

## APPENDIX

### 2. CABINET PORTFOLIOS

All Members of the Cabinet will have responsibility for balancing the budgets for the services areas within their portfolios. They will also have collective responsibility for the overall savings agreed as part the budget setting process of the Council.

#### Leader's Portfolio

The Leader has ultimate political responsibility for the Council, and accountability for the following strategic functions:-

Strategic policies	Development and implementation of the Council Business Plan, Budget and Leader's Policy Statement.
Financial strategy	The council's strategic approach to financial resources and budget, including alignment between partners, the BCC General Fund, Housing Revenue Account and capital spending.
Finances	Overall financial direction within the Financial Strategy developed by the Leader, including Best Value and appropriate financial, accounting and audit controls and procedures.
Council Wide Efficiency	Jointly with the deputy leader, to take a strategic lead in relation to efficiency across all council services and to foster lean governance in all areas of council work and to promote working relationships with stakeholders and partners.
Policy and Partnerships	Where appropriate, leadership of city, regional, national, European and international policy, strategic partnerships and appropriate relations with the media.
Major projects	Major physical regeneration and infrastructure projects in the city.
Promotion of the city and	Promotion of Birmingham regionally, nationally and internationally. This includes work with partners such as Marketing Birmingham, the universities and cultural organisations of

Inward Investment	<p>citywide, regional or national significance.</p> <p>Marketing strategies to encourage investment in Birmingham.</p>
Sports and Events Development	Development, delivery and promotion of sports, events and festivals.
Structure and Governance of the Council	Overall organisational design of the council, including corporate governance arrangements.
Council land use and property assets	<p>Oversight of the council's land use and property strategy and asset management plan including framework for reuse, disposal and requisition of land and property in the council's priorities – including assets of community value.</p> <p>Including oversight of council owned land and property facilities, amenities and services including markets.</p>
Emergency Planning	Arrangements for the council's response to emergencies including chairing the Contest Board.
Combined Authority and the West Midlands Mayoral Combined Authority	Appropriate arrangements for the Council's response and review to changes in the Constitution, consultation and devolution deals. Acting as the main representative for the City Council on the Combined Authority.
Economic growth and jobs	Strategic approach to economic growth and regeneration programmes and strategic planning policy in consultation with the Cabinet Member for Jobs and Skills.

Business Improvement Districts	Partnerships with the Business Improvement Districts, including city centre management opportunities.
Land Use Planning	Local Development Plan, Neighbourhood Plans, Development Briefs and Supplementary Guidance; including advice to planning committee.
Lord Mayor's office	Appropriate support to the Lord Mayor and other holders of civic office.

### Deputy Leader's Portfolio

The Deputy Leader will act as Council Leader where the Leader is not available and has accountability for the review and improvement of all council services, management of all corporate resources of the council, and oversight of the management of services and delivery of outcomes on:

Business Change	All major business change programmes.
Performance review and improvement for the council, including performance of externalised services	Arrangements to review and improve the performance of services and the delivery of priority outcomes and services for Birmingham residents and businesses. Trading Services, WOCs and Acivico (when Executive decisions needed).
Human Resources	An effective organisational development function for shaping the future workforce of the council.

	<p>Development of effective change/transformational programmes deployed corporately.</p> <p>Member development programmes.</p> <p>Processes and procedures to support good staff performance development and equality objectives.</p> <p>Staffing structures at JNC level and personnel procedures that comply with good practice and natural justice (in consultation with the Leader).</p> <p>[The Council Business Management Committee deals with issues around the employment of staff and their terms and conditions of employment].</p>
Communications	Internal and external stakeholder consultation on performance and use of resources.
Risk Management	Policy for risk management and holding officers to account on the management of risks.
Revenues and Benefits Service	Effective management of the Revenues and Benefits service.
The services provided to the citizens of Birmingham as the	To take a strategic lead in the provision of customer focused City services.

customer			
Arts and Culture and Tourism	Sustaining and promoting events, including management of grants and the economic opportunities that derive from arts and culture.		
The Library of Birmingham and Community Libraries	Oversight of the regional and city-wide role of the Library of Birmingham and the community library service including both the vital part libraries play in communities, learning and skills.		
Museums	Oversight of the provision and activity of the Birmingham Museums Trust.		
Local Government Ombudsman	Appropriate action in response to local government ombudsman reports.		
Open data and Information systems	Provide strategic leadership and advising all Cabinet members of initiatives that need to be taken in relation to the development of world class technological capability and connectivity in Birmingham		
Whistleblowing and Corporate Complaints Procedure	To take a corporate lead in relation to Whistleblowing and complaints.		
Council wide efficiency	Jointly with the Leader to take a strategic lead in relation to efficiency across all council services and to foster lean governance in all areas of council work and to promote working relationships with stakeholders and partners.		

