

**PART 3**

**RESPONSIBILITY**

**FOR**

**FUNCTIONS**



## **PART 3 - RESPONSIBILITY FOR FUNCTIONS**

### **1. General**

1.1 The Authority's functions may lawfully be exercised by:

- Council;
- The Leader;
- The Executive;
- Other individual members of the Executive;
- Individual Ward Members (although for the time being individual members will not be exercising functions);
- Committees and sub committees of the Council or the Executive;
- Joint committees;
- Officers;
- Other persons properly authorised under specific legislation.

1.2 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) specify which functions are not to be the responsibility of the Executive, which functions may (but need not) be the responsibility of the Executive and which functions are to some extent the responsibility of the Executive.

1.3 This Part of the Constitution and Appendices 1 and 2 set out whether the various functions of the council are executive or non-executive and whether, in either case, they have been delegated to a committee, sub-committee, joint committees, officer or other person or body. The table at Part 3 paragraph 7.1 sets out the powers which are reserved to the Council itself. The table at Appendix 2(i) sets out the other functions which the legislation does not permit the Executive to be responsible for. The table at Appendix 2(ii) sets out the functions in respect of which the Council has power to determine whether they are executive or non executive, indicating to whom the functions concerned have been allocated.

## **2. EXECUTIVE FUNCTIONS**

- 2.1 All functions of the Authority which are not the responsibility of any other part of the Authority, whether by law or, where the law provides a choice, under the Constitution (see Appendix 2), are the responsibility of the Executive.
- 2.2 The Leader may exercise those functions or may delegate those functions to the Executive, a Committee of the Executive or a joint committee, another local authority, an individual member of the Executive or officers. The exercise of executive functions may be further delegated where the law permits in accordance with Part 4 paragraph 55.4.
- 2.3 The allocation of executive functions shall be included in the terms of reference set out in Part 5 and the delegations to officers in Part 3 section 8.
- 2.4 If the Leader makes any changes to the allocation of functions and delegations they shall as soon as practicable either:
- (i) report the change to the Council or:
  - (ii) notify the Proper Officer of the change

And no change shall be effective until either (i) or (ii) has been complied with. The Proper Officer shall as soon as practicable report any change notified to them to the Council.

- 2.5 Save as set out in 2.6 below, the Leader shall not exercise personally on a particular occasion any power they have delegated to another person or body until they have notified the Proper Officer that they intend to do so.
- 2.6 The Leader has notified the Proper Officer that they may make decisions on behalf of the council as the sole shareholder in Islington Company (iCo) in respect matters which are reserved in the Articles of iCo to the council's Executive where the decision is administrative or minor or in their view is urgent.

## **3. EXECUTIVE PORTFOLIOS**

- 3.1 Members of the Executive have responsibility for setting the direction and being accountable for the operation of the services comprised within their respective portfolios and for bringing forward proposals to the Executive in respect of them. However, subject to the following paragraphs, no individual Executive Member will be entitled to take an Executive decision. Such decisions will be taken either by the Executive as a whole or a sub-committee of it or by officers in accordance with the provisions set out below. Portfolio responsibilities are determined by the Leader.

## **4. MATTERS RESERVED FOR EXECUTIVE DECISION**

The following functions shall only be exercised by the Executive, or a sub-committee appointed by it.

