ARTICLE 4
THE CABINET

1. Legal Status

1.1 The Cabinet is a committee established under Section 11 of the Local Government Act 2000. The political balance requirements of Section 15 of the Local Government and Housing Act 1989 do not apply when determining membership.

2. Role

2.1 The Cabinet is:

2.1.1 the primary decision-making body for matters which are not otherwise delegated;

2.1.2 the formal link between Members and officers in terms of overall direction and performance management; and

2.1.3 the key forum for ensuring a corporate approach to service delivery and appropriate partnership links with others with a view to effecting community leadership.

2.2 It works within the Council's overall policy framework and pays particular attention to the effective and appropriate use of the Council's resources (workforce, finances and assets). It is also the body which gives direction to the Chief Executive and the Corporate Management Team and holds those employees to account for their performance.

2.3 Importantly, the Cabinet is also responsible for ensuring appropriate links with external partners.

3. Membership

3.1 3-10 (including the Leader and Deputy Leader of the Council) as determined by the Leader of the Council at any time.

3.2 The Deputy Leader of the Council will assume the full powers of the Office of Leader in their absence or if the Office is vacant.

3.3 The Chair and Deputy Chair of the Assembly are excluded from membership.

4. Quorum

4.1 Three Members

5. Chair and Deputy Chair

5.1 The Leader and Deputy Leader of the Council are automatically the Chair and Deputy Chair of the Cabinet respectively. In the absence of both, another
Member of the Cabinet will be appointed as the Chair for the duration of the meeting.

6. **Frequency of Meetings**

6.1 Monthly, unless the Chair, on advice from the Chief Executive, determines otherwise.

7. **Venue and Time**

7.1 The Civic Centre, Dagenham, at 5.00 p.m. on Tuesdays or at another time or location to be determined by the Chief Executive, in consultation with the Chair.

8. **Terms of Reference**

8.1 See Scheme of Delegation in Part C of the Constitution for details.

9. **Spokespersons and Lead Members**

9.1 The Leader of the Council (or in his/her absence the Deputy Leader) is the overall spokesperson for Cabinet issues at appropriate times (for example at the Assembly), but each Cabinet Member may speak on behalf of the Cabinet in a collective, as opposed to a personal, capacity.

9.2 The Leader of the Council may assign to other Cabinet members portfolio responsibilities at any time as circumstances require.

10. **Appointment and Accountability**

10.1 Appointed by and accountable to the Assembly. The Cabinet will report to the Assembly on matters requiring the latter’s approval.

11. **Minutes of Meetings**

11.1 Minutes are circulated within three working days of the meeting to all Members of the Council (and statutory co-opted members), to enable them to exercise their right of Call-In.

12. The Call-In Procedure Rules are set out in Article 6A.

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