

Portfolio	Role and Service Responsibilities and Functions
<p><b>Leader</b> (Policy &amp; performance, reform &amp; transformation, media &amp; comms, community engagement)</p>	<ul style="list-style-type: none"> <li>• Manifesto delivery</li> <li>• Policy overview</li> <li>• Major projects oversight (with Good Growth portfolio)</li> <li>• Performance management</li> <li>• Reform and transformation</li> <li>• Community engagement</li> <li>• Neighbourhood governance</li> <li>• Civil protection</li> <li>• Member development</li> <li>• Elections</li> <li>• Local Area Agreement</li> <li>• Marketing and communications</li> <li>• Councillors' allowances</li> <li>• All executive functions not allocated to any other portfolio</li> </ul>

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<p><b>Inclusive Economy</b> (Finance, Procurement, Human Resources, Community Wealth Building*, social impact)</p>	<ul style="list-style-type: none"> <li>• Budget and finance</li> <li>• Community wealth building</li> <li>• Social value &amp; impact</li> <li>• Digital borough</li> <li>• Digital council</li> <li>• Capital resources</li> <li>• Income</li> <li>• Investment and external funding</li> <li>• Central government grants</li> <li>• Risk management</li> <li>• ICT and facilities</li> <li>• Strategic procurement</li> <li>• Human resources, internal training and skills</li> <li>• Employee relations</li> <li>• Legal services</li> <li>• Customer services and complaints</li> <li>• Registrars</li> </ul>

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<p><b>Genuinely Affordable Homes</b> (New Homes, Temporary Accommodation, Housing Demand, Homelessness, Estate Renewal &amp; Housing Management)</p>	<ul style="list-style-type: none"> <li>• Housing strategy and policy</li> <li>• Property and estates</li> <li>• Housing allocations</li> <li>• Temporary accommodation</li> <li>• Housing advice</li> <li>• Homelessness</li> <li>• Housing management</li> <li>• Housing hubs</li> <li>• Tenancy management</li> <li>• Rents</li> <li>• Estate renewal</li> <li>• Broadway Living</li> <li>• Leaseholder services</li> </ul>
<p><b>Good Growth</b> (Planning, Major Projects, Council Property, Regeneration Strategy, PRS)</p>	<ul style="list-style-type: none"> <li>• Major projects oversight (with Leader)</li> <li>• Regeneration strategy</li> <li>• Land charges</li> <li>• Private housing sector supply and leasing</li> <li>• Private Rental Sector Licencing</li> <li>• Council property and assets</li> <li>• Local Plan and planning policy</li> <li>• Building and development control</li> </ul>

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<p><b>Decent Living Incomes</b>  (*Community wealth building, Licensing, Economic Regeneration, Skills, Employment, Welfare Reform, Business Support, Further &amp; Higher Education)</p>	<ul style="list-style-type: none"> <li>• COVID19 recovery</li> <li>• Economic development</li> <li>• Community wealth building (with Inclusive Economy portfolio)</li> <li>• Community development</li> <li>• Post 16 education</li> <li>• Adult education</li> <li>• Benefits</li> <li>• Apprenticeships</li> <li>• Skills</li> <li>• Employment</li> <li>• Welfare reform</li> <li>• Business support</li> <li>• Financial inclusion</li> <li>• Pre-employment programmes</li> <li>• Economic resilience</li> <li>• Economic regeneration</li> <li>• Job clubs and brokerage</li> <li>• Further Education &amp; Higher Education</li> <li>• Regulatory services (environmental health, trading standards, licensing and community health and safety)</li> </ul>
<p><b>Climate Action</b>  (Active Travel, Climate Crisis, Highways, Recycling &amp; Waste Reduction, Parks &amp; Green space, Renewable Energy)</p>	<ul style="list-style-type: none"> <li>• Climate action and sustainability</li> <li>• Air quality</li> <li>• Strategic Transport strategy &amp; policy</li> <li>• TfL relations &amp; LIP funding</li> <li>• Active Travel (with Healthy Lives portfolio)</li> <li>• Recycling, refuse, plastics, waste disposal and reduction</li> <li>• Street cleansing</li> </ul>

