

Article 6 – The Executive

This Part of the Constitution records the arrangements made by the Leader for the allocation of responsibilities and the discharge of executive functions by them, Cabinet Members and officers. Wherever arrangements are not specifically made for the discharge of executive functions by Cabinet Members or officers, those functions remain with the Leader. The Leader may make new arrangements for the discharge of executive functions by Cabinet Members or officers at any time on either a temporary or permanent basis

6.1 Role

The Executive will carry out all the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.

6.2 Form and Composition

The Executive will consist of the Leader together with at least 2, but not more than 9, Councillors appointed to the Executive by the Leader.

6.3 Leader

- i. The Leader will be a Councillor elected to the position of Leader by the Council. The Leader holds office until the next election of all Members of the Council unless they: -
 - a) resign from the office; or
 - b) are no longer a Councillor; or
 - c) are removed from office by resolution of the Council following a recommendation to that effect by the Standards Committee or following a change in political control of the Council; or
 - d) are removed from office by resolution of the Council following their removal from the position of Leader of their Group.
- ii. In the period between a Council election and the date when a new Leader is elected, decisions which are the responsibility of the Leader and Cabinet or individual Members of the Cabinet will be taken by the Head of Paid Service in consultation with: -
 - a) the Leader of the Group with an overall majority of seats; or
 - b) in the event of there being no Group with an overall majority of seats, with all Group Leaders.

6.4 Deputy Leader

- i. The Leader will appoint one of the Members of the Cabinet as their Deputy. The Deputy Leader may take day to day decisions on behalf of the Leader during their absence as notified to the Monitoring Officer (or if the absence is unforeseen, as confirmed by the Head of Paid Service). The Deputy Leader may not vary the arrangements made by the Leader under Articles 7.4 to 7.8 inclusive, or alter any arrangements made by the Leader under this Constitution for the exercise of executive functions, except for: -
 - a) changes consequent upon the dismissal of a Leader during the period until a new Leader is elected; or
 - b) where, in the opinion of the Head of Paid Service, the Leader is incapacitated for such a period of time that the efficient operation of the Council would be significantly impaired.

6.5 Other Executive Members

- i. Other executive Members must be elected Members of the Council appointed to the Cabinet by the Leader. They hold office for a period determined by the Leader, which must terminate no later than the next election of all Members of the Council, unless:
 - a) they resign from office; or
 - b) they are no longer Councillors; or
 - c) they are removed from office by the Leader who must give written notice of any removal to the Member concerned and the Head of Paid Service. The removal will take effect upon receipt of the notice by the Head of Paid Service; or
 - d) the Council removes them from office by resolution following a recommendation to that effect by the Standards Committee.

6.6 Proceedings of the Cabinet

Proceedings of the Cabinet will take place in accordance with the Cabinet Procedure Rules set out in Appendix 9.

6.7 Responsibility for Functions

The exercise of functions which are the responsibility of the Executive will be determined by the Leader. In this respect, the Leader may arrange for functions to be exercised by individual Members of the executive (including the Leader)

and officers or joint committees.

The Leader will maintain lists as set out in **Appendices 3, 4 and 5** setting out which individual Members of the executive, officers or joint arrangements are responsible for the exercise of particular executive functions.

The Leader will also designate the general areas of responsibility of the individual Members of the Cabinet and list these responsibilities in Appendix 3.

6.8 Deputy Cabinet Members

The Leader may appoint non-executive Members as Deputy Cabinet Members to advise and assist Cabinet Members and who may deputise for the relevant Cabinet Member in their absence in accordance with the Cabinet Procedure Rules as set out in Appendix 9. Such Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

6.9 Terms of Reference of the Cabinet

- i. The Leader has arranged for the Cabinet to exercise the following functions which are the responsibility of the Executive;
 - a) to exercise all the executive functions of the Council except to the extent that they are reserved to the full Council, exercisable by other Committees or exercisable by individual members of the Executive or Chief or other officers under delegated powers.
 - b) to prepare, for adoption by the Council, the budget and the plans which fall within the policy framework.
 - c) to make recommendations to the Council on matters reserved to the Council.
 - d) to exercise the following "local choice" function:
 - placing staff at the disposal of other authorities where the placement is in connection with functions exercised by the Executive
 - e) to establish appropriate arrangements for the delivery of cross-cutting/cross-departmental functions.
 - f) to receive reports and recommendations from the Scrutiny Committee and Select Committees.
- ii. The Leader will not arrange for the powers set out in paragraph 7.9 (i) above to be exercised otherwise than by the Cabinet without first consulting the Cabinet, except:
 - a) in the case of urgency; or