## 4.1 GENERAL

- (a) To formulate the Council's overall policy objectives and priorities, recommending them to Council for approval where appropriate.
- (b) To determine the authority's strategy and programme in relation to the policy and budget framework set by the Council.
- (c) To determine the authority's strategy and programme in relation to the social, environmental and economic needs of the area.
- (d) To have responsibility for agreeing the Corporate Plan and recommending it to Council and for setting equality objectives for publication in accordance with the Equality Act 2010 (Specific Duties) Regulations 2011.
- (e) To oversee the Council's functions in relation to community engagement, including communications; consultation; capacity building and active citizenship; and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (f) To oversee the Council's functions in relation to regeneration and social inclusion, including the formulation of Council strategies and their co-ordination and implementation with particular reference to the provisions of relevant legislation.
- (g) To consider and promote strategic and Council-wide initiatives to improve the quality, efficiency and effectiveness of the Council's services to the public.
- (h) To agree the Council's policies on equalities matters and recommend them to Council where appropriate.
- (i) To monitor the implementation and co-ordination of the policies, procedures and good practice within the Council to prevent and counter harassment or discrimination.
- (j) To calculate and recommend to the Council the annual budget for income and expenditure, including the overall Capital Investment Strategy, the Treasury Policy statement, the Housing Revenue Account Estimates, the allocation of budgets to departments, and matters related to the setting of council tax.
- (k) To calculate and determine fees and charges (other than in year changes to Cemeteries fees and charges)
- (l) Monitoring of the budget and recovery of debt.
- (m) To oversee and take responsibility for effective joint work with partner agencies including functions relating to the Local Area Agreement which are not reserved to the Council.
- (n) To have responsibility for the Council's role as corporate parent.
- (o) Agreeing any significant reduction in or cessation of any service.

- (p) To agree the procurement strategy for contracts other than those covered by Part 3 paragraphs 8.6 and 8.7 and to award such contracts.
- (q) Subject to the Financial Regulations and Part 3 paragraphs 8.7 and 8.8, all other decisions which involve expenditure or the making of savings of an amount in excess of £1,000,000 for capital expenditure or £500,000 for revenue expenditure.
- (r) To consider whether the Council should give evidence before a Royal Committee, Government Committee or similar body and agree the nature of that evidence.

## **4.2 CHILDREN**

- (a) Approving the overall strategy in relation to the provision of services including approval of any statutory plans affecting services for Children and Young People.
- (b) Agreeing the establishment of new schools or other education establishments and the alteration or cessation of any existing schools and establishments (save for pupil referral units).
- (c) The consideration on a regular basis of performance information across all Local Education Authority services.
- (d) The submission of Schemes for the Local Management of Schools to the Secretary of State for approval if necessary.
- (e) The determination of the total schools' budget and individual school budgets.
- (f) The setting of admissions policies for community and nursery schools.
- (g) The approval of eligibility criteria for forms of assistance provided by the Local Education Authority for pupils in schools.
- (h) To receive reports on the authority's role as a corporate parent including:
  - (i) health status of looked after children;
  - (ii) education attainment of looked after children;
  - (iii) after care and longer term outcomes for looked after children;
  - (iv) quality and duration of placements;
  - (v) children who abscond or go missing from placements.
- (i) To take major strategic decisions on the Council's behalf in any joint governance arrangements for the delivery or commissioning of children's and community care services with the National Health Service.
- (j) To receive reports of any death, serious injury, abuse, allegations of abuse or any other matters of serious concern in respect of a child who is a client of the Children's Services Department in circumstances which give cause for concern in relation to the wider service. To consider reports on incidents where there has been an apparent failure to protect a client from serious harm, including Part 8 Reviews.

### **4.3 SUSTAINABILITY**

- (a) Recommending to Council the adoption of Development Plan documents.
- (b) Agreeing the overall strategy in relation to environmental quality management policy and other plans, priorities and targets.
- (c) Considering responses to external authorities where they relate to strategic highways improvements or traffic or parking management having a major impact on transportation within the borough.
- (d) Monitoring of air and water quality in the borough, implementation of the Council's air quality strategy, the Council's recycling and waste management plans, energy conservation strategies and environmental stewardship initiatives and relevant local Agenda 21 matters.
- (e) Receiving and considering statutory reports e.g. weights and measures.
- (f) Monitoring the performance of services within the Environment and Climate Change Department (including monitoring against local and national performance indicators) and reporting issues to the Executive where appropriate.
- (g) Approving priorities and the programme of individual schemes contained within the Local Implementation Plan (Interim Transport Plan), including schemes forming part of London-wide strategic networks.
- (h) Approving the Local Development Scheme and Supplementary Planning Documents.
- (i) Agreeing for consultation and adopting site specific planning briefs or other similar documents which, in the opinion of the relevant Corporate Director, have significant or strategic implications.

