy and Planning**

Functions and Services included:

- Planning Strategy
- Development Plans
- Economic Development
- Building Control
- Transportation
- Car Park Management
- Concessionary Travel
- Highways Agency and Highways Development Control Advice
- Street Naming and Numbering
- Local Land Charges

## **Leisure**

Functions and Services included:

- Arts
- Play
- Sport
- Recreation
- Tourism
- Museums
- Galleries
- Libraries
- Adult Learning
- Youth Work
- Open Space
- Leisure related and other non-service specific and core funding grants (excluding CAB and Community First)
- Eling Tide Mill/Toll bridge

## **Finance and Support**

Functions and Services included:

- Information and Communications Technology
- Land and Buildings Asset Management
- Commercial Services – including catering services
- Capital and Revenue Budgets
- Council Tax and Benefits
- National Non-Domestic Rates – including Discretionary Non-Domestic Rate Relief
- Service Specific Grants (including CAB and Community First)

- Central Support Services, including –  
Accountancy  
Information Services  
Legal and Democratic Services  
Exchequer Functions  
Chief Executive's Administration

### **Health and Social Inclusion**

Functions and Services included:

- Personal Health
- Social Inclusion
- Service Specific Grants
- Environmental Health Services
- The Council's Health and Safety Responsibilities as an Employer

(Annuals/2003/CL170504.doc)