

# The Cabinet

## 1. Role

The Cabinet will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution by decision of the Council (where there is a choice).

## 2. Form and Composition

The Cabinet will consist of the Leader of the Council together with at least 2, but no more than 9 other Councillors appointed to the Cabinet by the Leader.

## 3. Leader

The Leader will be a Councillor elected by the Council to that position. This will normally be at the Annual Meeting following whole council elections. The Leader will hold office for the remaining term of the Council unless:

- (a) they resign from the office; or
- (b) they are no longer a councillor; or
- (c) they are removed from office by resolution of the Council.

In the event that the circumstances in (a) to (c) above occur to create a vacancy in the office of leader of the council, an election to fill the vacancy will be taken at the next ordinary meeting of the Council or at an extraordinary meeting of the Council. In the case of (c) the election to fill the vacancy should occur, where possible, at the same meeting at which the resolution removing the leader is passed. The newly elected leader will remain in office for the remaining term of the Council subject to paragraphs 3(a) to (c).

## 4. Other Cabinet Members

Other Cabinet Members shall be Councillors appointed by the Leader and notified to the Council. One of the other Cabinet Members will be designated as Deputy Leader. Cabinet Members will hold office until:

- (a) they resign from office; or
- (b) they are no longer councillors; or
- (c) they are removed from office by the Leader of the Council who must give written notice of any removal to the Proper Officer in writing or by e-mail. The removal will take effect two working days after receipt of notice by the Proper Officer.

## 5. Proceedings of the Cabinet

Proceedings of the Cabinet will comply with the Cabinet Procedure Rules set out at Part 4.2 of the Constitution.

## 6. Responsibility for Functions

The Leader of the Council and other Councillors appointed to the Cabinet will be responsible for the discharge of executive functions, except where arrangements have been made with other local authorities for the exercise by or jointly with them of such functions or any such functions have been wholly or partly delegated to officers of the Council. The Leader of the Council will determine from time-to-time which functions and activities will be the responsibility of each Cabinet Member. The functions and activities currently allocated to the respective Cabinet Members are set out in the following table.

|     | <b>Cabinet Member</b>   | <b>Function</b>  |
|-----|---|--|
| (a) | Leader of the Council   | Strategy;<br>Corporate and community leadership;<br>Regional and strategic infrastructure and planning;<br>Liaison with other Oxfordshire councils and system partners;<br>Asylum and immigration  |
| (b) | Deputy Leader of the Council and Cabinet Member for Children, Education and Young People's Services | Children social care; education; 0-5 offer; youth offer  |
| (c) | Cabinet Member for Corporate Services   | Governance and legal; HR and industrial relations; Cherwell partnership agreement; broadband/ICT; customer services; communications  |
| (d) | Cabinet Member for Community Services and Safety  | Cultural services: registration service, library service, coroner's service, music service, museum service, history service; fire and rescue service; trading standards; emergency planning; community safety; gypsies and travellers                          |
| (e) | Cabinet Member for Climate Change Delivery and Environment  | Climate change; waste disposal and recycling centres; countryside operations and volunteers; ecology/archaeology/heritage; waster strategy – TW reservoir; energy strategy; minerals and waste planning; lead flood authority – Oxford flood Alleviation Plan; |

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|  |  | tree strategy; highways verge management strategy |
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| (f) | Cabinet Member for Highway Management              | Highway's delivery operations – structures and maintenance; network management; public rights of way; supported transport; Fix My Street; walking and cycling maintenance; LCWIPs/LTNs; street lighting; travel hubs; public transport – bus strategy/universal payment/maps; cycle parking; school streets; 20 is Plenty implementation; enforcement; car parking strategy                                   |
| (g) | Cabinet Member for Travel and Development Strategy | Government bids for funding initiatives; infrastructure strategy (OXIS); digital connectivity broadband; regional and strategic infrastructure – capital delivery of major projects; rail – Cowley/Grove/Worcester Line/Witney; connecting Oxford; ZEZs/AQMAs/live digital air quality display; travel hubs; working place levy/congestion charge; waterways; tourism/economic development; HGV weight routes |
| (h) | Cabinet Member for Finance                         | Finance; Property; Investment & Procurement   |
| (i) | Cabinet Member for Adult Social Care               | Adult social care; carers services; support to people with learning disabilities, physical disabilities services, people living with impact of a brain injury, people living with a long-term condition, older people services, safeguarding adult services, homelessness, hospital discharge; mental health; health partnerships   |
| (j) | Cabinet Member for Public Health and Equality      | Public health; COVID renewal; voluntary sector; equalities  |

