

## **Selection and Constitutional Review Committee**

**11<sup>th</sup> May 2017**

### **Report of the Corporate Director (Law and Governance)**

#### **Background and Principles of Political Balance and Administrative Structure and Changes to Committee Membership**

##### **Purpose of Report**

To consider the political balance for the Authority for the 2017/18 Municipal Year, and to agree a number of other constitutional matters which need to be recommended to the Annual Meeting of the Council on 18<sup>th</sup> May 2017. The balance calculations as contained in the Appendix to this report have been agreed by Group Leaders.

##### **External Consultees**

None.

##### **Internal Consultees**

The Leaders of Groups on the Council.

##### **Financial/Legal and Human Rights Implications**

The Authority is required to adopt a political balance which complies with the Local Government and Housing Act 1989 and associated regulations. Alternative arrangements are permitted only if no individual Member votes against the proposal.

##### **Staffing Implications**

None.

##### **Environmental Implications**

None.

##### **Corporate Strategy**

Not relevant in the context of this report.

## Introduction

1. Appendix A contains details of the draft political balance calculation for 2017/18 which needs to be recommended by this Committee for agreement at the Full Council. Appendix B sets out details of Members to be appointed to seats on the various committees etc by Group Leaders, and recommendations for the appointment of Chairmen and Vice Chairmen.

## Background and Principles of Political Balance

2. The Local Government and Housing Act 1989 (as amended) requires the Council to allocate seats on its Committees and Sub-Committees to political groups in proportion to their relative strengths on the Council.
3. In allocating seats a number of principles must be adhered to, namely:-
  - (a) A political group (where there is more than one) may not have all of the seats on a Committee or Sub-Committee.
  - (b) The majority of seats must be allocated to the majority group. This allocation is calculated by reference first, to the total number of seats available on ordinary Committees of the Authority and secondly, to the total number of seats available on ordinary Sub-Committees. The regulations further provide:-
    - (i) That the total number of seats on the Council's Ordinary Committees must be allocated in the proportion as is borne by the number of members of any group to the membership of the Authority as a whole.
    - (ii) The seats on the Council's Ordinary Committees and Sub-Committees as a whole must be allocated in proportion to the political groups' membership of the appointing Council.

## 4. Cabinet Portfolio Responsibilities

The Leader has taken the opportunity to review the Membership of the Cabinet and the wording of the individual Portfolio Responsibilities. Copies of the revised Portfolios are attached as Appendix C, with amendments shown in ***bold italics***.

The Leader has made one change to the Membership of the Cabinet with Councillor Mrs Blanford standing down and Councillor White becoming a Cabinet member. Councillor Bennett has moved to the Culture Portfolio, Councillor Clokie to the Planning Portfolio and Councillor White has taken the Housing. The names of some of the Portfolio titles have also changed and this is also reflected at Appendix C.

## 5. Deputy Portfolio Holders

The Leader has signified his wish to introduce the appointment of Deputy Portfolio Holders. These deputies will stand-in for their respective Cabinet Member during any period of absence in the same way that many of the current Lead Members do. However, it must be noted that under the Local Government provisions, Deputies will not have any voting rights at Cabinet meetings. Deputies are intended to be appointed as outlined in the table below and a full description of the role is attached at Appendix D.

Portfolio	Portfolio Holder (Cabinet Member)	Deputy Portfolio Holder
Leader	Cllr Clarkson	N/A
Deputy Leader (Legal and Democratic)	Cllr Bell	N/A
Culture	Cllr Bennett	Cllr Sims
Human Resources and Customer Services	Cllr Knowles	Cllr Mrs Dyer
Highways, Wellbeing & Safety	Cllr Bradford	Cllr Buchanan
Planning	Cllr Clokie	Cllr Dehnel
Corporate Property	Cllr Galpin	Cllr Barrett
Housing	Cllr White	Cllr Hicks
Finance and IT	Cllr Shorter	Vacant
Environmental Land Management Services	Cllr Mrs Bell	Cllr Pickering

6. If the proposals are approved it will also be necessary to amend Part 2 Article 7.04 of the Constitution as follows: -

### **7.04 Other Cabinet (Executive) Members**

*Only councillors may be appointed to the Cabinet (Executive). ~~There may be no co-optees, deputies or substitutes for Cabinet (Executive) Members. Neither the Mayor nor Deputy may be appointed to the Cabinet (Executive) and Members of the Cabinet (Executive) (including the Leader) may not be Members of the Overview and Scrutiny Committee.~~*

*Other Cabinet (Executive) Members are appointed by the Leader and shall hold office until the end of the term of office of the Leader or until they:*

- (a) Resign from the office of Cabinet (Executive) Member;*
- (b) Are removed from office by the Leader; or*
- (c) Are no longer councillors.*

### **Lead Member Appointments**

7. Notwithstanding the proposed introduction of Deputy Portfolio Holders, the Leader would also like to appoint the following Lead Members to areas of responsibility not directly covered under the existing Portfolios.

