

| Portfolio Holder Housing   | Portfolio Holder Environment and Leisure                        | Deputy Mayor and Portfolio Holder Corporate and Finance           | Portfolio Holder Regeneration and Growth                              | Portfolio Holder Wellbeing, Health and Safer Communities* |
|--|---|---|---|---|
| Private sector housing   | Parks recreation and Play                                       | Equality and Diversity  | Planning Policy   | Environmental Health                                      |
| Housing Revenue Account Business Plan                            | Trees woodland management, nature reserves, lakes and waterways | Risk Management   | Local Plan  | Public Health   |
| Tenant Participation   | Allotments  | Freedom of information  | Growth – Housing and Business   | Health and Wellbeing                                      |
| Special needs housing  | Cemeteries and crematorium                                      | Internal audit  | Housing Company – Shareholder   | Community Safety  |
| Homelessness   | Street cleansing  | Marketing and communications                                      | Employment and Skills   |   |
| Housing allocations  | Refuse collection services                                      | Information technology  | Business support  |   |
| Council housing stock including capital programme and investment | Vehicle Fleet Management  | Counter fraud   | Promotion and development of the Place including Culture and Heritage |   |
| Council housing portfolio and asset management                   | Town Centre   | Long term financial strategy                                      | Regeneration (including town centre regeneration)                     |   |
| Disabled facilities grants                                       | Leisure Contract  | Capital and revenue budgets                                       |   |   |
|  | Health and Sports Development                                   | Council tax, NNDR, housing benefit and council tax support scheme |   |   |
|  |   | Asset Management  |   |   |
|  |   | Insurance   |   |   |
|  |   | Health and Safety   |   |   |

#### \* Cabinet Portfolio Holder Job Share Arrangements

The Wellbeing, Health and Safer Communities Portfolio will be shared between two elected Members appointed to the role by the Executive Mayor.

#### Job share arrangements

Executive authority delegated to a Cabinet portfolio within the Council's Scheme of Delegation cannot be shared between two Members simultaneously. For clarity, and to ensure decisions are taken correctly, the job share arrangement will operate on the basis of one principal Member who can take executive decisions within the remit of their Cabinet portfolio. The principal Member will rotate every 6 months and this will be clearly documented on the Council's website. The Executive Mayor will also inform all Members at the following full Council meeting.

#### Individual Cabinet Member decisions

For Portfolio Holders operating under job share arrangements, the principal Member is the sole decision taker for that Portfolio and can take individual executive decisions within the remit of that Portfolio. The principal Member should be consulted during the production of the report and will be clearly identified in the report as the decision taker.

The non-lead Member may be consulted on decisions being taken within the remit of the Portfolio and, where consulted, this should be recorded in the report for audit purposes.

Where the principal Member is unable to take the decision, the non-lead Member may deputise in their absence and take that particular decision. In such instances they will be clearly identified as the decision taker.

#### Cabinet meetings and decisions

Both Members appointed to a Cabinet position under a job share arrangement can attend Cabinet meetings and present and speak on any given item. However, only the principal Members shall be entitled to participate on the vote on any item. It shall be stated at the beginning of every meeting, and recorded in the minutes, which Members can vote and which cannot.

The list of attendees on the minute will differentiate between voting and non-voting Cabinet Members. The latter will be presented as: In attendance (non-voting).

Where the principal Member is unable to attend a Cabinet meeting and is not present, the non-lead Member will be entitled to vote in their place and will be recorded in the minutes as a voting member for the purposes of that meeting.

#### Portfolio Holder briefings

Portfolio Holder briefings will be arranged per portfolio, not per Cabinet Member. Both Members operating under a job share arrangement shall be invited to Portfolio Holder meetings/briefings. The principal Member's attendance will be required, the non-lead Member's attendance will be optional.

#### Allowance

Each Member appointed to Cabinet under the above job share arrangement shall be entitled 50% of the Portfolio Holder allowance each.