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## **PART 3D: INDIVIDUAL CABINET MEMBERS**

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### **MATTERS RESERVED FOR DECISION**

#### **Introduction**

There are occasions when matters affect more than one portfolio; on such occasions the decision will be referred to a meeting of the full cabinet<sup>1</sup>.

In discharging any functions that have been delegated, a cabinet member must act lawfully. This means that the cabinet member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, this constitution, council policies, procedure rules and the members' code of conduct.

#### **Budget**

1. Proposing revenue and capital budget allocations to the cabinet, in relation to their areas of responsibility.
2. Agreement of significant programmes in relation to these objectives.
3. Agreement of changes to existing fees and charges, in relation to their areas of responsibility and in line with the medium term resources strategy, other than any set by council assembly as part of the budget process.
4. Approving the submission of bids for additional resources from government and other agencies, in relation to their areas of responsibility, where member level agreement is required by the external agency.
5. Matters reserved to individuals above specific financial thresholds:
  - Approving write offs of debt for their portfolio area of a value of £5,000 – £50,000.
  - Approving grants to voluntary organisations over £2,500.

#### **Service planning and delivery**

6. Agreement of statutory and other strategies, in relation to their areas of responsibility, except where they relate to crosscutting issues.
7. Agreement to significant policy issues, in relation to their areas of responsibility.
8. Agreement of performance standards and key policy objectives, in relation to their areas of responsibility.
9. Agreement to policy and performance priorities for the short and medium term in relation to their areas of responsibility and taking into account the needs of the council as a whole.

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<sup>1</sup> In the event an issue affects both parts of the shared cabinet portfolio the leader of the council will decide who deals with it.

10. Agreement of service plans, in relation to their areas of responsibility.
11. To consider any inspection report by an external agency and:
  - agree the action plan, including recommendations for no action, where there are no significant policy implications
  - make recommendations to the cabinet, including recommendations for no action, where there are significant policy implications.
12. Agree reports when there are any significant changes associated with the delivery of an agreed plan.
13. Sign off any plan or strategy or programme when completed or take decisions where no further significant cabinet approval is required.
14. Monitor the effectiveness and appropriateness of the plan or strategy or programme within the portfolio holders responsibility and agree any necessary changes.

### **Tenders and contracts**

15. Decisions on matters reserved to individual cabinet members in accordance with the provisions of contract standing orders in part 4 of the constitution.

### **Partnerships and consultation**

16. To approve responses to consultation documents from government, Greater London Authority, Local Government Association, London Councils and other bodies relating to significant changes affecting their portfolio area, which would not require changes to the budget and policy framework.
17. Agreeing broad consultation arrangements, in relation to their areas of responsibility.
18. To promote effective partnerships, between the council and other agencies and bodies affecting the community, in relation to their areas of responsibility.
19. To deal with petitions in their portfolio area in accordance with council procedure.
20. To agree the following school organisation decisions:
  - Agreement to carry out the initial consultation where the council is proposing to make a statutory change to a school
  - Following the outcome of the initial consultation process, to agree to publish the statutory notice
  - Approval of the co-ordinated admissions process for primary schools in Southwark if there are no changes from the previous year<sup>2</sup>.
21. To agree draft local development framework documents for consultation, such as supplementary planning documents.

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<sup>2</sup> See record of delegation at cabinet on 19 March 2013.

### **Transport issues**

22. To decide to implement a traffic and highway improvement project, subject to statutory consultation.
23. To determine statutory objections to a traffic and highway improvement project.