<b>Subject</b>	<b>Lead Member</b>
Water Management and Flood Protection	Cllr Hicks
Romney Marsh and Partnership Organisations	Cllr Burgess
Design and Development of Parks and Open Spaces	Cllr Mrs Blanford
KCC/ABC Liaison – Town Centre Presentation and Safety	Cllr Barrett

### **Cabinet Task Groups, Boards and Advisory Committees**

8. The Leader has advised of the following changes to Cabinet Task Groups, Boards and Advisory Committees for 2017/18:
- 1. A new Bockhanger, Bybrook and Ashford South Advisory Committee be constituted by the Cabinet. Terms of Reference and Membership to be determined by the Cabinet in due course.
  - 2. A new Environment and Conservation Advisory Committee be constituted by the Cabinet to replace the existing Task Group. Terms of Reference and Membership to be determined by the Cabinet in due course.
  - 3. A new Borough History, Heritage and Commemoration Task Group be constituted by the Cabinet. Terms of Reference and Membership to be determined by the Cabinet in due course.
  - 4. The Development of Conningbrook Lakes Country Park and Victoria Park Steering Group be renamed “Design and Development of Parks and Open Spaces Task Group”.

5. The Stour Centre Regeneration Steering Group, Housing Aims and Objectives task Group and Ground Water and Flood Protection Task Group will be disbanded.
6. The Council Tax and Welfare Reform Task Group will be re-constituted but will remain dormant until there is a need for it to meet again.

### **Consideration**

9. Under the draft calculation shown in Appendix A all Groups have received their allocation on the various committees and when taken collectively their overall entitlement to seats across all committees. However one seat on the Appointments Committee needs to be recommended for allocation to the Liberal Democrat member.
10. Group Leaders have been consulted on the draft Political Balance Calculation and will advise of any changes to Committee Membership in terms of their Group's allocation.

### **Recommendations**

#### **That:**

- (i) **the Committee recommends the adoption of the political balance of the Authority in Appendix A subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, Appeals Panels, Standards Committee and the Investigation and Disciplinary Committee (and its Panels) and the Sub-Committee of the Licensing and Health and Safety Committee established under the Licensing Act 2003 and Gambling Act 2005.**
- (ii) **the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:**

**Appeals  
Appointments  
Audit  
Investigation and Disciplinary Committee  
Joint Arrangements – Joint Transportation Board  
Licensing and Health and Safety  
Overview and Scrutiny  
Planning  
Selection and Constitutional Review  
Standards**

**NB: Details of Members appointed to Membership of each Committee etc by Group Leaders is shown in Appendix B.  
Note: This will be subject to amendments from Group Leaders.**

**(iii) seats on the following Committees be allocated to the Members indicated:-**

**Appointments Committee      Councillor Koowaree**

**(iv) the revised Cabinet Members Portfolio Responsibilities as attached at Appendix C be received and noted.**

**(v) The role of Deputy Portfolio Holders be agreed as outlined in Section 5 and at Appendix D of the report. the appointments be approved and Part 2 Article 7.04 of the Constitution be amended as outlined in Section 6 of the report.**

**(vi) the Lead Member Appointments for 2017/18 as set out in Section 7 be approved.**

**(vii) the changes in respect of Task Groups, Boards and Advisory Committees as outlined in Section 7 of the report be noted.**

Terry Mortimer  
Corporate Director (Law and Governance)

**THE POLITICAL BALANCE CALCULATION  
MAY 2017**

**A.1 All Committees to which balance applies**

	<b>Committee</b>	<b>Seats/Committee</b>	<b>=</b>	<b>Total Seats</b>
1 x 12	Overview and Scrutiny	12	=	12
1 x 17	Planning	17	=	17
1 x 13	Licensing and Health & Safety	13	=	13
1 x 12	Selection	12	=	12
1 x 8	Audit	8	=	8
1 x 5	Appointments	5	=	5
			<b>Total</b>	<u>67</u>

**B. Percentage of group in relation to total membership of the authority**

43 members =		%
35 Conservative	=	81.39534
3 Ashford Independent	=	6.97674
2 Labour	=	4.65116
2 UKIP	=	4.65116

Note: 1 Liberal Democrat 2.32558

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**99.99998**

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## C.1 Allocation of Seats on Committees in proportion to Group strength

Committee	Con	AI	Lab	UKIP	Allocated	Total
1 x 12 O&S	10	1	1*	0*		12
1 x 17 Planning	14	1	1	1		17
1 x 12 Selection	10	1	0*	1*		12
1 x 13 Licensing, Health & Safety	10	1	1	1		13
1 x 8 Audit	7	1	0	0		8
1 x 5 Appointments	4	0	0	0	1**	5
<b>Totals</b>	<b>55 (54.538)</b>	<b>5 (4.604)</b>	<b>3 (3.116)</b>	<b>3 (3.116)</b>	<b>1</b>	<b>67</b>

- \* Under the draft calculation for the Overview and Scrutiny Committee and the Selection and Constitutional Review Committee there is one seat to be allocated to each to either the Labour or the UKIP Group. Following discussion the respective Group Leaders have agreed that the Labour Group will take the seat on the Overview and Scrutiny Committee and the UKIP Group will take the seat on the Selection and Constitutional Review Committee.
- \*\* Under the draft calculation all Groups had received their allocations on the above Committees, and when taken collectively their overall entitlement to seats across all Committees, however, one seat remains to be allocated on the Appointments Committee. Group Leaders recommend that this seat be allocated to Councillor Koowaree.

