

MINUTES OF THE MEETING OF THE CITY COUNCIL

held at the Council House, Nottingham,

on Monday 16 July 2007 at 2.00 pm

ATTENDANCES

✓ Councillor Munir		Lord Mayor
✓ Councillor Ahmed	✓	Councillor Jones
✓ Councillor Akhtar	✓	Councillor A Khan
✓ Councillor Arnold	✓	Councillor G Khan
✓ Councillor Aslam	✓	Councillor Klein
✓ Councillor Benson	✓	Councillor Lee
Councillor Bryan	✓	Councillor Liversidge
✓ Councillor Bull	✓	Councillor Long
Councillor Campbell	✓	Councillor MacLennan
✓ Councillor Chapman	✓	Councillor Malcolm
Councillor Clark		Councillor Marshall
Councillor Clarke-Smith	✓	Councillor Mellen
✓ Councillor Collins	✓	Councillor Mir
✓ Councillor Cowan	✓	Councillor Newton
✓ Councillor Cresswell	✓	Councillor Oldham
✓ Councillor Culley	✓	Councillor Packer
✓ Councillor Davie	✓	Councillor Parbutt
✓ Councillor Dewinton	✓	Councillor Price
✓ Councillor Edwards	✓	Councillor Smith
✓ Councillor Foster	✓	Councillor Spencer
✓ Councillor Gibson	✓	Councillor Sutton
✓ Councillor Griggs	✓	Councillor Trimble
✓ Councillor Grocock	✓	Councillor Unczur
✓ Councillor Hartshorne	✓	Councillor Urquhart
Councillor Heppell		Councillor Watson
✓ Councillor Ibrahim	✓	Councillor Wildgust
✓ Councillor James	✓	Councillor Williams
✓ Councillor Johnson	✓	Councillor Wood

12 DECLARATIONS OF INTERESTS

No declarations of interest were made.

13 QUESTIONS AND PETITION FROM MEMBERS OF THE PUBLIC

Public Petition

Councillor Lee submitted a petition to the Lord Mayor, on behalf of the Rosegay Tenants' and Residents Association, in support of their proposal that existing on-street parking restrictions near the Southwark Infants and Nursery School should be reviewed and a one-way traffic system introduced on Bulwell Lane, as a means of reducing parking congestion in the mornings and afternoons when children were being taken or collected from school.

14 MINUTES

RESOLVED that the minutes of the meeting held on 25 June 2007, be confirmed and signed by the Lord Mayor.

15 QUESTIONS

Release of Documents to Councillors

Councillor Long asked the following question of the Leader of the Council:-

Does the Council Leader think that council staff should refuse to provide copies of an embargoed Audit Commission report to opposition groups when that report has already been released to the press by the Audit Commission?

Councillor Collins replied as follows:-

Thank you, Lord Mayor and can I thank Councillor Long for his question.

However, since I am not aware of which member of staff, or the full circumstances to which he is referring, I am, I regret to say, reluctant to offer any criticism.

I am however, happy to look into the matter if he wants to provide me with further and fuller details.

Audit Commission (CPA)

Councillor Oldham asked the following question of the Leader of the Council:-

Is the Leader happy that the Council is still a 2 star authority and that the Audit Commission said "Nottingham City Council is performing at only minimum requirements. There has been improvement in some areas, but not overall, since our last assessment five years ago"?

Councillor Collins replied as follows:-

Thank you, Lord Mayor and can I thank Councillor Oldham for his question.

Last time we debated Corporate Performance, the leader of Councillor Oldham's group said that "Nottingham is a 2 star council with 2 star performance and probably always will be".

I have to say that I am a lot more ambitious for Nottingham than that and therefore I am not satisfied with the outcome of this report. Having said that, however, objectively it's difficult to see how the comments in the Audit Commission press release (because it was not in the report), that there had been improvement in some areas, but not overall since the last assessment five years ago, has been arrived at.

Five years ago when we were last assessed the authority was also scored as 2 out of 4. However, since 2002, the Comprehensive Performance Assessment methodology has changed to become what the Audit Commission itself describe as 'a harder test', with a greater emphasis on partnership working and outcomes for the community. Since the methodology has changed and the Audit Commission accepts that this is now a harder test, even in their own terms we must have improved to achieve the same score.

