

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

5 MARCH 2009

**REPORT OF CORPORATE
MANAGEMENT TEAM**

COUNCIL DECISION

Leader– Lead Cabinet Member – Councillor Lupton

Proposed Revision to Cabinet Member Portfolios

1. Summary

To consider a proposed revision to the Cabinet Member Portfolios for Corporate Management & Finance and Access & Communities so as to realign responsibility for Communications alongside Community Engagement & Consultation.

2. Recommendations

That the proposed revision to the Cabinet Member Portfolios for Corporate Management & Finance and Access & Communities, be approved.

3. Reasons for the Recommendations/Decision(s)

Currently, responsibility for the Council's Communications function sits within the Cabinet Member Portfolio for Corporate Management & Finance. At its meeting held on 9th July 2008 (min C89/08 refers) Council approved the establishment of the Cabinet Portfolio for Access & Communities; and a number of service responsibilities previously held by the Cabinet Portfolio for Corporate & Social Inclusion were split into the two new Portfolios for Corporate Management & Finance and Access & Communities.

This proposed revision to the responsibilities for the Council's Communications function is considered a necessary further realignment to each Portfolio in order to achieve responsibility for both Communications and Community Engagement & Consultation within the one portfolio area.

4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.

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SUMMARY

To consider a proposed revision to the Cabinet Member Portfolios for Corporate Management & Finance and Access & Communities so as to realign responsibility for Communications alongside Community Engagement & Consultation.

RECOMMENDATIONS

That the proposed revision to the Cabinet Member Portfolios for Corporate Management & Finance and Access & Communities, be approved by Council.

DETAIL

1. At its meeting held on 9th July 2008 (min C89/08 refers) Council approved changes to the Cabinet structure which saw it increase in size to nine members, and entailed the creation of two new Cabinet Portfolios combining and replacing the responsibilities previously held by the Cabinet Portfolio for Corporate & Social Inclusion.
2. The Portfolios for Corporate Management & Finance and Access & Communities were established and the service responsibilities previously held by the Cabinet Portfolio for Corporate & Social Inclusion were split into the two new Portfolios as appropriate.
3. Currently, responsibility for the Council's Communications function sits within the Cabinet Member Portfolio for Corporate Management & Finance. However, it is considered that Communications would be best placed alongside Community Engagement & Consultation
4. It is therefore suggested that responsibility for Communications be moved from the Corporate Management and Finance Portfolio to the Access and Communities Portfolio

FINANCIAL IMPLICATIONS

5. There are no financial implications arising from the proposed change.

LEGAL IMPLICATIONS

6. There are no financial implications arising from the proposed change.

RISK ASSESSMENT

7. There are no identifiable risks relating to the proposed change.

SUSTAINABLE COMMUNITY STRATEGY IMPLICATIONS

8. It is considered sensible to combine the functions of Communication and Consultation & Engagement within the same portfolio given their close relationship with each other.

EQUALITIES IMPACT ASSESSMENT

9. This report is not subject to an Equality Impact Assessment because it does not relate to a policy or the provision of a new service.

CONSULTATION INCLUDING WARD/COUNCILLORS

10. Members affected by the proposed change have been consulted.

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Education related? No

Background Papers

Cabinet Member Portfolios
Report to Cabinet held on 22nd May 2008

Ward(s) and Ward Councillors: Not Ward Specific

Property [None](#)