## C.2 Allocation of seats on all ordinary Committees to achieve overall proportionality

<b>Political Group entitlement in relation to <u>all</u> seats:</b>	<b>66</b>
<b>Conservative</b>	<b>54.538 = 55</b>
<b>Ashford Independent</b>	<b>4.604 = 5</b>
<b>Labour</b>	<b>3.116 = 3</b>
<b>UKIP</b>	<b>3.116 = 3</b>
	<b>66</b>
<b>1 Liberal Democrat</b>	<b>= 1</b>
<b>Total</b>	<b>67</b>

**D. Committees etc. to which balance cannot apply or will not apply either as a direct result of joint arrangements or the Council agreeing, i.e. no member votes against this arrangement, on each occasion the Council adopts a revised political balance for the Authority.**

\*1 x 3 Appeals (3 Member Panels) 3 Members per meeting drawn on rota from a panel of 15 Members = 3

(which does not meet as a Committee)

<sup>x</sup> 1 x 7	Joint Transportation Board		=	7
1 x 3	Licensing Sub-Committee (3 Member Panels)	3 Members per meeting drawn on rota from a panel of 13 Members (which does meet as a Committee so is itself balanced)	=	3
1 x 3	Investigation & Disciplinary Committee	3 Members per meeting drawn from an overall membership of 15	=	3

\* Standards – broadly politically balanced as part of membership based on posts.

<sup>x</sup> Due to the Joint Arrangements and the manner in which seats are allocated by the Kent County Council, it is impossible to have an overall balanced allocation of seats.

<b>Committee</b>	<b>Con</b>	<b>AI</b>	<b>Lab</b>	<b>UKIP</b>	<b>Total</b>
<b>*1 x 15 Appeals</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>1 x 15 Investigation &amp; Disciplinary</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b><sup>x</sup>1 x 7 Joint Transportation</b>	<b>6<sup>x</sup></b>	<b>0<sup>x</sup></b>	<b>1<sup>x</sup></b>	<b>0<sup>x</sup></b>	<b>7</b>
<b>*Standards</b>	<b>6</b>	<b>Plus Chair and Vice-Chair O&amp;S</b>			<b>8</b>

<sup>x</sup> Agreed by Group Leaders

## APPENDIX B

### SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

11<sup>TH</sup> MAY 2017

#### MEMBERSHIP OF COMMITTEES, GROUPS AND FORUMS, INCLUDING CHAIRMEN AND VICE-CHAIRMEN

On the basis of the draft Political Balance Calculation agreed with Group Leaders the entitlement to seats is set out below.

The Committee may wish to propose the identity of the Chairman and Vice-Chairman of each Committee, for appointment in accordance with the Constitution, by the Full Council.

#### Overview and Scrutiny Committee (12 Members)

Members of the Cabinet may not be appointed to this Committee

<b>Conservative (10)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Bartlett	Smith	Chilton		
Burgess				
Feacey				
Hicks				
A Howard				
Krause				
Link				
Miss Martin				
Mrs Martin				
Mrs Webb				

**Audit Committee (8 Members)**

<b>Conservative (7)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Barrett (VCh)	Smith			
Buchanan				
Burgess				
Mrs Dyer				
Shorter				
Sims				
Waters (Ch)				

**Planning Committee (17 Members) (plus 1 ex officio)**

<b>Conservative (14)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Bennett	Ovenden	Farrell	Murphy	
Mrs Blanford				
Bradford				
Buchanan				
Burgess (Ch)				
Clarkson (EO)				
Clokie				
Dehnel				
Galpin				
Heyes				
Hicks				
Krause				
Link (VCh)				
Pickering				
Waters				

### Selection & Constitutional Review Committee (12 Members)

<b>Conservative (10)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Barrett	Ovenden		Murphy	
Bell (VCh)				
Bennett				
Burgess				
Clarkson (Ch)				
Clokie				
Galpin				
Hicks				
Knowles				
Shorter				

### Licensing and Health and Safety Committee (13 Members)

Group Leaders are reminded of the importance of nominating Members who are available to attend day-time hearings of the Licensing Sub-Committee.

<b>Conservative (10)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Adby	Smith	Farrell	Murphy	
Bennett				
Bradford				
Feacey (Ch)				
Krause				
Pickering				
Shorter				
Sims				
Mrs Webb (VCh)				
White				

### Appointments Committee (5 Members)

<b>Conservative (4)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (1)</b>
Clarkson (Ch)				Koowaree
Clokie (VCh)				
Mrs Dyer				
Pickering				

### Appeals (15 Members – 3 Members to be drawn per meeting)

Members should not be a Member of the Cabinet. Group Leaders are reminded of the importance of nominating Members who are available to attend day-time meetings.

