

**PORTFOLIO HOLDER AND EXECUTIVE ASSISTANT ROLES AND RESPONSIBILITIES**

**Leader of the Council**

The key responsibilities for the role of Leader of the Council are identified as follows:

1. Under the Strong Leader and Cabinet Executive Governance model adopted by the City Council on 13 December 2010, the Leader is responsible for:
  - (i) the allocation and discharge of all executive functions;
  - (ii) determining the size of the executive, appointing its members and removing them at any time;
  - (iii) appointing a member of the Executive as the Deputy Leader or removing that person from Office and appointing a replacement.
2. To carry out the functions of his/her specifically allocated Portfolio as follows:
  - (i) working with partners to build a shared vision for the City, aiming to ensure that Council policies and plans, and those of the Council's partners, match that vision;
  - (ii) promoting the City, and the Council and its core values and objectives;
  - (iii) steering and overseeing the strategic use of resources and the strategic planning cycle of the Council to achieve its objectives;
  - (iv) leading the political development of the City, within the context of regional, national, European and international policy and strategic partnerships;
  - (v) leading the work of the Executive Board in developing, setting and implementing policy and in taking key decisions;
  - (vi) speaking and issuing statements on behalf of the City Council.
3. To report to Full Council on all appointments he/she makes to the Executive Board.
4. To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.
5. To support open and transparent Scrutiny, encouraging Full Council, the Executive and statutory partners to work constructively with Scrutiny in developing policies and strategies for the future and in improving Council services.
6. The Leader may give notice to the Chief Executive or any relevant Corporate Director that he/she requires a report or portfolio holder decision to be prepared for consideration by himself/herself or the appropriate decision making board/committee in relation to functions within his/her remit of responsibility. On receipt of this notice the Chief Executive or relevant Corporate Director will

ensure that a report or portfolio decision form is produced for consideration within 14 working days or will provide reasons to the Leader as to why it cannot be produced within that timescale. Any such notice from the Leader shall be copied to the Head of Democratic Services.

### **Deputy Leader of the Council**

The key responsibilities for the Deputy Leader are identified as follows:

1. If the Leader is unable to act or the office of Leader is vacant, to deputise for and act in his/her place.
2. To provide assistance and support to the Leader and all portfolio holders in the delivery of their individual areas of responsibility.
3. Value for Money and Organisational Health.
4. Improved cross-cutting service delivery.
5. To carry out the functions of his/her specifically allocated portfolio.
6. The Deputy Leader and Portfolio Holder(s) may give notice to the Chief Executive or any relevant Corporate Director that he/she requires a report or portfolio holder decision to be prepared for consideration by themselves or the appropriate decision making board/committee in relation to functions within their remit of portfolio responsibility. On receipt of this notice the Chief Executive or Corporate Director will ensure that a report or portfolio decision form is produced for consideration within 14 working days or will provide reasons to the Deputy Leader or Portfolio Holder as to why it cannot be produced within that timescale. Any such notice from the Deputy Leader or Portfolio Holder(s) shall be copied to the Head of Democratic Services.

### **Portfolio Holders – general responsibilities**

In addition to their specific portfolio responsibilities all Portfolio Holders also have the following common responsibilities:

1. Sharing responsibility with the Leader, Deputy Leader and other members of the Executive for the Executive business of the Council.
2. Promoting and being accountable for the services in their portfolio within the Council and the City as a whole, and nationally and internationally as required, representing the Council's views on matters of corporate or strategic policy within their portfolio.
3. Ensuring that the executive functions within the portfolio are performed in accordance with approved Council policies and strategies, and to the highest ethical standards.