Perhaps more than that though, it's possible to do direct comparisons between the scores achieved by services then and those achieved today. No service currently scores less than it did in 2002, while the scores for a number of services have improved, most notably the benefits service up

from 1 to 4, culture up from 2 to 4 and, despite the troubles of the ALMO, the housing score is up from a 2 to a 3.

In the coverage given to the CPA report by the Nottingham Evening Post, they rather helpfully listed what “Nottingham is doing right”, including the following:-

- Educational attainment is improving with the rate of improvement amongst the highest in the country last year;
- Adult Social Care has improved its star rating from 2 to 3 out of 4 this year;
- Street cleanliness has improved, with public satisfaction up from 68% to 78% in the past 3 years’;
- Nottingham is seen as a national leader on the government Respect Agenda and people consider anti-social behaviour as less of a problem than 3 years ago;
- The number of residents concerned about abandoned cars has fallen from 56% to 14% in 3 years;
- All crime has reduced by more than 20% over the last 4 years;
- There has been an 8% increase in the use of public transport over the last 3 years;
- CO2 emissions have reduced by 30,000 tons in the past 5 years;
- Homelessness in the City has reduced by 46% and Nottingham is seen by Government as a regional champion;
- Young people over 16 are increasingly taking up training, education or employment.

The Evening Post also spells out challenges including:-

- The lack of a culture of performance management;
- Too many service plans;

- Staff and buildings have not had sufficient investment. IT systems are weak, sickness levels high and training and development has not been made a priority;
- The lack of long-term strategic thinking or a 20 year vision;
- The engagement of the Black, Minority and Ethnic Communities is not sufficiently joined-up and sustained;
- An unsustainable level of member involvement; and
- little progress has been made in tackling worklessness.

However, while important these challenges might be, many of them although not all of them, are about councillors and organisation and while they must be tackled if we are to sustain and build on the improvements we have already made, it's important not to lose sight of the fact that on most of the issues that concern local people, the City is a better place than it was 5 years ago.

It's better on crime and anti-social behaviour. It's better on begging and street prostitution. It's better on cleansing, graffiti and fly-posting. It's better on results achieved by our schools. It's better on the care for the elderly, the homeless and those claiming housing benefit. It's better on recycling and on looking after the environment. It's better on public transport and it's better on parks and leisure facilities, and that improvement is probably reflected in the views of our residents who, at a time when nationally, satisfaction with local government is down on where it was 4 years ago, the percentage satisfied with how the council runs things in Nottingham has increased by 5% and is now above the national average.

What's more, when the public had the chance to choose someone else to run the Council and when that decision was being made in communities up and down the country, in Nottingham the electorate decided not only to return a Labour run Council, but to give it an increased majority too.

Lord Mayor, although the City has improved, we all recognise that there is still a huge amount to do and absolutely no room for complacency. But with hard work from staff, committed councillors, a good Senior Management Team, a first rate Chief Executive, I am confident we have

the opportunity to continue to improve, and to do so more quickly and continue to make a positive difference for the people of Nottingham.

Welfare Rights Advocacy

Councillor Sutton asked the following question of the Portfolio Holder for Adult and Housing Services:-

Apart from instructing the staff of Welfare Rights “not to tell anyone about it”, what measures have been put in place to ensure the impartiality of Welfare Rights Advocacy on behalf of their clients, following the unannounced reorganisation last September which resulted in the Welfare Rights Service reporting to the Head of Housing Benefits?

Councillor Trimble replied as follows:-

Thank you, Lord Mayor and can I thank Councillor Sutton for his question.

This Group is totally committed to providing a Welfare Rights Service to those most in need and this Labour Group has put the money where its mouth is.

We have mainstreamed £380,000 of Neighbourhood Renewal fallout this year and next year the total will be more than £600,000. In addition £450,000 is committed to voluntary sector advice providers over £1 million pounds of money, a considerable sum, when there are many other calls on finances - particularly the replacing of over £600,000 of Neighbourhood Renewal fallout.

Lord Mayor, neither I nor any of the Senior Management Team have given any instruction to keep anything away from Welfare Rights staff. There was no reorganisation, except to the internal management reporting arrangements. Both Housing Benefits and Welfare Rights continue to be managed by the very same Corporate Director. Neither she nor I have any interest in undermining the impartiality of Welfare Rights advice.

Members that have been around for sometime will have witnessed the vast improvements that the Head of Housing Benefits has achieved in that service. Just on Friday, we were informed that Housing Benefits has achieved a 4 out of 4 scoring for the third year running and we want to see that kind of performance in Welfare Rights.