<b>Conservative (12)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Adby	Michael	Farrell	Macpherson	
Barrett				
Buchanan				
Heyes				
Mrs Heyes				
Hicks				
A Howard				
W Howard				
Link				
Pickering				
Sims				
Waters				

**Investigation & Disciplinary Committee (15 Members – 3 Members to be drawn per meeting)**

To include at least one Member of the Cabinet, Group Leaders and the Chairmen of the Overview & Scrutiny and Audit Committees.

<b>Conservative (12)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Bell	Ovenden	Chilton	MacPherson	
Mrs Bell				
Bradford				
Clarkson				
Clokie				
Dehnel				
Galpin				
Knowles				
Pickering				
Shorter				
Waters				
White				

**Standards Committee (8 Members)**

Based on 6 Conservative Members (including at least one Member of the Cabinet) plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Mrs Bell (VCh)	Smith	Chilton		
Dehnel (Ch)				
Feacey				
Hicks				
Knowles				
White				

### Joint Transportation Board (7 Members)

<b>Conservative (6)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1*)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Bradford		Chilton		
Burgess				
Feacey				
Heyes (Ch)				
Mrs Martin				
Mrs Webb				

\*One seat to be allocated to an Opposition Group

### Community Grants Panel (7 Members including the Portfolio Holder for Culture)

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Bennett (PH)	Smith			
Mrs Dyer				
W Howard				
Link (Ch)				
Sims				
Mrs Webb (VCh)				

### Joint Consultative Committee (6 Members) – At least one Member from each Group – the remainder from the administration.

Membership is to include the Leader and/or appropriate Portfolio Holder.

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (0*)</b>	<b>Liberal Democrat (0)</b>
Mrs Dyer	Smith	Farrell		
Krause				
Knowles (Ch)				
Shorter				

\* The UKIP Group did not wish to put anyone forward for this seat

**Member Training Panel (8 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Mrs Bell (VCh)	Smith		MacPherson*	
Mrs Dyer (Ch)				
A Howard				
W Howard				
Krause				
Link				

\*Seat gifted by the Conservative Group

**Local Government and Polling Districts Task Group (10 Members)**

<b>Conservative (8)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Adby (VCh)	Michael	Chilton		
Barrett				
Bell (Ch)				
Buchanan				
Clokie				
Heyes				
W Howard				
White				

### Local Plan & Planning Policy Task Group (10 Members)

<b>Conservative (8)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Mrs Blanford	Smith		Murphy	
Bradford				
Clarkson (Ch)				
Clokie (VCh)				
Mrs Dyer				
Galpin				
Heyes				
Shorter				

## **MEMBERSHIP OF CABINET BOARDS, ADVISORY COMMITTEES AND TASK GROUPS FOR 2017/18**

The following are set out for information only.

### **Boards**

#### **Ashford Health & Wellbeing Board (1 Member)**

<b>Conservative</b>
<b>(1)</b>
Bradford

#### **Trading and Enterprise Board (4 Members and 1 Observer)**

<b>Conservative</b>
<b>(4)</b>
Bell (Ch)
Bennett
Bradford
Galpin

\* Councillor \_\_\_\_\_ to be appointed as Observer.

\*\* Councillor Bell (as Chairman) to be the Shareholder Representative under the Articles of Association of the Trading Companies.

#### **Ashford Strategic Delivery Board (3 Members)**

<b>Conservative</b>
<b>(3)</b>
Clarkson (Ch)
Clokie
Galpin

### **Economic Regeneration & Investment Board (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Clarkson (Ch)	Ovenden			
Galpin				
Shorter				

### **Compliance & Enforcement Board (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Mrs Bell	Michael			
Bradford				
Dehnel (Ch)				

### **Advisory Committees**

#### **Bockhanger, Bybrook and Ashford South Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Barrett		Chilton		
Buchanan (Ch)				
Mrs Webb				

#### **Environment and Conservation Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Mrs Blanford (Ch)			Murphy	
Hicks				
Sims				

## Task Groups

### Design and Development of Parks and Open Spaces Task Group (5 Members)

<b>Conservative (4)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (1)</b>
Bennett				Koowaree
Mrs Blanford (Ch)				
Mrs Martin				
Sims				

### Borough, History, Heritage and Commemoration Task Group (6 Members)

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Bennett (Ch)	_____	Chilton		
Dehnel				
A Howard (VCh)				
Mrs Webb				

### Public & Voluntary Transport Liaison Task Group (4 Members)

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1)</b>	<b>UKIP (0)</b>	<b>Liberal Democrat (0)</b>
Buchanan		Farrell		
Feacey (Ch)				
Pickering				

**Council Tax & Welfare Reform Task Group (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>	<b>Liberal Democrat (0)</b>
Shorter (Ch)			MacPherson	
Clokie				
Mrs Webb				

Additions are shown in ***bold italics*** and deletions shown as ~~struck through~~.

### **The Leader – Cllr Clarkson**

#### **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.

To Chair the Ashford Strategic Delivery Board and lead the economic development of the Borough.

Lead the development of European, national, regional and local policies and strategic partnerships.

To direct Corporate Marketing and promote the corporate media and public relations image of the Borough.

