

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) s/he resigns from the office; or
- (b) s/he is suspended from being a Councillor under Part III of the Local Government Act 2000 (although this shall not prevent the Council from providing for her/him to resume office at the end of a period of suspension); or
- (c) s/he is no longer a councillor; or
- (d) s/he is removed from office by resolution of the Council.

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 suspended from being councillors under Part III of the Local Government Act 2000 (although this is not to prevent the Council from providing for her/him to resume office at the end of a period of suspension); or
- (c) they are no longer councillors; or
- (d) 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.

Cabinet Member	Functions
(a) Leader of the Council	Strategy; Corporate and Community Leadership; Strategic Communications; Major External Partnerships; Regional and Strategic Infrastructure and Planning; Economic Development and Development; District Liaison
(b) Deputy Leader of the Council	Governance and Internal Management; HR & Industrial Relations; Policy Co-ordination; Customer Services; Fire & Rescue; Trading Standards; Emergency Planning; The Prevent Agenda
(c) Cabinet Member for Adult Social Care	Adult Social Care
(d) Cabinet Member for Children & Family Services	Statutory Lead Member for Children's Services
(e) Cabinet Member for Property & Cultural Services	Transformation; Property; Registration Service, Library Service, Coroner's Service; Music Service; Museum Service; History Service; Cultural Services; Tourism
(f) Cabinet Member for Environment	Highways; Minerals Strategy; Strategic Waste & Waste Management; Environmental Management; Flooding; Strategic Rail

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| (g) Cabinet Member for Finance | Finance; Broadband, Communications, ICT; Support to SMEs |
| (h) Cabinet Member for Public Health & Education | Public Health & Education |
| (i) Cabinet Member for Local Communities | Neighbourhood Plans; Local Community Development; Community Cohesion; Equalities; Voluntary and Community Sector Relations; Oxfordshire Together; Community Funding; Member Locality Working |

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;
 - (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 s/he is unable to discharge her/his 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.