## **7. The Responsibilities of the Leader of the Council and Cabinet Members**

- (a) The Leader of the Council and each individual Cabinet Member will: -
- (i) be the lead member within the Cabinet for the functions allocated above and will be responsible to the Cabinet and to the Council for the effective discharge of those functions;
  - (ii) be the first point of contact within the Cabinet for members, officers and other persons or organisations with respect to those functions;

- (iii) represent the Cabinet and the Council at meetings or other events with external partners and other organisations connected with the discharge of any of those functions; and
  - (iv) be the public face of the Cabinet and speak for the Cabinet and the Council on those functions.
- (b) In the absence of the Cabinet Member, or if they are unable to discharge their responsibilities for any reason, then the Leader of the Council will either carry out those responsibilities or allocate them to another Cabinet Member. In the absence of the Leader of the Council, the Deputy Leader will act.

## **8. Power to Make Cabinet Decisions**

The Leader of the Council and other Councillors appointed to the Cabinet will be responsible collectively for the discharge of executive functions. The Cabinet may arrange for the discharge of any of its functions:

- (i) by an individual member of the Cabinet;
- (ii) by a committee of the Cabinet;
- (iii) by an officer of the Council;
- (iv) through joint arrangements with one or more other local authorities;
- (v) by another local authority.

## **9. Cabinet Committees**

The functions which any such Cabinet committee is for the time being appointed to discharge, its membership, and the rules under which it is to operate, are set out at Part 4.3 of the Constitution.

## **10. Delegated Decisions by Individual Cabinet Members**

The functions which individual members of the Cabinet are for the time being authorised to discharge, and the rules under which they are to operate, are set out at Part 4.4 of the Constitution.

## **11. Cabinet Advisory Groups**

The functions of Cabinet Advisory Groups, and the rules under which they are to operate, are set out at Part 4.5 of the Constitution.

## **12. Transport Advisory Groups**

The functions of the Transport Advisory Panel, and the rules under which they are to operate, are set out at Part 4.6 of the Constitution.

# Membership of Cabinet and Shadow Cabinet

**LEADER OF THE COUNCIL** : Liz Leffman  
**DEPUTY LEADER OF THE COUNCIL** : Liz Brighthouse OBE

## The Cabinet (9)

In addition to the Leader and Deputy Leader of the Council, 9 Cabinet Members as follows: -

Children, Education & Young People’s Services : Liz Brighthouse OBE  
Corporate Services : Glynis Phillips  
Adult Social Care : Tim Bearder  
Climate Change Delivery & Environment : Dr Pete Sudbury  
Highway Management : Andrew Gant  
Travel & Development Strategy : Duncan Enright  
Finance : Calum Miller  
Community Services and Safety : Jenny Hannaby  
Public Health & Equalities : Mark Lygo

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## The Opposition

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| <b>LEADER OF THE OPPOSITION</b>        | : | Eddie Reeves |
| <b>DEPUTY LEADER OF THE OPPOSITION</b> | : | Donna Ford   |

## The Shadow Cabinet (9)

The following members currently comprise the Shadow Cabinet appointed by the Opposition for the purposes of paragraph 3 of the Protocol on Members' Rights and Responsibilities (Part 9.3 of the Constitution)

### Cabinet Member Portfolio

|   |   |                   |
|---|---|-------------------|
| Children, Education & Young People's Services | : | Nigel Simpson     |
| Corporate Services                            | : | Donna Ford        |
| Community Services and Safety                 | : | Ted Fenton        |
| Climate Change Delivery & Environment         | : | Yvonne Constance  |
| Highway Management                            | : | Liam Walker       |
| Travel & Development Strategy                 | : | Ian Snowdon       |
| Finance                                       | : | David Bartholomew |
| Adult Social Care                             | : | Nick Leverton     |
| Public Health & Equality                      | : | Kieron Mallon     |