It is 10 months since the line management was changed. During that time there has not been a single case where advocacy against the Housing Benefit Service was needed. New ways of working have been introduced and extra training has been given to staff.

If you wanted to take impartiality to a final conclusion, you could argue that the Corporate Director should not manage both services. On the impartiality argument you could also deduce that the Council should not provide any Welfare Rights advocacy.

We do not believe that. We believe that Welfare Rights advocacy is of the utmost importance to the most vulnerable in this City. It is not provided to save the Council money, and it is not provided to save the Government money. It is the individuals money by right.

Last year several million pounds was recovered for vulnerable residents in the City. With improved training and improved management we want to better that.

16 OVERVIEW AND SCRUTINY ANNUAL REPORT 2006/07

The report of Councillor Wood (as set out on page 89 of the agenda) was submitted.

RESOLVED on the motion of Councillor Wood, seconded by Councillor Liversidge, that the Overview and Scrutiny Annual Report for 2006/07, be accepted.

17 CHANGES TO THE COMPOSITION OF THE EXECUTIVE BOARD, PORTFOLIO HOLDER ROLES, RESPONSIBILITIES AND ARRANGEMENTS, EXECUTIVE ASSISTANTS AND TO THE MEMBERSHIPS OF COMMITTEES

The report of Councillor Collins (as set out on page 91 of the agenda) was submitted.

MOVED by Councillor Long by way of amendment and seconded by Councillor Foster:-

In recommendation 2(i) add after "Leaders of minority groups",

‘, or substitutes. Such substitutes may not participate in the business of the Overview and Scrutiny Committee or any of its Standing or Task and Finish Panels, They may, however, be invited to attend the meeting in the capacity of expert witness.’

In recommendation 2(iii) add after “Appendix 2 to this report;”,

‘there shall be no more than four Executive Assistants;’

In recommendation 2(iii) add after “for these roles”

‘. An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee or any of its Standing or Task and Finish Panels. They may, however, be invited to attend the meeting in the capacity of expert witness.’

In Appendix 2, delete item 2, renumber item 3 to item 2.

After discussion the amendment was put to the vote and was carried.

The meeting adjourned.

MOVED by Councillor Liversidge by way of amendment and seconded by Councillor Mellen:-

In recommendation 2(iii) add after “An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee”

Insert ‘, Performance and Resources Standing Panel after Overview and Scrutiny Committee, change ‘or’ to ‘nor,’ and insert ‘involving a portfolio with which they are assisting’ after Task and Finish Panels.

Recommendation 2 (iii) would then read:-

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

After discussion the amendment was put to the vote and was carried.

RESOLVED on the motion of Councillor Liversidge, seconded by Councillor Mellen that:-

- (1) a nine member Executive be approved which will meet in public (save for exempt items) with attendance and speaking rights throughout all parts of Executive Board meetings given to the Leaders of minority groups, or substitutes. Such substitutes may not participate in the business of the Overview and Scrutiny Committee or any of its Standing or Task and Finish Panels, They may, however, be invited to attend the meeting in the capacity of expert witness;**
- (2) the composition of the Executive Board and revised portfolio roles and responsibilities as set out in Appendix 1 to the report and detailed in the annex to these minutes be approved, and take effect immediately following this meeting;**
- (3) the role of Executive Assistant to Portfolio Holders be established in accordance with the roles and responsibilities (as amended), and nominations set out in Appendix 2 to the report and detailed in the annex to these minutes, there shall be no more than four Executive Assistants; that the principle of Special Responsibility Allowances being payable for the duties of these posts at a level equivalent to those payable to chairs of the main regulatory committees be supported and funded from the existing Members' Services budget, and the Independent Remuneration Panel be requested to give consideration to Special Responsibility Allowances, at that level, for these roles. An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee, Performance and Resources Standing Panel nor any of its Standing or Task and Finish Panels involving a portfolio with which they are assisting. They may, however, be invited to attend the meeting in the capacity of expert witness.**

Note: The final two sentences in (3) above have been added to the description of the role and responsibilities for Executive Assistants set out in the annex to these minutes

- (4) the nominations to vacancies created in the Overview and Scrutiny, Standards and Committees or bodies, as a result of the changes to the Executive Board, and detailed in the appendix to these minutes, be approved;**
- (5) that the Constitution be revised accordingly.**

18 INSTALLATION OF HONORARY RECORDER

The report of Councillor Collins (as set out on page 105 of the agenda) was submitted.