4. Below the level of Key Decisions, and where not otherwise delegated, taking executive decisions in relation to executive functions within their portfolio, and in accordance with constitutional requirements. A portfolio holder may delegate decisions in respect of matters within their portfolio to an officer (subject to the financial limits set out in the constitution).
5. Reporting to the Leader, Executive Board and Overview and Scrutiny bodies on the performance of their portfolio, as reasonably required.
6. Directing, encouraging and developing Executive Assistants working on behalf of the Executive, and other Councillors and, generally, acting as a role model.
7. Approving capital expenditure in accordance with Financial Regulations on schemes within the remit of their portfolio which form part of the approved capital programme.
8. Speaking and issuing statements on behalf of their area of responsibility, in line with policy agreed by the Leader.
9. To support open and transparent Scrutiny and to work constructively with Scrutiny in developing policies and strategies for the future and in improving Council services. To work collaboratively with Scrutiny councillors (including attendance at scrutiny meetings, as required).
10. Any Portfolio Holder may give notice to the Corporate Director for Resources that s/he requires a report or portfolio holder decision to be prepared for consideration by themselves or the appropriate decision making board/committee in relation to functions within their remit of portfolio responsibility. On receipt of this notice the Corporate Director for Resources will ensure that a report or portfolio decision form is produced for consideration within 14 working days or will provide reasons to the Portfolio Holder as to why it cannot be produced within that timescale.

### **Portfolio Holder for Regeneration and Growth**

The key responsibilities for the Portfolio Holder for Regeneration and Growth are identified as follows:

#### **Strategic Regeneration and Development**

Overview of all regeneration activity across the City

City Centre, major regeneration projects

Local Economic Partnership and European Funding

#### **Strategic and Operational Property**

#### **Crime and Drugs Partnership**

#### **Business & Growth**

Growth Plan Delivery

City Centre Retail Management

Business Support, Development and Liaison

Inward Investment

Sector Development  
Social Enterprise and Enterprise Development  
**Creative Quarter**  
**Place Marketing Organisation**  
**Smart Cities**  
**Metro Strategy**  
**Communications and Marketing**

### **Portfolio Holder for Finance, Resources and Commercial Services**

The key responsibilities for the Portfolio Holder for Finance, Resources and Commercial Services are identified as follows:

#### **Finance and Resources**

Finance  
Legal and Democratic Services, Monitoring  
Health and Safety  
Risk Management  
Collection of Council Tax and NNDR  
Housing and Council Tax Benefits  
Welfare Rights  
Catering

#### **Income Generation and Commercialisation**

#### **Services to schools**

Facility and Building Services

#### **Commissioning and Procurement**

Corporate Strategic Commissioning

#### **Neighbourhood Regeneration**

Neighbourhood Retail Management

### **Portfolio Holder for Early Intervention and Early Years**

The key responsibilities for the Portfolio Holder for Early Intervention and Early Years are identified as follows:

#### **Children's Services**

Performing the Lead Role for Children's Services in accordance with statutory requirements and guidance.

Children's Safeguarding, children's social care

Children in Care and Care Leavers

Leading on early-intervention

Children's Partnership and Young People's Plan

Youth and Play teams, Youth Offending team

Early Years including Children's Centres

Children's Disability and Children's Mental Health

Lead on commissioning of Children's Services

#### **Lead on refugees and asylum seekers**

#### **International and European links**

## **Portfolio Holder for Adult Social Care and Health**

The key responsibilities for the Portfolio Holder for Adult Social Care and Health are identified as follows:

### **Health and Social Care Integration**

#### **Adults**

Corporate Strategies for Older People and Vulnerable Adults

Championing Independent Living

- telecare

- catering

Adult Safeguarding

#### **Health**

Public Health and Wellbeing

- health inequalities

- smoking and avoidable injuries

Chair of the Health and Well Being Board

Mental Health and Well-being

Teenage Conception

Wider Health Links

Lead on commissioning of Adults Services

#### **Meals at Home**

#### **Passenger Transport**

## **Portfolio Holder for Energy and Environment**

The key responsibilities for the Portfolio Holder for Energy and Environment are identified as follows:

### **Sustainability**

#### **Robin Hood Energy**

Climate change and Carbon Reduction

Nature Conservation - Strategy

Energy and energy bills

Energy from Waste inc Enviroenergy (WRG)

Nottingham Energy Partnership

Waste disposal and waste collection

Clean air/ Air Quality

Cleansing

Street Scene

Flooding and Flood Risk

## **Portfolio Holder for Housing and Planning**

The key responsibilities for the Portfolio Holder for Housing and Planning are identified as follows:

### **Planning**

Planning Policy and Development Management

### **Housing**

Physical neighbourhood transformation and regeneration.

Estate Management – Council and private Estates

Private Housing and Private Rented Sector

Performance of NCH and Housing Associations

Student Housing

Housing with care and support.