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	<ul style="list-style-type: none"> <li>• Street lighting</li> <li>• Environmental enforcement</li> <li>• Waterways, canal paths and bridleways</li> <li>• Road safety</li> <li>• Traffic and congestion</li> <li>• Parking, enforcement and CPZs</li> <li>• Highways and footways</li> <li>• Renewable energy</li> <li>• Gunnersbury Park</li> <li>• Trees, parks and countryside</li> </ul>
<p><b>Thriving Communities</b> (Neighbourhood governance, volunteering, faith and community groups, libraries, sports, leisure &amp; community centres, community cohesion, cemeteries &amp; crematoria)</p>	<ul style="list-style-type: none"> <li>• Faith and community groups</li> <li>• Community cohesion</li> <li>• Sports and leisure centres</li> <li>• Sports development</li> <li>• Halls and community centres</li> <li>• Volunteering and community sector (including VCS grants)</li> <li>• Libraries</li> <li>• Cemeteries and crematoria</li> <li>• Public toilets</li> <li>• Pitzhanger Manor</li> <li>• Culture, heritage and arts</li> <li>• Tourism</li> <li>• Ealing Festivals</li> </ul>
<p><b>A Fairer Start</b> (Children's social care, Schools' performance, child poverty, SEN)</p>	<ul style="list-style-type: none"> <li>• Children's social care</li> <li>• Child poverty</li> </ul>

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	<ul style="list-style-type: none"> <li>• Fostering and adoption</li> <li>• Child protection</li> <li>• Children's homes</li> <li>• Home/school transport</li> <li>• Looked after children</li> <li>• Nursery education and childcare</li> <li>• Play service</li> <li>• Primary and secondary education</li> <li>• School library service</li> <li>• Special Educational Needs</li> <li>• Ealing Learning Partnership</li> </ul>
<p><b>Tackling Inequality</b> (Public Health*, Youth offending, Violence against women and girls, youth service, policing, antisocial behaviour)</p>	<ul style="list-style-type: none"> <li>• Public Health – Wider determinants of health &amp; Health Improvement (with Healthy Lives portfolio)</li> <li>• Youth service</li> <li>• Youth offending</li> <li>• Community safety (including ASB, drugs action and crime prevention)</li> <li>• Police liaison</li> <li>• CCTV</li> <li>• Disabilities</li> <li>• Violence against women and girls</li> <li>• Equality and diversity</li> <li>• Refugees and asylum seekers</li> <li>• Gypsy, Roma and Traveller community liaison</li> </ul>

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<p><b>Healthy Lives</b> (Public Health* Older People, Adult Social Care, Mental Health, COVID-19, NHS)</p>	<ul style="list-style-type: none"> <li>• Public Health – Health protection &amp; premature mortality (with Tackling Inequality portfolio)</li> <li>• Covid-19</li> <li>• Active Travel (with Climate Action portfolio)</li> <li>• Sports and leisure centres</li> <li>• Sports development</li> <li>• NHS relations</li> <li>• Adult social care</li> <li>• Assessment and care services for older people and adults with needs arising from disabilities and mental health</li> <li>• Accommodation and day activities</li> <li>• Promoting independence</li> <li>• Safeguarding adults</li> <li>• Mental health</li> <li>• Supporting people</li> <li>• Disability facilities grants, handyperson scheme and other grants</li> <li>• Sheltered housing</li> </ul>