RESOLVED on the motion of Councillor Collins, seconded by Councillor Edwards, that, in pursuance of the statutory powers derived from the Courts Act 1971 and the Local Government Act 1972, His Honour Judge Michael Stokes QC be appointed Honorary Recorder for the City of Nottingham and the intention to hold a separate ceremonial reception on a date to be confirmed, be noted.

19 CONSULTATION ARRANGEMENTS FOR THE REVIEW OF THE STATEMENT OF LICENSING POLICY AND MEASURES TO REDUCE HARM CAUSED BY ALCOHOL

The report of Councillor Grocock (as set out on page 107 of the agenda) was submitted.

RESOLVED on the motion of Councillor Collins, seconded by Councillor Cresswell, that:-

- (1) the matters in the report regarding the City Council's contribution to the delivery of the Nottingham Alcohol Harm Reduction Strategy be noted;**
- (2) with regard to the making of Designated Public Places Orders:-**
 - (a) the timetable for implementation of the Designated Public Places Orders, as detailed in Appendix 3 of the report, together with the publication and consultation period for the Orders, as detailed in Section 4 of the report, be approved;**

- (b) the position regarding future reporting, in the event of 'substantive representations' being received following the consultation procedure, be noted;
- (3) having regard to the recommendation of the Executive Board at its meeting on 19 June 2007, the draft Statement of Licensing Policy be approved for the purposes of consultation.

20 **APPOINTMENT OF CORPORATE DIRECTOR OF RESOURCES**

The report of Councillor Campbell, copies of which had been circulated, was submitted.

RESOLVED on the motion of Councillor Griggs, seconded by Councillor Edwards, that Carole Evans be appointed Corporate Director of Resources and Section 151 Officer on the terms and conditions approved by the Appointment and Conditions of Service Committee.

The meeting closed at 4.25 pm

CHANGES TO THE COMPOSITION OF THE EXECUTIVE BOARD, PORTFOLIO HOLDER ROLES, RESPONSIBILITIES AND ARRANGEMENTS, EXECUTIVE ASSISTANTS AND MEMBERSHIPS OF COMMITTEES

(A) PORTFOLIO ROLES AND RESPONSIBILITIES

<u>PORTFOLIO AREA</u>	<u>PORTFOLIO HOLDER</u>
Portfolio Holder for Community Safety and Reputation	Leader - Councillor Collins
Portfolio Holder for Resources -	Deputy Leader - Councillor Edwards
Portfolio Holder for Environment and Climate Change	Councillor Bull
Portfolio Holder for Transport, Economic Development and Skills	Councillor Parbutt
Portfolio Holder for Neighbourhood Regeneration	Councillor Clark
Portfolio Holder for Communities, Leisure and Culture	Councillor Trimble
Portfolio Holder for Children's Services	Councillor Urquhart
Portfolio Holder for Adult Services	Councillor Unczur
Portfolio Holder for Customer Services, Consultation and Area Working	Councillor Campbell

(B) EXECUTIVE ASSISTANTS (x4)

<u>Children's Services</u>
Councillor Ibrahim
Councillor Mellen
<u>Adult Services</u>
Councillor James
<u>Neighbourhood Regeneration</u>
Councillor Chapman

**NOMINATIONS FOR CHANGES
TO COMMITTEE MEMBERSHIPS**

EXECUTIVE BOARD

Substitute for Leader of Liberal Democrat Group – Councillor Sutton

OVERVIEW AND SCRUTINY COMMITTEE (14 members)

Membership

Delete:	Councillor James	Add:	Councillor Newton
	Councillor Mellen		Councillor G Khan
	Councillor Urquhart		Councillor Williams

Substitutes

Delete:	Councillor Parbutt	Add:	Councillor Cresswell
----------------	---------------------------	-------------	-----------------------------

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Substitutes

Delete:	Councillor Chapman	Add:	Councillor Parbutt
	Councillor Grocock		Councillor Urquhart

REGULATORY AND APPEALS COMMITTEE (13 Members)

Membership

Delete:	Councillor Klein	Add:	Councillor Williams
----------------	-------------------------	-------------	----------------------------

STANDARDS COMMITTEE (10 Members)

Membership

Delete:	Councillor Clark	Add:	Councillor Mellen
----------------	-------------------------	-------------	--------------------------

ACCOUNTS COMMITTEE (10 Members)