Promote the objectives of the Council's Corporate Plan.

To use the good offices of the Leadership to uphold the Constitution and ensure adherence, especially in terms of member observance of standards and behaviour.

#### **Duties and Responsibilities**

To determine the size of the Cabinet and appoint between two and nine Members of the Council to the Cabinet.

To allocate areas of responsibility i.e., Portfolios to them and be able to remove them from the Cabinet at any time.

To appoint Lead Members as appropriate to assist in the discharge of the business of the Council.

To determine the scheme of delegation for the discharge of the Cabinet functions of the Council and report to the Council all appointments and changes to the Cabinet.

To appoint one of the Members of the Cabinet to be his/her Deputy, to hold office until the end of the term of office of the Leader (unless the person resigns as Deputy Leader, ceases to be a Councillor or is disqualified or removed from office by the Leader).

To if he/she thinks fit remove the Deputy Leader from office, but must then appoint another person in his/her place.

To exercise leadership by ensuring the adherence to the approved Constitution and Codes of Good Conduct and to act as appropriate in cases of serious breaches. In

particular the Leader of the Council in appropriate cases will instigate discussions with the relevant other Group Leader in the event that there is either a prima facie case of serious misconduct or a finding of such misconduct following an investigation in accordance with the Constitution against a member of that political group (or where a member to whom that political group has gifted a seat or seats in the case of an ungrouped councillor). Such discussions may cover the possible removal of a relevant councillor in that group (or who has been gifted a seat by that group) from membership of committees, sub-committees, task groups, forums or panels etc. either pending or following the outcome of an investigation.

## **To Chair the Cabinet**

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:-**

***Monitoring and implementation of corporate plan objectives relating to Communications and Social Media, Council Websites, Public Information, the growth of the revenue business outcomes and to advise on the relationship with policy matters in as far as they can interface with national policy;***

Developing and promoting new policies together with advancing new strategies as necessary;

Development, monitoring and implementation of the Corporate Plan and 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;

Ensuring that the Emergency Planning is well structured and subject to regular review and testing;

The formulation of and participation in partnerships;

Press, Public Relations & Civic Activities in liaison with the CEO and Mayor as appropriate;

Ensuring that systems exist to appraise the performance of senior managers;

***Liaison with the HR & Customer Services Portfolio Holder and Head of HR & Customer Services with regards to complaints;***

***Interacting with all departments of the Council and appropriate agencies and external bodies to ensure Communication is being used effectively and to make recommendations for improvements;***

Taking up corporate or personal membership of any appropriate body or organisation whose objectives are considered to be beneficial to the Council's own activities and as approved by the Proper Officer of the Council;

Submitting proposals to the Cabinet 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 Leader having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:

~~Legal and Democratic Services;~~

Policy Direction & External Liaison;

***Corporate Policy, Economic Development and Communications***

(i) ***Closely monitoring Central Government and other agencies in order to ensure that all aspects, including any political implications, are fully considered***

(ii) ***Ensure that effective policies are in place to:-***

a. ***Promote the introduction, and effective monitoring and participation in the relevant and approved aspects of Social Media in the best interests of the Authority;***

b. ***Ensure that effective safeguards are in place regarding all aspects of social media;***

c. ***Promote the effective monitoring of all Council websites to ensure they are up to date and provide the appropriate and relevant information***

d. ***Ensure the Council websites are easy to use and navigate in the best interests of the Authority and the public we serve;***

(iii) ***Co-ordinate and oversee the compilation of the Annual Report and the new home owners Information Pack;***

Economic Development & Strategic Projects;

Overview of Civic Ceremonial Activities;

Corporate Marketing, Media & Public Relations;

Overview and Scrutiny of Emergency Planning.

- (b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **The Deputy Leader – ~~Government Policy Interface & Democracy Portfolio Holder~~ *Legal and Democratic Portfolio* – Cllr N Bell**

### **Main Role:**

As the appointed Deputy Leader with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives.

~~Closely monitoring Central Government and other agencies in order to ensure that all aspects, including any political implications, are fully considered~~

To Chair the Cabinet meetings in the absence of the Leader and where the Leader may have a conflict of interest.

~~To Chair the Broadband Hard to Reach Panel and to make recommendations to Cabinet for the distribution of funding, with the objective of achieving complete coverage of superfast broadband across the entire Borough.~~

***To Chair the Local Government & Polling Districts Task Group.***

***To Chair the Trading & Enterprise Board***

***To represent the Council on the Ashford College Business Advisory Board***

**To work closely with the officers of the Limited Companies in order to support the growth of commercial revenues.**

***To liaise with the Compliance and Enforcement Board as well as our own legal team with regards to Law and Litigation.***

***To ensure the written constitution is kept up to date and at all times reflects the current position accurately.***

***Responsibility for ensuring the effectiveness and value for money of the functions of the Legal and Democratic Services.***

To work closely with the Leader and other relevant agencies to ensure that the organisation and structure are subject to review from time to time.