### **4.4 FINANCE AND PROPERTY**

- (a) Within the overall budgetary framework set by the Council and subject to the Council's financial regulations, to take decisions on all matters relating to the Council's finances including (but not limited to) the following:
  - (i) budgetary control;
  - (ii) allocations of both capital and revenue expenditure to and between all services;
  - (iii) significant changes to insurance arrangements;
  - (iv) the Council's borrowing and investment policy (for recommendation to Council);
  - (v) budget revisions;
  - (vi) allocation of capital and revenue contingency;

- (vii) payment of the Government's sales levy imposed under the Housing and Planning Act 2016.
- (b) Responsibility for the Council's response and action in respect of external audit reports.
- (c) Receiving the annual external audit management letter.
- (d) To approve any major restructures of service.
- (e) To authorise the settlement of any legal proceedings to which the Council is party where such settlement involves the payment of £500,000 or more.
- (f) Adopting and changing the Property Strategy.
- (g) Monitoring:
  - (i) the Council's property strategy and programme;
  - (ii) action taken by directors under delegated authority in respect of property matters;
  - (iii) work undertaken by Property Services, including the property, review programme of work, the performance of the commercial portfolio and best value performance indicators and targets.
- (h) To receive reports from all departments relating to profiled budget showing actual and accrued expenditure and to examine reasons for under/over achievement.
- (i) Reviewing the adequacy of the Council's internal control systems.
- (j) Receiving reports on serious breaches of Financial Regulations.
- (k) Decisions on acquisitions and disposals of interests in land except:
  - (i) grant of leases of up to 125 years at or below best consideration to voluntary sector and community bodies in accordance with the Property Strategy,
  - (ii) disposals of void council owned homes where the best consideration reasonably obtainable is £3 million or less;
  - (iii) disposals of other property where the best consideration reasonably obtainable is £1.5 million or less;
  - (iv) grant of leases for 20 years or less where the annual rent is the best consideration reasonably obtainable and does not exceed £250,000;
  - (v) acquisitions of interests of 20 years or less where the consideration is £1m or less;
  - (vi) disposals of interests at less than the best consideration reasonably obtainable for six months or less;



- (vii) disposals where the Executive has already agreed in principle that the land and/or building is surplus to requirements and may be disposed of.
- (viii) the acquisition of the leasehold interest in former council owned homes sold under the RTB to facilitate approved redevelopment schemes
- (ix) grant of a lease of 125 years at a peppercorn rent to an academy trust following the making of an academy order in respect of a maintained school

#### **4.5 PERFORMANCE**

- (a) To agree the Council's corporate approach and framework for best value, including the role of members.
- (b) To agree the Council's procurement policy and other strategic policies arising from best value.

#### **4.6 HOUSING**

- (a) The determination of the overall strategy in relation to the provision of services, in particular approval of all housing policy.
- (b) Approving the housing investment programme bid and approval of the housing strategy statement and other plans, priorities and targets.
- (c) Setting rents for Council dwellings held for housing purposes.

#### **4.7 ADULT SOCIAL SERVICES**

- (a) To set the strategic direction of adult social services policy.
- (b) Agreeing the joint commissioning strategies and also to agree any changes in commissioning and strategic purchasing which lead to major changes in service levels (including cessation of provision) or method of delivery.
- (c) To take any decisions to enter into arrangements with an NHS body under section 75 of the National Health Service Act 2006 or to apply for Care Trust status under the Health and Social Care Act 2001.
- (d) To develop and approve any policy under which service users are charged by the Council for services provided by it.
- (e) To consider all external reviews of Adult Social Services Performance including:
  - (i) The Annual Performance Review;
  - (ii) The Joint Assessment Review;
  - (iii) Ombudsman's Reports.

- (f) To take major strategic decisions on joint commissioning arrangements and joint management of services.
- (g) To monitor the Adult Social Services Department's Complaints System, and consider any general matters raised by individual complaints.
- (h) Those decisions in relation to adult social services functions which are the subject of partnership arrangements with Islington CCG (known as NHS Islington) pursuant to Section 75 of the National Health Service Act 2006 which the Executive determines should not be taken by the Executive Member with portfolio responsibility for Health and/or Adult Social Services.