Membership

**Delete: Councillor Parbutt Add: Councillor MacLennan
 Councillor Urquhart Councillor Newton**

CITY HEALTH AND SOCIAL CARE GOVERNANCE BOARD

Membership

Delete: Councillor Trimble Add: Councillor Unczur

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE

Membership

Delete: Councillor Mellen Add: Councillor Aslam

Substitutes

**Delete: Councillor Aslam Add: Councillor Lee
Delete: Councillor Ibrahim Councillor Packer**

REVISED COMMITTEE MEMBERSHIPS

OVERVIEW AND SCRUTINY COMMITTEE (14 members)

Labour Group

Councillor Wood (Chair)

Councillor Aslam

Councillor Dewinton

Councillor Griggs

Councillor G Khan

Councillor Klein

Councillor Lee

Councillor Liversidge

Councillor Newton

Councillor Williams

Substitutes: Councillors Arnold, Cresswell, Hartshorne, Johnson, Malcolm and Smith

Conservative Group

Councillor Cowan

Councillor Culley

Substitutes: Councillors Benson, Clarke-Smith, Davie, Price and Spencer

Liberal Democrat Group

Councillor Long

Councillor Oldham

Substitutes: Councillors Akhtar, Foster and Marshall

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

(10 Members)

Labour Group

Councillor Campbell (Chair)

Councillor Ahmed

Councillor Clark

Councillor Collins

Councillor Cresswell

Councillor Griggs

Councillor Williams

Plus relevant Portfolio Holder

Substitutes: Councillors Bull, Edwards, Parbutt, Trimble, Unczur and Urquhart

Conservative Group

Councillor Culley

Substitutes: Councillors Benson, Clarke-Smith, Cowan, Davie, Price and Spencer

Liberal Democrat Group

Councillor Sutton

Substitutes: Councillors Akhtar, Foster, Long, Marshall and Oldham

REGULATORY AND APPEALS COMMITTEE (13 Members)

Labour Group

Councillor Cresswell (Chair)

Councillor Grocock

Councillor Ibrahim

Councillor James

Councillor G Khan

Councillor Mellen

Councillor Smith

Councillor Unczur

Councillor Wildgust

Councillor Williams

Substitutes: Councillors Aslam, Bull, Collins, Edwards, Lee and Trimble

Conservative Group

Councillor Davie

Councillor Spencer

Substitutes: Councillors Benson, Clarke-Smith, Cowan, Culley and Price

Liberal Democrat Group

Councillor Foster

Substitutes: Councillors Akhtar, Long, Marshall, Oldham and Sutton.

STANDARDS COMMITTEE (10 Members)

Labour Group

Councillor Aslam

Councillor Malcolm

Councillor Mellen

Councillor Urquhart

Substitutes are not permitted.

Conservative Group

Councillor Benson

Liberal Democrat Group

Councillor Long

Independent Members

Mr David Hibbert

Mr Brian Wells

ACCOUNTS COMMITTEE (10 Members)

Labour Group

Councillor Aslam

Councillor Campbell

Councillor Edwards

Councillor Griggs

Councillor MacLennan

Councillor Newton

Councillor Williams

Councillor Wood

**Substitutes: Councillors
Cresswell, Dewinton, Ibrahim,
Liversidge, Mir and Smith**

Conservative Group

Councillor Cowan

**Substitutes: Councillors Benson,
Clarke-Smith, Culley, Davie,
Price
and Spencer**

Liberal Democrat Group

Councillor Long

**Substitutes: Councillors Akhtar,
Foster, Marshall, Oldham and
Sutton**

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8 Members)

City Membership

Labour Group

Councillor Aslam

Councillor Liversidge

Councillor Dewinton

Councillor Heppell

Councillor Johnson

Councillor Newton

**Substitutes: Councillors
Griggs, Jones, G Khan, Lee,
Packer and Wildgust**

Conservative Group

Councillor Spencer

**Substitutes: Councillors
Benson, Clarke-Smith, Cowan,
Culley, Davie and Price**

Liberal Democrat Group

Councillor Akhtar

**Substitutes: Councillors
Foster, Long, Marshall,
Oldham and Sutton**

CITY HEALTH AND SOCIAL CARE GOVERNANCE BOARD
(4 Members)

City Membership

Labour Group
Councillor Jones
Councillor Unczur

Together with the Corporate Director of Adult Services, Housing and Health and Assistant Director of Adult Services.