To undertake any specific duties as directed by the Leader from time to time.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolios on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities:-**

To have responsibility for monitoring and implementation of corporate plan objectives relating to ~~the growth of the revenue business outcomes and to advise on the relationship with policy matters in as far as they can interface with national policy~~  
***Legal and Democratic Services, Further and Higher Education, and Vocational Skills;***

In addition to: -

To effectively liaise and interface with the development of our commercial and industrial interests in the Limited Companies and the commercial management of the Council's commercial interests.

To proffer and promote new policies and strategies as necessary.

### **The Deputy Leader having:-**

- (a) Overall responsibility for decision-making arrangements in the following areas:-

***Legal and Democratic Services;***

***Further and Higher Education and Vocational Skills***

- (b) Advising the Leader and Cabinet regarding Government policy and its interface with our approach to the Corporate Policy and our operations;
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with the Leader and other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **~~Finance, Budget & Resource Management~~ Finance & Information Technology - Portfolio Holder - Cllr Shorter**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordination and planning of Corporate Resources and Financial Services, including the implementation of an effective performance management framework.

***Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the use of Information Technology***

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities:-**

To have responsibility for resource planning and management, including monitoring expenditure, corporate land use and asset management, implementing audit plans and corporate governance (including risk management), ***in addition to responsibility for monitoring and implementation of corporate plan objectives relating to the use of Information Technology by:-***

Setting performance targets and indicators relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

***Interacting with all departments of the Council to ensure up-to-date IT is being used effectively and to make recommendations for improvements;***

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary;

Establishing the implementation and monitoring systems, in liaison with other Cabinet Members are in place, to ensure that the management of departmental performance plans are consistent with corporate strategies and policies.

### **The Cabinet Member having:-**

- (a) Overall responsibility for decision-making arrangements in the following areas:-

Financial Services;

Finance, Budget & Resource Management;

Acquisitions Analysis;

Resource Management;

~~Corporate Property Maintenance;~~

~~Asset Management;~~

Emergency Planning in conjunction with the EP Unit;

Communications and publicity regarding the Portfolio;

Procurement including regular monitoring, review and scrutiny.

Financial Corporate Governance (including internal audit).

***Recommending improvements to the use and provision of Information Technology;***

***To lead and co-ordinate the introduction of new information technology across the entire Borough;***

- (b) Responsible for resource planning and management including:-
- (i) Council owned assets and resources and
  - (ii) Establishing that the infrastructure services that would sustain a growing population, are being catered for in a planned and programmed way.
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **Housing & Home Ownership - Portfolio Holder** **Cllr Clokie Cllr G White**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to all housing services.

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities:-**

To have responsibility for monitoring and implementation of corporate plan objectives relating to delivery of the Council's housing strategy, and housing services by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Reviewing relevant service provision including budgetary management;

***Liaising with the Head of Housing towards the eradication of any backlog of disabled adaptations;***

Developing and promoting new policies and strategies as necessary;

### **The Cabinet Member having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:

Housing Strategy including home ownership, affordable housing, private and public rented homes, assisted living, sheltered & care provision, disabled provisions and housing regeneration;

Housing Revenue Account Services;  
General Fund Housing Services (including social housing and homelessness, Local Needs, Affordable and Care Housing);

Welfare arising from or connected with housing need;

Communications and publicity regarding the Portfolio;

***Resettlement of refugees***

- (b) For thoughtful engagement with the elderly to meet their needs as they grow older.
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

# **Town Centres Focus & Business Dynamics Corporate Property - Portfolio Holder - Cllr Galpin**

## **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the Town Centres vibrancy, and the urban economy.

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

## **Duties and Responsibilities:-**

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a safe and vibrant urban community and the development of the wider Town Centre as a mix of residential occupation, business, leisure and entertainment as a major economic driver by:-

Participating in the Economic Regeneration and Investment Board;

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

~~Interacting with the parishes and the Urban Governance;~~

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

## **The Cabinet Member having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:-

Town Centre Activities and dynamics;

Town Centre image and attractiveness in liaison with relevant Portfolio Holders and the Lead Member for KCC & ABC Liaison on T/Centre Presentation & Safety;

Town Centre facilities in liaison with relevant Portfolio Holders;

Town Centre interface with the wider Retail Offer;

Town Centre Economy and its interface with wider economy;

***Corporate Property Maintenance;***

***Asset Management;***

Communications and publicity regarding the Portfolio;

- (b) The responsibility for liaising with joint working partners as directed, to ensure effective service delivery in the most value for money way.
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.
- (e) ***The responsibility to work with the Head of Service, the Leader, The CEO and other Portfolios to achieve the aims, objectives and action plans of the Council.***

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **Planning, Development and Enforcement - Portfolio Holder - ~~Cllr Bennett~~ Cllr P Clokie**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the strategic corporate plan objectives relating to development and growth, and economic development.

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities: -**

To have responsibility for monitoring the implementation of strategic corporate plan objectives relating to development and growth in the physical environment by:-

Ensuring that Planning Decisions, including Planning Conditions and approvals, are strictly adhered to. Any breach should be subject to compliance measure and enforcement where appropriate.

Liaise with the Policy & Compliance Task Group as appropriate on enforcement policy and monitoring.