#### **4.8 VOLUNTARY AND COMMUNITY SECTOR**

- (a) To determine the council's engagement with the Islington community and voluntary sector and to ensure value for money and fairness in the allocation of council resources to the sector. Including responsibilities:
  - i. To determine Voluntary & Community Sector Partnership Grants Programme every four years.
  - ii. To determine the council's contribution to the annual London Borough Grants Scheme.
  - iii. To receive an annual report on Discretionary Rate Relief and a summary of the allocation of funding.
  - iv. To receive an annual report on the Council venues community free hire scheme, agree the criteria for allocations and receive an annual summary of free hire awards.
  - v. To receive an annual report on the Local Initiatives Fund, agree the annual budget and allocation criteria and receive an annual summary of the allocation of funding. To agree the budget and arrangements for the Community Festivals Fund Small Grants Programme every three years.
  - vi. To receive an annual report on the Islington Community Chest and agree the annual budget and arrangements for allocating funding.
- (b) To review the management, use and disposal of council owned buildings occupied by voluntary and community sector organisations and to agree the disposal or leasing of council owned properties to voluntary sector and community bodies including, where relevant, the rent to be set save decisions that may be taken by officers with the relevant delegated authority.

#### **5. MATTERS DELEGATED TO INDIVIDUAL EXECUTIVE MEMBERS**

In relation to those social services and public health functions exercised jointly with the Islington CCG pursuant to section 75 of the National Health Service Act 2006, the Executive Member with portfolio responsibility for social services, public health and/or health shall be entitled to take decisions on an individual basis. Where those decisions are key decisions, the relevant provisions of the Access to Information Procedure Rules and Scrutiny Procedure Rules shall apply. The fact that the Executive Member is entitled to take decisions in these circumstances shall not prevent the whole Executive from choosing to take the decision itself.

## 6 FUNCTIONS TO BE EXERCISED BY THE COUNCIL ITSELF

### 6.1 LIST OF FUNCTIONS THAT MAY ONLY BE EXERCISED BY THE COUNCIL

*(Items in italics and marked with an asterisk are not reserved to the Council under the law but are only exercisable by the Council under this Constitution)*

1	The levying or issuing of a precept for a rate and the setting of council tax (unless delegated in accordance with s67 (3) Local Government Finance Act 1992) and limits for borrowing money.	Local Government Finance Act 1988. Local Government Finance Act 1992. Section 3 Local Government Act 2003.
2	The decision to introduce or revise a council tax reduction scheme	Section 13A(b) Local Government Finance Act 1992 Section 67(2)(aa) Local Government Finance Act 1992
3	Agreeing council tax discounts and exemptions	Sections 11A and 11B of the Local Government Finance Act 1992
4	The establishment, agreeing and/or amending the terms of reference for and abolition of Committees (other than of the Executive) and Joint Committees (with other local authorities) and the appointment, replacement and removal of members of them other than in cases where the Executive is entitled to make appointments to joint committees, the Chief Executive, in consultation with the Mayor, makes appointments to Licensing Committee during an election year <i>and, except where specifically provided otherwise, the appointment, replacement and removal of the Chairs, and Vice Chairs of them.*</i>	Local Government Act 1972. Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000.

5	Resolution to operate executive arrangements or to make a change in governance arrangements.	Section 29 of the Local Government Act 2000. Paragraph 3 or 8 of Schedule 4 to the Local Government and Public Involvement in Health Act 2007.
6	Authorising applications to the Secretary of State for disposals of council dwelling houses to be included in their disposals programme or for consent to such disposals where consent is required.	Section 135, Leasehold Reform and Urban Development Act 1993. Sections 32 and 43 of the Housing Act 1985.
7	Subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about the discharge of an Executive function where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to or not wholly in accordance with the budget.	The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.
8	Adopting or amending a members allowances scheme.	Section 18 of the Local Government and Housing Act 1989. Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.
9	Electing the Leader.	Sections 11 and 44C of the Local Government Act 2000.
10	Adoption of the Members' Code of Conduct.	Section 51 of the Local Government Act 2000.
11	Approval of the appointment or dismissal of the Chief Executive, Monitoring Officer and Section 151 Officer on a permanent or interim basis.	The Local Authorities (Standing Orders) (England) Regulations 2001. Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

