

SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

10TH FEBRUARY 2011

'THE LEADER' AND 'COMMUNITY & COMMUNICATIONS' PORTFOLIOS – ADDITIONS TO RESPONSIBILITIES

The Leader of the Council has signified his wish to amend the Portfolios of both the Leader and Community & Communications by making an addition to their responsibilities.

The issue of 'Wellbeing' should be added to the Community & Communications Portfolio. This will cover Children, Youth, Elderly and Health. With the emerging requirements of the Local Government & Public Involvement in Health Act 2007, these are all areas where the Council knows its role will grow, but to what extent is as yet unclear. Health would initially be a joint responsibility with the Leader and should therefore also be added to that Portfolio accordingly.

Drafts of the detailed Portfolios are attached as Appendix 1. Additions are shown in *italic text*.

Recommended:

That the amended Portfolios for 'The Leader' and 'Community & Communications' be approved.

The Leader

Main Role

To provide visible political leadership to residents of the Borough, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.

Lead the development of local, regional, national and european policy and strategic partnerships.

Promote the objectives of the Council's Corporate Plan.

Duties and Responsibilities

To Chair the Executive.

To represent and act as an ambassador for the Council and to lead in developing strategic partnerships with agencies, residents of the Borough and stakeholders in relation to the delivery of strategic objectives and the provision of services to residents of the Borough.

To have overall responsibility for:-

- Developing and promoting new policies and strategies as necessary;
- Development, monitoring and implementation of the Corporate Plan;
- Setting performance targets relating to the objectives;
- Capital and Revenue budgets, ethical standards and probity and financial monitoring;
- Communicating the Council's values, vision and objectives to all members of the Council's staff, residents of the Borough, partners and stakeholders;
- Emergency Planning;
- Local Strategic Partnerships.
- *Health (joint responsibility with the Community & Communications Portfolio Holder)*

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
The Leader

Responsible for resource planning and management including:-

- Employee Relations and Policies related to staff employment;
- Equal opportunities policies related to staff employment and service delivery.

To ensure that systems exist to appraise the performance of senior managers.

To take up corporate membership of any appropriate body or organisation whose objectives are considered to be beneficial to the Council's own activities.

To submit proposals to the Executive on annual budget allocations.

Co-ordination of the implementation of policies and strategies, especially in relation to crosscutting issues, to achieve a corporate approach.

The Executive Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Legal and Democratic Services
 - Corporate Policy
 - Emergency Planning
 - Personnel and Development
- (b) The power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

Delegation

None

Notes:

1. The Portfolio Holder appointed as Deputy Leader of the Council will be able to act on behalf of the Leader in relation to the above duties and responsibilities when he or she is absent or unable to act.
(Minute No. 532(v)/5/10)
2. The Leader or Deputy Leader are able to establish Participative Groups.
(Minute No. 93/7/10)

Community and Communications – Portfolio Holder

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to communications, community safety, *wellbeing* and partnership working.

Duties and Responsibilities

To have responsibility for monitoring and implementation of corporate plan objectives relating to communications, marketing, community safety, forums, partnerships (excluding the Local Strategic Partnership), parishing, voluntary sector, *wellbeing* and the Crime and Disorder Reduction Partnership by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing and promoting new policies and strategies as necessary.

The Executive Member having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Communications and Marketing;
 - Community Safety (including the Crime and Disorder Reduction Partnership);
 - Parishing, Forums and the Voluntary Sector.
 - Developing and monitoring the Community Strategy and Partnership working.
 - *‘Wellbeing’ – Children, Youth, Elderly and Health – (Health is a joint responsibility with the Leader).*
- (b) The power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Community and Communications

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

(Minute No. 532(iii)/5/10)