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

***Liaising with the Chair of the Local Plan & Planning Policy Task Group.***

***To sit on the Ashford Strategic Delivery Board***

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

### **The Cabinet Member having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:

Planning and Development;

Local Development Framework;

Local Plan & Planning Policy review and update in conjunction with the Leader;

Communications and publicity regarding the Portfolio;

Ashford's future growth in terms of the planning perspective and place making.

- (b) The power to require a proposed non regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **Culture, Leisure, Environment & Heritage - Portfolio Holder - ~~Cllr Mrs Blanford~~ Cllr M Bennett**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the delivery of environmental protection, energy conservation, arts, culture, leisure, sport, **heritage, history, festivals, tourism, cycle routes, youth engagement, members & community grants, and the ordering of public parks, gardens, commons, heathlands and open spaces, as well as** and supporting and marketing performance programmes of music leisure throughout the Borough.

***To Chair the Ashford History, Heritage & Commemoration Task Group.***

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities:-**

To have responsibility for monitoring the implementation of corporate plan objectives relating to the environment, culture, arts, leisure, parks and open spaces, **heritage, history, tourism, cycle routes, youth engagement** and management thereof by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting and liaison with the Arts Council agencies and sporting bodies together with KCC, Parishes, Urban Areas and the public in general;

~~Liaising closely with the Groundwater Management and Flood Protection Task Group~~

***Liaising closely with the Design & Development of Parks & Open Spaces Task Group;***

***Oversee and promote Tourist Information and other activity Information in the Borough in conjunction with the Human Resources & Customer Services Portfolio Holder.***

Working with education providers, industries and businesses in relation to all aspects of this Portfolio responsibilities;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary;

Being involved with others in the design and placement of Public Art.

***Fostering and maintaining civic pride;***

**The Cabinet Member having:-**

- (a) Overall responsibility for decision-making arrangements in the following areas:

~~The Green Environment & Nature Conservation;~~

~~Energy Conservation;~~

~~The Country and Urban Parks;~~

***Heritage & History***

***Tourist, Promotion and Information;***

***The Cycle Route Network***

***The Layout, access, design, and facilities for our Public Parks, Gardens, Commons, Heathlands & Open Spaces.***

Youth activities, including play areas, sports, leisure and social developmental guidance in conjunction with the Highways, Wellbeing and Safety Portfolio Holder;

Wider leisure and sporting activities for all especially the ageing;

The Arts, Culture, and our physical and environmental heritage;

Communications and publicity regarding the Portfolio;

Liaison with those programming and promoting music and the performing arts.

- (b) The power to require a proposed non-regulatory decision in any such area to be referred to the Cabinet for its consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

# **~~Public Interaction & Borough Presentation~~ *Environmental Land Management Services* - Portfolio Holder - Cllr Mrs Bell**

## **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to ~~Customer Services, Tourist Information, Waste & Recycling, Street Cleaning, Gateways, and Borough wide Ground Maintenance,~~ ***Environmental Protection, Energy Conservation, and the ongoing management, maintenance and up-keep of Public Parks, Gardens, Commons, Heathlands and Open Spaces.***

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolios on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

## **Duties and Responsibilities:-**

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a vibrant rural community and the development of ~~Customer Services, Tourist Information, Waste & Recycling~~ and the cleanliness and good maintenance of our Gateways and Grounds Maintenance by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

~~Monitor and develop Customer Services thus providing an effective service;~~

~~Oversee and promote Tourist Information and other activity Information in the Borough in conjunction with the Information, Communications & Technology Portfolio Holder.~~

***Monitoring the ongoing management, maintenance and up-keep of Public Parks, Gardens, Commons, Heathlands and Open Spaces;***

To act as the conduit for good relations with the local Parish Councils and Urban Forums and to Chair the Parish and Urban Forums Annual Summit and any ad hoc meetings with representatives as and when required;

Monitor the effectiveness of our Recycling and Street Cleaning arrangements;

Manage and drive the Ground Maintenance in order to present and keep the Borough in the best possible way;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

**The Cabinet Member having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:

The rural vibrancy and interface with the Parishes and the Council;  
Customer Services;

~~Tourist, Promotion and Information;~~

Waste, Recycling and Street Cleaning;

The Gateways and Ground Maintenance;

Communications and publicity regarding the Portfolio.

***The Green Environment & Nature Conservation;***

***Energy Conservation;***

***The Public Parks, Gardens, Commons, Heathlands and Open Spaces;***

(b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

(c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## **~~Information, Technology & Communications~~ *Human Resources & Customer Services* - Portfolio Holder - Cllr C Knowles**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the use of ~~Information Technology, Communications and Social Media, Council Websites, Public Information,~~ ***Human Resources, Customer Services***, Union Liaison and Voluntary Member Training.