APPROVED BY FULL COUNCIL ON 16 JULY 2007

REVISED ROLES AND RESPONSIBILITIES FOR EXECUTIVE PORTFOLIO HOLDERS

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.

Proposed Executive Portfolios 2007/08	
Portfolio Title and Holder	Area of Responsibility
Leader - Councillor Collins	<p>Specific</p> <ol style="list-style-type: none"> 1. The key responsibilities for this portfolio are identified as follows:- <ol style="list-style-type: none"> (1) 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; (2) promoting the City, and the Council and its core values and objectives; (3) steering and overseeing the strategic use of resources and the strategic planning cycle of the Council to achieve its objectives; (4) to lead the political development of the City, within the context of regional, national, European and international policy and strategic partnerships; (5) leading the work of the Executive Board in developing, setting and implementing policy and in taking key decisions. 2. To be responsible for presenting a report to the Annual Council meeting setting out his or her proposals for Executive Board composition and allocation of responsibilities to portfolio holders. 3. To prepare the forward plan of 'key decisions'. 4. The Leader is also empowered:- <ol style="list-style-type: none"> (1) To exercise Executive powers and duties included within any portfolio of any other Executive member in the event that the Executive member concerned is unavailable or otherwise unable to act; (2) To determine that any decision which an Executive member would otherwise be empowered to make shall only be made by the Executive Board; (3) To exercise all the statutory functions of the Leader within Leader and Cabinet executive arrangements of the Local Government Act 2000. 5. To carry out the functions of his/her specifically allocated portfolio. 6. To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.
Deputy Leader - Councillor Edwards	<p>Specific</p> <ol style="list-style-type: none"> 1. To deputise for and assist the Leader in respect of all the

Proposed Executive Portfolios 2007/08	
Portfolio Title and Holder	Area of Responsibility
	<p>Council's affairs and responsibilities.</p> <p>2. To provide assistance and support to all portfolio holders in the delivery of their individual areas of responsibility.</p> <p>3. To carry out the functions of his/her specifically allocated portfolio.</p>
Community Safety and Reputation - (Councillor Collins)	<p>Specific</p> <p>The key responsibilities for this portfolio are identified as follows:-</p> <p>(1) leadership of the strategy for tackling Envirocrime, as part of the Respect for Nottingham Strategy;</p> <p>(2) leadership on the City Council's Community Safety and Respect for Nottingham Strategy (which includes the Safe Strategy);</p> <p>(3) the effective discharge of the Council's Section 17 Crime and Disorder Act 1998 responsibilities, by ensuring Section 17 issues are considered, as relevant, throughout the performance of Council functions;</p> <p>(4) ensuring that the reputation of the City is maintained and improved.</p>
Resources - (Councillor Edwards)	<p>Specific</p> <p>The key responsibilities for this portfolio are identified as follows:-</p> <p>(1) performance management;</p> <p>(2) management of the commercial and operational estate and other asset management;</p> <p>(3) championing equality and diversity throughout Council functions, and for the whole City;</p> <p>(4) risk management and health and safety;</p> <p>(5) support services, including information communication technology, legal, human resources and financial services;</p> <p>(6) overview of the City Council's budget process;</p> <p>(7) performance in relation to collection of Council Tax and processing claims for Housing Benefit and Council Tax benefit.</p>
Environment and Climate Change - (Councillor Bull)	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive functions and strategic overview in relation to:-</p> <p>(1) Climate change and sustainability</p> <p>(2) waste management</p> <p>(3) local liveability being the encouragement of the attractiveness of the City as a place to live, work and visit</p>