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<b>Functions delegated to all cabinet members, within their respective portfolios</b>	
<b>Each cabinet member, within their own portfolio</b>	<ul style="list-style-type: none"> <li>• Propose budgets and policy developments to the Council</li> <li>• Make recommendations to the Council</li> <li>• Develop statutory plans with relevant directors for approval by the Council</li> <li>• Consult other cabinet members or the whole cabinet on matters that may affect other portfolios or have a significant impact on the Council as a whole</li> <li>• Respond to matters raised by scrutiny bodies</li> <li>• Attend hearings or meetings of scrutiny bodies if summoned</li> <li>• Develop implementation plans and programmes with relevant directors for approval by the cabinet</li> <li>• Monitor performance against those plans and programmes (also a role for scrutiny)</li> <li>• Periodically report on performance to the Council and/or scrutiny bodies</li> <li>• Consider proposals from the Corporate Board or directors that represent a change to council policy or a significant change in service delivery</li> <li>• Develop partnership proposals with external organisations</li> <li>• Where delegated by the Council, make formal responses and representations to external organisations</li> <li>• Represent the Council on external organisations</li> <li>• As soon as practicable following the start of the municipal year, to produce a plan demonstrating how they intend to consult with and involve other stakeholders and councillors, in the implementation of the programme of work within their portfolio.</li> </ul>



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<b>Functions delegated to all cabinet members, within their respective portfolios</b>	
<b>Each cabinet member, within their own portfolio</b>	<ul style="list-style-type: none"> <li>• Authorise the award of contracts for the supply of goods or services up to an estimated value of £1million per annum</li> <li>• Authorise acquisition or disposal of land or premises up to £1million</li> <li>• Authorise responses to consultation documents from government departments, the local government association and other local authorities affecting the portfolio area</li> <li>• Agree virements between budget heads up to a value of £1million within a directorate</li> <li>• Authorise schemes within the agreed capital programme including invitation of tenders</li> <li>• Agree reorganisations and consequent staffing implications which do not cross departmental boundaries</li> <li>• Authorise bids for external funds up to £2million subject to financial regulations and any matching funding being identified at the time of bidding</li> <li>• Deal with service issues within a portfolio which do not impact on other portfolios</li> </ul>

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<b>Leader</b>	<ul style="list-style-type: none"> <li>• Take decisions on applications for national non-domestic rates hardship relief (cabinet 27.11.01)</li> <li>• To suspend or terminate the suspension of the Head of Paid Service for the purpose of investigating alleged misconduct.</li> <li>• Take any necessary action under the Disciplinary Procedure contained in the JNC terms for Chief Executives</li> </ul>

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<b>Genuinely Affordable Homes</b>	<ul style="list-style-type: none"> <li>• Tenants and lessees matters</li> <li>• To consider and decide upon matters relating to individual tenancies of council properties within approved overall allocation policies and matters relating to private sector leased properties except claims for compensation.</li> <li>• To consider and recommend upon claims for compensation by and on behalf of tenants and those relating to private sector leased properties.</li> <li>• To consider and decide upon matters relating to complaints from lessees regarding the level of service provided by the council pursuant to their lessees.</li> <li>• To consider and decide upon the execution of possession orders in cases of tenants with rent arrears.</li> <li>• To consider and decide upon the reinstatement of applicants suspended from the register on the following grounds: <ul style="list-style-type: none"> <li>*Loss of accommodation by doing or failing to do something to prevent it.</li> <li>*Knowingly making a false statement or withholding information from the council.</li> <li>*Where the Director of Safer Communities and Housing considers there are good reasons for doing so.</li> </ul> </li> <li>• To decide on the exercise of discretion in individual cases under the Social Landlord Discretionary Reduction of Service Charge Directions 1997 following consideration of individual cases by the Director of Safer Communities and Housing. (Council 20.11.01)</li> </ul> <p>[Exercised after consultation with the Tenants &amp; Lessees Advisory Group]</p>

### Section 3B: Responsibilities of cabinet committees

<b>Cabinet committee</b>	<b>Responsibilities</b>
Housing Delivery Cabinet Committee	<ul style="list-style-type: none"><li>(i) To consider and determine matters relating to individual affordable housing schemes and their funding</li><li>(ii) To consider and determine issues of land disposal, acquisition, and related matters, as appropriate to achieve individual affordable housing schemes</li><li>(iii) To keep cabinet informed on the work of the committee</li></ul>