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with the Leader and Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities: -**

To have responsibility for monitoring and implementation of corporate plan objectives relating to ~~the use of the Information Technology, Communications and Social Media~~ ***Human Resources and Customer Services*** by: -

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

***Monitor and develop Customer Services thus providing an effective service;***

***Supervision and oversight of complaints and their handling by the appropriate Heads of Service.***

***Liaising with the Leader and the Head of HR & Customer Services with regards to complaints;***

***Interacting with the parishes and in conjunction with the Head of HR & Customer Service arranging the Annual Urban and Rural Conference;***

***Liaising with the Head of Finance & I.T. and the Portfolio Holder regarding signal provision for communications technology.***

~~Interacting with all departments of the Council and appropriate agencies and external bodies to ensure up-to-date IT and Communications is being used effectively and to make recommendations for improvements;~~

Reviewing relevant service provision including budget management;

Developing and promoting new policies and strategies as necessary;

Co-ordinating certain public information as directed by the Leader and prepared by sections of the Council for differing distributions;

Chairing the Joint Consultative Meeting with the Trades Union and Staff Side representatives;

~~Developing and recommending safeguarding systems and operating policies for the Council interacting with the public on social media.~~

***Developing a residents and business email data base for efficient and effective communications;***

**The Cabinet Member having:-**

- (a) Overall responsibility for decision-making arrangements in the following areas:

~~Recommending improvements to the use and provision of Information Technology;~~

To lead and co-ordinate the introduction of ~~new information technology,~~ especially Super-Fast Broadband across the entire Borough;

- (i) Liaise with KCC's Lead Officer to maximise provision of super fast broadband to the Borough.
- (ii) Consider take up of the national 'Broadband Connection Voucher Scheme' by urban businesses in the Borough.
- (iii) Liaise with Planning to develop robust broadband and telecommunications policies to be included in the emerging Local Plan.

~~The introduction, and effective monitoring and participation in the relevant and approved aspects of Social Media in the best interests of the Authority;~~

~~Ensuring that effective safeguards are in place regarding all aspects of social media;~~

~~The effective monitoring of all Council websites to ensure they are up to date and provide the appropriate and relevant information;~~

~~To ensure the Council websites are easy to use and navigate in the best interests of the Authority and the public we serve;~~

***Human Resources and Customer Services***

Recommending an appropriate level of voluntary Member Training in close co-operation with Cabinet colleagues and the Member Training Panel;

Co-ordinating the compilation of the Annual Report and the new home owners Information Pack;

Communications and publicity regarding the Portfolio;

~~Work closely with the Leader to improve the effectiveness of public communication with the inhabitants of the Borough and across the departments of the Council, in close co-operation with all those legitimately involved.~~

(b) Personnel & Development:-

(i) Employee Relations and Policies related to staff employment;

(ii) Equal Opportunities and Health & Safety policies related to staff employment and service delivery;

(iii) To Chair the Joint Consultative Committee;

(c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

(d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

# **Highways, Wellbeing & Safety Health, Parking & Community Safety - Portfolio Holder**

## **Cllr G Bradford**

### **Main Role:**

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Transportation, Highways, Environmental Health and Licensing,

***To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.***

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

### **Duties and Responsibilities: -**

To have responsibility for monitoring and implementation of corporate plan objectives relating to Development Management by:-

Setting Performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

***Representing the Leader on the Kent & Medway Police and Crime Panel;***

***To make recommendations for options to deliver a sponsored Public Cycling Scheme (PCS);***

### **The Cabinet Member having:-**

(a) Overall responsibility for decision-making arrangements in the following areas:-

All Public Transportation;

Highways and Traffic Management including Parking;

Health & Wellbeing;

Community Safety;

Environmental Health and Licensing;

Communications and publicity regarding the Portfolio.

- (b) The power to require a proposed non-regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

**Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.**

## Deputy Cabinet Members

### Roles and Responsibilities of Deputies to Cabinet Members

The duties and responsibilities of Deputies to Cabinet Members are set out below.

The Leader may appoint Deputy Cabinet Members. Such Deputy Members may not take decisions on behalf of the Cabinet Member nor vote at a Cabinet meeting. Deputy Cabinet Members may be appointed to the Overview and Scrutiny, but should not participate in any Overview and Scrutiny meeting or Task Group established to consider any matter upon which they have directly undertaken any work for the Cabinet Member.

### Purpose

To work with the designated Cabinet Member and assist them with any function in relation to the Cabinet Member's portfolio and deputise for them in relation to certain matters as set out below.

### Duties and Responsibilities

- (i) To oversee a specifically delegated area or areas of responsibilities within a Cabinet portfolio, as allocated by the Cabinet Member following consultation and agreement with the Leader.
- (ii) To undertake tasks in relation to the portfolio, as allocated by the Cabinet Member, including research, and investigatory work.
- (iii) To assist the Cabinet Member in monitoring performance in specified areas relating to the allocated portfolio.
- (iv) To substitute for the Cabinet Member at relevant internal meetings.
- (v) To represent the Cabinet Member or Council at external meetings.
- (vi) To stand ready, in the absence of the Cabinet Member, to give media interviews and handle press or public enquiries subject to consultation with the Leader.
- (vii) In the absence of the relevant Cabinet Member, the Deputy will attend Cabinet and present any relevant report concerning the Portfolio. It should be noted that Deputy Cabinet Members are not by law permitted to vote.