12	Adoption or approving the Policy Framework and the Budget.	The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.
13	Changing the name of the borough.	Section 74 of the Local Government Act 1972.
14	Appointment of the Mayor.	Schedule 4 to the Local Government Act 1972.
15	Power to confer title of honorary alderman or to admit to be an honorary freeman.	Section 249 of the Local Government Act 1972.
16	The making, altering or revoking of procedural rule except as provided for in the Constitution.	Sections 29, 106 and Schedule 12 of the Local Government Act 1972. Sections 8 and 20 Local Government and Housing Act 1989.
17	Adopting and changing the Constitution except in relation to those arrangements which it is the responsibility of the Leader to make.	Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000.
18	Making, amending, revoking, re-enacting or adopting byelaws.	Any provision of any enactment (including a local Act), whenever passed, and section 14 of the Interpretation Act 1978.
19	Promoting or opposing the making of local legislation or personal Bills.	Section 239 of the Local Government Act 1972.
20	The making of an agreement to establish a joint planning committee or to prepare a joint development plan document or to request the Secretary of State to revoke an order establishing such a joint committee.	Sections 28 to 31 of the Planning and Compulsory Purchase Act 2004. The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.
21	Power to resolve not to issue a casino premises licence and duty to publish the 3 year licensing policy.	Sections 166 and 349 of the Gambling Act 2005.

22	Duty to publish 5 year licensing policy	Section 5 of the Licensing Act 2003
23*	<i>Power to introduce a late night levy</i>	<i>Police Reform and Social Responsibility Act 2012</i>
24*	<i>Power to make an early morning alcohol restriction order.</i>	<i>Section 172A Licensing Act 2003</i>
25	Approving the annual Pay Policy Statement	Section 38 Localism Act 2011
26	Any other matter that by law is reserved for consideration, approval or resolution by the Council including those identified in Appendix 2.	

- 6.2 The Council shall also be responsible for making appointments to outside bodies (other than to Boards as referred to in Article 10.01(b) and (c) or to companies established to carry out Executive functions) and appointing people to serve on schools admission and exclusion appeal panels although the Audit Committee shall also have power to make such appointments.
- 6.3 Other non-executive functions are delegated to the body within the terms of reference of which the function falls or, if none, to officers.

## 7. OFFICER DELEGATIONS

7.1 All matters not reserved to a decision-making body or individual above or by Financial Regulations, are deemed to be delegated to the Chief Executive, relevant Corporate Director, the Director of Public Health, or the Director of Adult Social Care, and notwithstanding the reservations of matters, such bodies shall be entitled to delegate decisions to Directors or the Chief Executive on a case by case basis unless prohibited by legislation from doing so. All references within the Constitution to Corporate Directors, also refer to the Director of Public Health and Director of Adult Social Care.

7.2 The relevant Corporate Director may be determined as follows:

- (a) all matters within the Environment Department to the Corporate Director of Environment and Climate Change;
- (b) all matters within the Children's Services department, to the Corporate Director of Children's Services;
- (c) all matters within the Homes and Neighbourhoods Department, to the Corporate Director of Homes and Neighbourhoods, (including all functions under the Licensing Act 2003, the Gambling Act 2005 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended, not within the terms of reference of sub-committees of the Licensing Committee or reserved to the Council at Part 3 Section 6 of the Constitution, other than the fixing of fees under the Gambling Act 2005);
- (d) all matters within the Resources department to the Corporate Director of Resources, (with the exception functions specifically designated to the Chief Finance Officer, if the Corporate Director is not also appointed as Chief Finance Officer);
- (e) all matters within the Public Health Department, to the Director of Public Health;
- (f) all matters within the Community Wealth Building Department to the Corporate Director – Community Wealth Building;
- (g) all matters within the Community Engagement and Wellbeing Department to the Corporate Director – Community Engagement and Wellbeing;
- (h) all matters within the Adult Social Care Department to the Director of Adult Social Care;

save that each Corporate Director may have responsibility for other corporate matters from time to time.