The Deputy Leader will also have temporary oversight over the following areas to be reviewed in April 2018:

- The establishment of the Children’s Trust.
- Early Years contract mobilisation
- Birmingham's Strategy for Send and Inclusion 2017-2020

### **Cabinet Member for Children, Families and Schools**

The Cabinet Member for Children, Families and Schools has an integrated brief that extends across the educational, safeguarding, social and emotional needs of children and young people. Sustainable improvement of children’s safeguarding will be a major focus of this portfolio.

The needs of all children and young people, especially the most disadvantaged and vulnerable children and their families and carers, will be realised through a partnership approach with schools, third sector educational providers and partner organisations.

The Cabinet Member has accountability for:

Children’s Services	Needs of all children and young people, especially the most disadvantaged and vulnerable, and their families and carers.  Political responsibility and accountability for the leadership, strategy and effectiveness of children’s services. This includes all responsibilities of the statutory Lead Member for Children role.
Safeguarding Children and Young People	With statutory partners, the safety and wellbeing of all children.
Corporate Parenting	Political leadership on improving the lives of looked after children.  Ensuring all council members, officers and services

	understand and actively promote the council's responsibilities to looked after children.
Education and Wellbeing of Children and Young People	Political leadership on strategic and statutory duties, including school improvement, special educational needs and disability, early years, school places and travel to and from school.

## Cabinet Member Commercialism, Commissioning and Contract Management

The Cabinet Member will have accountability for the management of all commercial, commissioning, procurement and contract compliance activity across the Council.

Commercialism	To take the strategic lead in the consideration of all commercial opportunities available to the Council
Commissioning	Strategic approach to, and compliance with, the commissioning approach.  Ensuring that council commissioning supports its wider social objectives such as employment provision, training, encouraging social enterprise and delivering social cohesion, internally and externally.
Procurement	Oversight of procurement management, including ensuring the development of appropriate approved lists of suppliers.
Contract Management	Strategic approach to and compliance with contract management policy to ensure best value.

Internal Trading Operations	Effectiveness and holding to account the management of all internal trading operations.
Birmingham Business Charter for Social Responsibility	Application of the Birmingham Business Charter for Social Responsibility that requires contractors to offer, inter alia, local employment and training opportunities, and to adopt the Birmingham Living Wage policy.

### **Cabinet Member for Transport and Roads**

To be responsible for the transport infrastructure, the key highway networks and strategic highway policy, which are key to Birmingham establishing a well-founded reputation as a successful City.

The Cabinet Member has accountability for:

Transport Strategies	Sustainable transportation policy and strategy, programmes, projects and initiatives to improve connectivity and road safety for the city across all modes of travel.
Highways	Strategic highways matters.  Maintenance of roads and streets, traffic management and car parks and enforcing rights of way.
Advice to Planning Committee	Providing advice, where appropriate, including the

(Highways)	effect of proposed developments in relation to roads and transport and working in cooperation with the West Midlands Combined Authority and Mayor in relation to the key route network.
Intelligent Transport	To provide strategic leadership, in particular, for extending the use of intelligent transport systems and digital technologies for “open access” to support “green and smart” actions.

### **Cabinet Member for Clean Streets, Recycling and Environment**

The Cabinet Member will position Birmingham as a ‘Green City’ ready for the challenges of the future and with a sustainable infrastructure that supports these objectives through initiatives that are delivered by the city council and also by partner agencies, private and third sector organisations.

The Cabinet Member has accountability for:

Green City	Strategic leadership of the city’s sustainability agenda, advising all Cabinet Members of initiatives that need to be taken and particularly in respect of employment, highways, transport, waste recycling and disposal matters, health and housing.
Climate Change	Strategic lead on policy and its implementation to address issues including climate change, carbon reduction, flood management, clean air zones, energy security, fuel poverty, food security and green spaces.
Waste Strategy and Services	Development of a financially and environmentally sustainable waste strategy for the city.  Collection and sustainable disposal of waste from residential and other properties within the city and street cleansing on

	operational matters.  Promotion of recycling.
Pest Control	Provision of the Pest Control Service
Cleaner Neighbourhoods	Street Cleaning, Litter prevention, fly tipping, graffiti, placarding.
Local Parks and Allotments	Provision, maintenance and usage of local facilities.

## **Cabinet Member for Health and Social Care**

The objective of this portfolio is to create a city – where people live long, healthy and independent lives in their own homes, making people responsible for their own care.

The development of the Health and Wellbeing Board, together with the transfer of public health functions from the NHS adds coherence to the policies and actions around the health and wellbeing needs of the residents of Birmingham, across all life stages from young children to older people.

The Cabinet Member has accountability for:

Adult Social Care and Health	Development of the Health and Wellbeing Board and relationships with the NHS and private providers.  Strategic leadership of social care services and safeguarding for adults.  Development of an integrated health and social care economy
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	in Birmingham and neighbouring local authorities around the STP.
Public Health	Leadership on public health services, working with the Health and Wellbeing Board to reduce health inequalities.
Healthy Communities	Healthy living through sport and leisure services.
Domestic Violence	All council activity relating to domestic violence and developing a city-wide domestic violence strategy with partners including advice to the Cabinet Member for Housing and Homes on the provision of accommodation.

