

**Part 3B - Terms of Reference and Delegation of Duties to the Cabinet and Portfolio Holders**

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## 1. The Executive (Cabinet)

### 1.1 Executive Functions

The Executive will exercise all of the Council's functions which are not the responsibility of any other part of the Council, by law or under this Constitution, together with the following local choice executive functions:

- (a) The appointment of any individual –
  - i) to any office other than an office in which they are employed by the authority;
  - ii) to any body other than –
    - a. the authority;
    - b. a joint committee of two or more authorities; or
  - iii) to any committee or sub-committee of such a body,and the revocation of any such appointment.
- (b) The making of agreements with local authorities and other bodies for the placing of staff at the disposal of those other authorities or bodies.
- (c) Functions under sections 106, 110, 111 and 113 of the Local Government and Public Involvement in Health Act 2007.
- (d) Local Act functions not delegated to an officer.

### 1.2 The Leader of the Council

- (a) The Leader may discharge any executive function of the Council.
- (b) The Leader may arrange for the discharge of any executive function
  - i. by the Executive;
  - ii. by another member of the Executive;
  - iii. by a committee of the Executive, or
  - iv. by an officer of the Council
- (c) The table below indicates how the Leader has allocated portfolios (lead responsibilities) for particular executive functions among individual Members of the Executive. Portfolio holders do not have delegated powers.

### 1.3 Terms of Reference for Portfolio Holders

Role	Responsibility
Leader of the Council Councillor Councillor Amanda Hopgood	<ul style="list-style-type: none"> <li>• Overall co-ordination of policy</li> <li>• Council strategy</li> <li>• Performance framework and monitoring</li> <li>• County Durham Partnership</li> <li>• External Partnerships</li> <li>• Communications</li> <li>• Legal and Democratic Services+</li> </ul>
Deputy Leader and Finance Councillor Richard Bell	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Legal and Democratic Services+</li> <li>• Risk Management</li> <li>• Human Resources</li> <li>• Transformation</li> <li>• Member Development</li> </ul>
Adult and Health Services Councillor Chris Hood	<ul style="list-style-type: none"> <li>• Adult Social Care Services</li> <li>• Adult Safeguarding</li> <li>• Adult Social Care Commissioning</li> <li>• Health and Wellbeing (chair of HWB)</li> <li>• Public Health</li> <li>• Veterans' champion</li> <li>• Mental Health champion</li> </ul>
Children and Young People's Services Councillor Ted Henderson	<ul style="list-style-type: none"> <li>• Education 0-19</li> <li>• Specialist and Safeguarding Children's Services</li> <li>• Youth Services, including</li> <li>• Youth Offending Services</li> <li>• Children's Centres</li> <li>• Young carers</li> <li>• Adult learning</li> <li>• Health and wellbeing board member</li> </ul>
Digital and Customer Services Councillor Susan McDonnell	<ul style="list-style-type: none"> <li>• Customer Services</li> <li>• ICT and Digital connectivity</li> <li>• Procurement</li> </ul>
Economy and Partnerships Councillor Elizabeth Scott	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• AAP's</li> <li>• Town Centres</li> <li>• Regeneration</li> <li>• Skills agenda</li> <li>• Spatial Planning / County Durham Plan</li> <li>• Strategic Transport / Local Transport Plan</li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>• Development Control &amp; Planning</li> <li>• Tourism and Culture</li> <li>• Libraries</li> <li>• Archives</li> </ul>
<p>Neighbourhoods and Climate Change</p> <p>Councillor Mark Wilkes</p>	<ul style="list-style-type: none"> <li>• Relationships with Town and Parish Councils</li> <li>• Community Development</li> <li>• Community Facilities</li> <li>• Neighbourhood Streetscene</li> <li>• Climate change</li> <li>• Climate change champion</li> <li>• Environment Policy, including sustainability</li> <li>• Environment, Health and Consumer Protection</li> <li>• Waste Management</li> <li>• Direct Services</li> <li>• Bereavement services</li> </ul>
<p>Equality and Inclusion</p> <p>Councillor Alan Shield</p>	<ul style="list-style-type: none"> <li>• Carers</li> <li>• Homelessness</li> <li>• Fuel Poverty</li> <li>• Equality and Diversity</li> <li>• Humanitarian Support Partnership</li> <li>• Welfare reform and impact</li> <li>• Welfare rights</li> <li>• Gypsy, Roma, Traveller services</li> </ul>
<p>Resources, Investment and Assets</p> <p>Councillor James Rowlandson</p>	<ul style="list-style-type: none"> <li>• Allotments</li> <li>• Housing strategy</li> <li>• Private sector housing issues</li> <li>• Links with Housing providers</li> <li>• Corporate Property and Land</li> <li>• Parks</li> <li>• Sport and Leisure</li> <li>• Strategic Employment Sites</li> <li>• Funded projects / external investment</li> <li>• Council housing</li> </ul>
<p>Rural Communities and Highways</p> <p>Councillor John Shuttleworth</p>	<ul style="list-style-type: none"> <li>• Rural Communities</li> <li>• Highways</li> <li>• Emergency Planning</li> <li>• Community Safety</li> </ul>

+ shared responsibility