- b) in the case of the initial delegations set out in **Appendices 3, 4 and 5** contained within the Constitution approved by the County Council at its meeting on 7 May 2019.
- iii. In the case of urgency, the Leader may exercise the powers set out in paragraph (i) above subject to compliance with the Call-In Procedure, the Budget and Policy Framework Procedure Rules and the Access to Information Procedure Rules.
- iv. In the case of urgency, the Head of Paid Service may, in the absence of the Leader and Deputy Leader, exercise the powers set out in paragraph 7.9(i). above, subject:
 - a) to having first consulted the relevant Cabinet Member or, in their absence, the relevant Deputy Cabinet Member, and
 - b) to compliance with the Call-in Procedures, the Budget and Policy Framework Procedure Rules and the Access to Information Procedure Rules.

6.10 Details of Cabinet Members

Cabinet member	Portfolio	Contact Details
<p>Andrew Proctor</p> <p>Leader Governance and Strategy</p>	<p>Democratic Services HR Communications Governance Intelligence and Analytics Strategy Business continuity Information Governance Business - Support/Systems & Projects nplaw</p>	<p>andrew.proctor.cllr@norfolk.gov.uk</p>
<p>Graham Plant</p> <p>Deputy Leader Growing the Economy</p>	<p>Promoting economic growth and enterprise Removing barriers to growth Inward investment Supporting the Council's role on the Local Enterprise Partnership (NALEP) Unemployment issues Oversight of Norfolk Infrastructure Fund and Norfolk Development Company Promoting the rural economy</p>	<p>graham.plant.cllr@norfolk.gov.uk</p>
<p>Bill Borrett</p> <p>Adult Social Care, Public Health and Prevention</p>	<p>Adult social care Support for carers Protection for vulnerable adults Supporting people Public Health, including Drug and Alcohol Commissioning, Health and equalities strategies</p>	<p>bill.borrett.cllr@norfolk.gov.uk</p>

<p>Margaret Dewsbury</p> <p>Communities and Partnerships</p>	<p>Library and Information Service Trading Standards Fire and Rescue Emergency planning and community resilience Customer Service operations County archives/Norfolk Record Office Museums Service Arts Service Adult Education Active Norfolk Armed Forces Covenant Equality & Diversity</p>	<p>margaret.dewsbury.cllr@norfolk.gov.uk</p>
<p>John Fisher</p> <p>Children's Services</p>	<p>Early years and child care School improvement Additional educational needs Child protection Children and young people in care Fostering and adoption Youth offending Prevent agenda</p>	<p>john.fisher.cllr@norfolk.gov.uk</p>
<p>Tom FitzPatrick</p> <p>Innovation, Transformation and Performance</p>	<p>Better Broadband for Norfolk Digital experience (website) Customer systems and experience Performance reporting Digital Norfolk</p>	<p>tom.fitzpatrick.cllr@norfolk.gov.uk</p>
<p>Andy Grant</p>	<p>Climate Change Waste Management</p>	<p>andy.grant.cllr@norfolk.gov.uk</p>

Environment and Waste	<p>and Recycling</p> <p>Flood and Water Management</p> <p>Ecology and Arboriculture</p> <p>Countryside Access</p> <p>Archaeology, Heritage and Landscape</p> <p>Climate Change, mitigation and adaptation</p>	
<p>Andrew Jamieson</p> <p>Finance</p>	<p>Budget Planning</p> <p>Audit</p> <p>Medium term Financial Strategy</p>	<p>andrew.jamieson.cllr@norfolk.gov.uk</p>
<p>Greg Peck</p> <p>Commercial Services and Asset Management</p>	<p>Property and asset management</p> <p>County Farms</p> <p>Scottow Enterprise Park</p> <p>NORSE</p> <p>Hethel Innovation Ltd</p> <p>Gypsy and Roma Travellers Service</p>	<p>greg.peck.cllr@norfolk.gov.uk</p>
<p>Martin Wilby</p> <p>Highways, Infrastructure and Transport</p>	<p>Planning and Development Strategy and Management.</p> <p>Transport Strategy/Highways Network/Passenger Transport</p> <p>Flood and Water Management</p>	<p>martin.wilby.cllr@norfolk.gov.uk</p>