7.3 The Chief Executive shall have all the powers delegated to the other Corporate Directors and shall be able to exercise those powers in the place of that director. Further, in the event of any dispute or doubt as to the delegated powers of any director, the Chief Executive shall have the authority to determine which director is to exercise that power.

7.4 In the absence of a Corporate Director, the Chief Executive may designate an alternative Chief Officer to undertake all the powers and duties of the relevant Corporate Director.

- 7.5 The Chief Executive shall have the authority, during the period between the election and the Annual Meeting of the Council, in consultation with the Mayor, to appoint the number of members necessary to make the membership of the Licensing Committee up to 10.
- 7.6 The Chief Executive may from time to time designate a deputy from amongst the Corporate Directors, who shall have all the powers of the Chief Executive during periods when the Chief Executive is absent on leave, and shall inform the Monitoring Officer and Chief Finance Officer whenever a deputy is so designated.
- 7.7 The Chief Executive, Corporate Directors and the Chief Finance Officer shall have authority to incur revenue expenditure up to £500,000 on individual items and capital expenditure of up to £1 million on individual items and to incur expenditure in excess of these limits where specifically authorised to do so in the Financial Regulations or elsewhere in the Constitution.
- 7.8 The Chief Executive, Corporate Directors and the Chief Finance Officer shall also have authority to award contracts where the value of the contract is up to £2 million revenue expenditure or £5 million capital expenditure.
- 7.9 Notwithstanding anything in this Constitution, the Chief Executive, Corporate Directors and the Chief Finance Officer shall be authorised to take decisions where the matter is urgent unless this is prohibited by law. In such cases, the Corporate Director wishing to take such action or the Chief Executive (as the case may be) shall notify the Leader of the Council, the Executive Member with portfolio responsibility for the matter to which the decision relates and the Leader of the Opposition of any such action.
- 7.10 If the decision taken under paragraph 8.8 above concerns an executive function the exercise of authority under this provision shall be reported to the next available meeting of the Executive and where the decision is a key decision which has not been included in the Forward Plan, the provisions of paragraph 92 and 93 of the Access to Information Procedure Rules shall apply.
- 7.11 For the purposes of paragraph 8.8 above, a matter is urgent if, in the reasonable opinion of the proposed decision taker, to delay the decision relating to it would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision making body in sufficient time to take the decision.
- 7.12 Delegations to officers below Corporate Director and Chief Finance Officer level are contained in Appendix 3. Where those powers may only be exercised with the authorisation of the relevant Corporate Director, the Corporate Director shall provide to the Monitoring Officer a list of the general authorisations they have given and of any specific authorisations and the Monitoring Officer shall cause these lists to be made publicly available. Corporate Directors are responsible for updating the Monitoring Officer promptly of any changes in their authorisations. In all cases the Corporate Director, unless expressly excluded, will be able to exercise the powers delegated to officers within their department.



- 7.13 The Chief Executive shall have authority to delegate all matters within the Chief Executive's Department in accordance with Appendix 3. Where those powers may only be exercised with the authorisation of the Chief Executive, the Monitoring Officer will retain a list of the general (and any specific) authorisations they have been given and shall cause these lists to be made publically available. The Chief Executive will be able to exercise the powers delegated to officers within their department.
- 7.14 Corporate Directors may designate a deputy / deputies from amongst the Directors in their department who shall have all the powers of the Corporate Director or in their absence which do not relate just to a specific service. Corporate Directors shall be responsible for informing the Monitoring Officer and the Chief Finance Officer of their designated deputy from time to time.
- 7.15 A list of designated proper officers for the purposes of legislation is contained in Appendix 4. Proper Officers may also be designated in accordance with Appendix 3 1.1 (iii).