Strategic and Retained Housing functions

Regeneration Land and Property (tied in with above)

Homelessness Policy

Temporary Accommodation commissioning

HiMOs

**Heritage**

**Customer Services and Customer Care**

### **Portfolio Holder for Education and Skills**

The key responsibilities for the Portfolio Holder for Education and Skills are identified as follows:

#### **Schools**

Education Improvement Board

Educational provision 3 – 16 including school re-organisation and governance,

Academies and Free Schools

Attendance

Special Educational Needs – Special Education Schools

Pupil Referral Units

Employability in Schools

#### **Jobs and Skills**

Lead on skills and employment

- Post 16 Training, FE and HE
- Develop opportunities for young people and adults
- Local Jobs for Local People and Making the Connections
- Investment initiatives
- Nottingham and Notts Futures Advice, Skills and Employment

#### **Woodfield Industries**

**One Nottingham**

### **Portfolio Holder for Leisure and Localities**

The key responsibilities for the Portfolio Holder for Leisure and Localities are identified as follows:

#### **Leisure and Culture**

Parks, allotments and open spaces and playgrounds

Street Parks (Play Zones

Leisure Transformation Programme

Museums and Heritage Sites

Libraries, Arts and Events, Museums, Theatres and Sport

Lead on arms length venues – Ice Arena, Playhouse, Theatre Royal, Royal Centre

Nature Conservation – operational

## **Tourism**

**Markets, Fairs and Toilets**

**Cemeteries and Crematoriums**

**Area Working**

Neighbourhood Management and Engagement

## **Portfolio Holder for Transport and HR**

The key responsibilities for the Portfolio Holder for Transport and HR are identified as follows:

### **Strategic Transport**

**HS2**

**NET phase 1, 2 and 3**

**Road repairs and resurfacing**

**Neighbourhood Transport**

Traffic Management and Parking

Highways Design and Maintenance

Public Transport

Area committee highways work

Corporate Transport Fleet

**Street Lighting**

**Taxi Strategy**

**HR and Transformation**

## **Portfolio Holder for Community Protection**

The key responsibilities for the Portfolio Holder for Community Protection are identified as follows:

### **Partnerships- voluntary sector and faith**

**Community Sector**

Lead role with the Community Sector and Volunteering

Community Centres

**Community Cohesion**

**Equalities**

**Community Safety**

Overview of the Council's Section 17 responsibilities.

Public and Consumer Protection

Community Safety and Respect for Nottingham

Domestic Violence

**Licensing and Environmental health**

**Trading Standards**

**City Centre Management**

**Homelessness and Housing Aid (operational)**

**Emergency Planning**

**Digital Inclusion and IT**

**Information Management and Assurance**

## **Executive Assistants**

The key responsibilities for the role of an Executive Assistant are identified as follows:

Executive Assistants will provide general political support to the Executive and will, mainly, achieve this by supporting particular Executive Councillors' portfolios and areas of executive work and be responsible in the first instance to a named Portfolio Holder. Their roles will include the following:

1. Development of policy in areas allocated by the Executive including leading policy development in particular areas of the Portfolio Holder's responsibilities. This will involve attending weekly briefings with executive councillors and/or senior officers, contributing to the discussions of key issues facing the leadership of the council and its partners.
2. Assisting Executive Councillors in all elements of work within their portfolios, including:
  - (i) carrying out research and providing advice on executive functions, including briefings to support portfolio decisions;
  - (ii) supporting liaison between the Executive Councillors and other Councillors, Corporate Directors and the Overview and Scrutiny function, and external organisations;
  - (iii) representing the Executive Councillors at internal meetings and at consultation events with the voluntary sector, business and other partners, service users and citizens;
  - (iv) representing the Executive Councillor and the Council at external meetings ensuring that the Council is represented at as many events as possible.
3. Development of knowledge, experience and expertise in the portfolio of the Executive Councillor through:
  - (i) attending conferences and development events for their portfolio area;
  - (ii) visiting frontline delivery points for the portfolio area;
  - (iii) reading and research as appropriate to keep up to date with issues in the portfolio area.

Executive Assistants do not have delegated authority to take executive decisions in relation to any executive functions.

An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee nor any of its Review Panels involving a portfolio with which they are assisting. They may, however, be invited to attend the meeting in the capacity of expert witness.