Proposed Executive Portfolios 2007/08	
Portfolio Title and Holder	Area of Responsibility
	<p>(4) street scene being the performance of local services to maintain neighbourhoods and improve the local environment</p> <p>(5) public protection including environmental health</p>
<p>Transport, Economic Development and Skills - (Councillor Parbutt)</p>	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive functions and strategic overview in relation to:-</p> <p>(1) investment, including major developments such as Science City</p> <p>(2) ensuring investment benefits the local economy by initiatives such as Local Jobs for Local People – Making the Connections</p> <p>(3) ensuring effective investment in initiatives to achieve jobs for excluded and disadvantaged groups in the City</p> <p>(4) city centre management and initiatives</p> <p>(5) Nottingham Express Transit - Phases 1 and 2 and future development</p> <p>(6) traffic management and parking, ensuring these support the economic development of the City in a sustainable way</p> <p>(7) ensuring that Nottingham continues to be a leading authority in the field of local transport initiatives, encouraging and promoting the increased use of public transport</p> <p>(8) the role of Highway Authority</p>
<p>Neighbourhood Regeneration - (Councillor Clark)</p>	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive function and strategic overview in relation to:-</p> <p>(1) housing strategy</p> <p>(2) the performance of Nottingham City Homes Ltd in managing the City Council's housing stock</p> <p>(3) ensuring that the Town and Country Planning function is operating in accordance with, and promoting, Council objectives</p> <p>(4) co-ordinating of capital investment of the City Council, and its partners, to achieve added value in attaining City Council and partnership objectives in regenerating and development initiatives</p> <p>(5) physical neighbourhood transformation and regeneration, including the acquisition and disposal of property to achieve this</p>
<p>Communities, Leisure and Culture - (Councillor Trimble)</p>	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive functions and strategic overview in relation to:-</p> <p>(1) performing a Lead role at political level in the City Council's dealings with the Voluntary and Community Sector, seeking to</p>

Proposed Executive Portfolios 2007/08	
Portfolio Title and Holder	Area of Responsibility
	<p>promote the sector, where appropriate, as a service partner for the City Council</p> <ul style="list-style-type: none"> (2) provision of Community Development (3) provision of Community Cohesion (4) parks (5) tourism and heritage (6) leisure and libraries and their transformation programmes
Children's Services - (Councillor Urquhart)	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive functions and strategic overview in relation to:-</p> <ul style="list-style-type: none"> (1) acting as the champion for children and children's services (2) safeguarding of children (3) children looked after, fostering and adoption and children with disabilities (4) educational attainment of children (5) Building Schools for the Future, academies and school reorganisation (6) development of Children's Trust arrangements, taking into account Early Intervention (7) Children and Young People's Plan including development of partnerships to achieve plan objectives (8) Youth Service and Youth Offending Team (9) transition of children to adulthood (10) partnership with Connexions
Adult Services - (Councillor Unczur)	<p>Specific</p> <p>The key responsibilities for this portfolio are the performance of Executive functions and strategic overview in relation to:-</p> <ul style="list-style-type: none"> (1) acting as the champion for vulnerable adults and for older persons, and for services for them, including the promotion of independent living (2) Corporate Strategies for Older People (3) public health and wellbeing, including strategies and plans for dealing with health inequalities, smoking, avoidable injuries and other health consequences of economic disadvantage (4) partnership and integration with the PCT and other health services to achieve the joint objectives of the partner organisations (5) ensuring the Council has an effective Supporting People programme and homelessness and supported housing services, including telecare, and other retained housing functions

Proposed Executive Portfolios 2007/08	
Portfolio Title and Holder	Area of Responsibility
Customer Services, Consultation and Area Working - (Councillor Campbell)	<p>Specific</p> <p>The key responsibilities for this portfolio are identified as follows:-</p> <ol style="list-style-type: none"> (1) ensuring that all of Nottingham's people have excellent access to services (2) customer research, engagement and consultations to achieve better services and better access to services (3) Contact Centre (Front and back office) and locally based contact with customers (4) complaints handling and learning from our experience and those of others (5) Neighbourhood Management (and town centre management) (6) consumer protection, including trading standards, local licensing and food hygiene

COMPOSITION AND GENERIC ROLES AND RESPONSIBILITIES FOR EXECUTIVE ASSISTANTS

- 1 Executive Assistants will provide general political support to the Executive and will, mainly, achieve this by supporting particular Executive Members' portfolios and areas of executive work. Their roles will include the following:-
 - (1) development of policy in areas allocated by the Executive;
 - (2) assisting Executive Members in all elements of work within their portfolios, including:-
 - (a) carrying out research and providing advice on executive functions, including briefings to support portfolio decisions;
 - (b) supporting liaison between the Executive Members and other Councillors, Corporate Directors and Overview and Scrutiny function, and external organisations;
 - (c) representing the Executive Members at internal and external meetings and events;
 - (3) development of knowledge, experience and expertise in the portfolio of the Executive Member;
- 2 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, Performance and Resources Standing Panel, nor any of its Standing or Task and Finish Panels involving a portfolio with which they are assisting. They may, however, be invited to attend the meeting in the capacity of expert witness. [cf. Minute 17 (3) and note thereto]