## Cabinet Member for Housing and Homes

The building of enough houses of the highest quality, and the strong neighbourhoods to go with them, to meet population growth, and so also enable strong economic growth, is the big challenge for the city over the next decade.

Dramatic changes in the local government environment have given greater prominence to questions about the role of communities and, potentially, a radical form of devolution in which the experience of residents is harnessed to understand and drive better services.

The Cabinet Member has accountability for:

Council housing management services	Oversight and direction of estate management services and best use of housing stock (across all housing providers).  Repairs and maintenance programmes.
Registered Social Landlords	Liaison with the Birmingham Social Housing Partnership on neighbourhood management initiatives and the housing growth agenda.
Private Rented Sector	Licensing and regulation.  Private Tenancy Unit activities.  Bond and deposit scheme initiatives.

Housing Options	<p>Assessing housing need, options for vulnerable adults, children and young people and offenders.</p> <p>Temporary accommodation provision / homelessness.</p> <p>Initiatives for rough sleepers.</p>
Housing Supply	<p>To review the supply of housing and tenure based on an analysis of housing need including responsibility for BMHT. The Cabinet member will advise the Deputy Leader in relation to housing supply and tenure.</p>
Tenant engagement in social housing	<p>Tenant engagement in the management and development of social housing and Housing Liaison Boards.</p>
Neighbourhood Management	<p>Wider council and public sector integration at the local level.</p>

## Cabinet Member for Jobs and Skills

A successful city is one that has a highly skilled workforce, with access to quality skills and training, to ensure that the learning opportunities within Birmingham are providing for the present and future skills needs of the city, working with the Executive Members for Districts where appropriate.

The Cabinet Member has accountability for:

Skills, expansion for key growth sectors enterprise and innovation	Throughout the council and the city of Birmingham and with local, regional and national partners, develop the skills and employability of Birmingham's workforce, enabling each citizen to realise their potential.
Youth Engagement and Youth Service, along with Lifelong Learning (post 14 skills and adult education)	Clear progression and vocational pathways from education into further and higher education and employment.  Provision of all-age guidance, skills development, training and work experience to meet the economic needs of the city now and in the future.
Employment Opportunities	Access to employment, local employment plans.
Skills and Entrepreneurship in Schools	Development of 14-19 career pathways, enterprise and entrepreneurship in Birmingham schools.
Impact and Implications of Brexit	Assessment on implications for the city of Brexit in 2019.
Business Support	Support the development of implementation of business support

## Cabinet Member for Community Safety and Equalities

The Cabinet Member will have accountability for ensuring that wherever possible (within the restrictions provided by Statute and Law) all actions taken and services provided by the council are fully transparent to the citizens of Birmingham.

A cohesive society is one which offers opportunities to all its members within a framework of accepted values, removing barriers to access and challenging inequalities. The challenge is to ensure that every Birmingham citizen has access to opportunity across the social and economic life of the city, within a safe city - including in education, employment, housing, health and social care, civil society and political participation – whether these are delivered by the city council itself, partner agencies, or by private or third sector organisations.

The Cabinet Member will also have responsibility for the following:

Safer Communities	Strategic citywide leadership to community safety in Birmingham, including anti-social behaviour, fear of crime and public spaces and ensuring effective support for victims of crime.  Effective relationships and clear shared priorities with the Police and Crime Commissioner and West Midlands Police.  Leadership on youth offending issues.  CCTV and liaison with Police.  Strategic leadership in relation to Prevent.
Social Cohesion and Inclusion	Approaches to ensure that all Birmingham citizens

	<p>have increasing access to opportunity across the social and economic life of the city.</p> <p>Holding to account other relevant Cabinet Members and officers for the delivery of those functions that impact on social cohesion and inclusion.</p>
Tackling Inequality	<p>Strategic approaches to reduce inequalities including around health, education and employment outcomes; 'access to services'; and participation in civic life.</p> <p>Neighbourhood advice and information services.</p> <p>Holding to account other relevant Cabinet Members and officers for the delivery of those functions that impact on inequalities and inclusion.</p>
Equalities within the Community	<p>Development and promotion of shared values and mutual respect across the diverse communities of Birmingham.</p> <p>Ensuring that community and cultural events promote social cohesion and inclusion</p>
To take a lead on information law and data protection matters	Overall organisation for the Council including Corporate governance arrangement.

To challenge any lack of transparency in all work carried out by the Council.	To ensure transparency in all areas of Council work.
External Challenge	Ensuring that partner agencies, private or third sector organisations are challenged on their contribution to improving social cohesion and inequalities.
Third Sector Partnership and Engagement	Working with and coordination of third sector and partner agencies around equalities, cohesion and inclusivity.
Bereavement Services	Strategic leadership for the development of Cemeteries, Crematoria and Mortuary and Coroners Court Services.

