

ANNUAL CITY COUNCIL – 23 MAY 2011

REPORT OF THE LEADER OF THE COUNCIL

SCHEME OF EXECUTIVE DELEGATION 2011-2012

This addendum contains details of revised Portfolio Holder remits, Executive Assistants and membership of the Executive Board Commissioning Sub Committee for noting, in line with recommendations contained in my report.

The appendices in this addendum are as follows:

Appendix 1:

Portfolio Holder titles, Executive Assistants, Executive Board and Executive Board Commissioning Sub Committee memberships

Appendix 2:

Portfolio Holder and Executive Assistants roles and responsibilities

**PORTFOLIO HOLDERS, EXECUTIVE BOARD AND EXECUTIVE BOARD
COMMISSIONING SUB COMMITTEE**

PORTFOLIO HOLDERS

Councillor Jon Collins – Leader and Portfolio Holder for Training, Employment and Human Resources

Councillor Graham Chapman – Deputy Leader and Portfolio Holder for Economic Development, Resources and Customer Care

Councillor Eunice Campbell – Portfolio Holder for Adults and Health

Councillor Alan Clark – Portfolio Holder for Energy and Sustainability

Councillor Dave Liversidge – Portfolio Holder for Housing, Regeneration and Community Sector

Councillor David Mellen – Portfolio Holder for Children’s Services

Councillor Alex Norris – Portfolio Holder for Area Working, Cleansing and Community Safety

Councillor Dave Trimble – Portfolio Holder for Leisure, Culture and Tourism

Councillor Jane Urquhart – Portfolio Holder for Planning and Transportation

EXECUTIVE ASSISTANTS

Executive Assistant Name	Portfolio Area
Councillor Alex Ball	To be confirmed
Councillor Carole Jones	To be confirmed
Councillor Nick McDonald	To be confirmed
Councillor Cat Arnold	To be confirmed
Councillor Nicola Heaton	To be confirmed

EXECUTIVE BOARD

Councillor Jon Collins – Leader and Portfolio Holder for Training, Employment and Human Resources

Councillor Graham Chapman – Deputy Leader and Portfolio Holder for Economic Development, Resources and Customer Care

Councillor Eunice Campbell – Portfolio Holder for Adults and Health

Councillor Alan Clark – Portfolio Holder for Energy and Sustainability

Councillor Dave Liversidge – Portfolio Holder for Housing, Regeneration and Community Sector

Councillor David Mellen – Portfolio Holder for Children’s Services

Councillor Alex Norris – Portfolio Holder for Area Working, Cleansing and Community Safety

Councillor Dave Trimble – Portfolio Holder for Leisure, Culture and Tourism

Councillor Jane Urquhart – Portfolio Holder for Planning and Transportation

EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE

Councillor D Liversidge (Chair)
Councillor J Collins
Councillor D Mellen
Councillor J Urquhart
Councillor E Campbell
One Councillor to be confirmed

PORTFOLIO HOLDER AND EXECUTIVE ASSISTANTS – ROLES AND RESPONSIBILITIES

Leader of the Council

- 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 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 prepare the forward plan of 'key decisions'.

- 5 To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.

- 6 To support open and transparent Scrutiny, encouraging Council, The Executive and statutory partners to work constructively with Scrutiny in developing policies and strategies for the future and in improving Council 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.

Portfolio Holder for Training, Employment and Human Resources

The key responsibilities of a Lead Member for Training, Employment and Human Resources are identified as follows:

Human Resources

- 1 Corporate human resources and health and safety.
- 2 Performance Management
- 3 Equality and Diversity

Training and Employment

- 4 Lead on skills and employment:
 - (i) develop opportunities for young people and adults;
 - (ii) local jobs for local people and making the connections;
 - (iii) investment initiatives;
 - (iv) Sixth Form Colleges and Further Education colleges post 18 years;
 - (v) Colleges 16-18 years (shared with Children's Services portfolio)
 - (vi) Social Enterprise and Enterprise Development.

Portfolio Holder for Economic Development, Resources and Customer Care

The key responsibilities of a Lead Member for Economic Development, Resources and Customer Care are identified as follows:

Economic Development

- 1 Commercial, operational, investment land and property investment.
- 2 Economic development and enterprise.
- 3 Science City.

4 European Regional Development Fund (ERDF) and other grant funding regimes (other than Neighbourhood Regeneration Portfolio Holder responsibilities).

Resources

5 Finance

6 IT, Legal and Democratic Services.

7 Risk management and emergency planning.

8 Collection of Council Tax and National Non Domestic Rates.

9 Housing and council tax benefits

Customer Care

10 Access to services:

- (i) customer research;
- (ii) engagement and consultation;
- (iii) contact centre (front and back office);
- (iv) Customer complaints.

11 Reputation and Communication

Portfolio Holder for Energy and Sustainability

The key responsibilities of a Lead Member for Energy and Sustainability are identified as follows:

1 Climate change

2 Nature Conservation

Portfolio Holder for Planning and Transportation

The key responsibilities of a Lead Member for Planning and Transportation are identified as follows:

1 Planning

2 Nottingham Express Transit - Phases 1 and 2

3 Traffic management and parking

4 Highways design and maintenance

5 Public transport initiatives

Portfolio Holder for Area Working, Cleansing and Community Safety

The key responsibilities of a Lead Member for Area Working, Cleansing and Community Safety are identified as follows:

- Area Working**
- 1 Neighbourhood management
- 2 Community development
- 3 Street lighting
- 4 Licensing
- 5 Community Cohesion
- Cleansing**
- 7 Waste management and recycling
- 8 Street scene
- 9 Strategy for tackling envirocrime
- Community Safety**
- 10 Public and Consumer Protection
- 11 Community Safety and Respect for Nottingham
- 12 Overview of Council's Section 17 responsibilities

Portfolio Holder for Leisure, Culture and Tourism

The key responsibilities of a Lead Member for Leisure, Culture and Tourism are identified as follows:

- Leisure and Culture**
- 1 Parks, allotments and open spaces.
- 2 Leisure transformation programme.
- 3 Libraries, arts and events, museums, theatres and sport
- Tourism**
- 4 Tourism and heritage
- 5 Markets, Fairs and Toilets

Portfolio Holder for Children's Services

The key responsibilities of a Lead Member for Children's Services are identified as follows:

- 1 Performing the lead role for Children's Services in accordance with statutory requirements and guidance.
- 2 Safeguarding, corporate parenting and children's social care.
- 3 Educational provision from ages 3-19 including school re-organisation and governance.
- 4 Colleges 16-18 years (shared with Training, Employment and Human Resources portfolio)
- 5 Building Schools for the Future, Academies.
- 6 Children's Trust Style arrangements.
- 7 Leading on early intervention.
- 8 Children and Young People's Plan in partnership.
- 9 Integrated youth service (including the Youth Offending Team).
- 10 Early Years including Children's Centres and Surestart.
- 11 Transition of children to adulthood.
- 12 Connexions Information and Guidance.

Portfolio Holder for Adults and Health

The key responsibilities of a Lead Member for Adults and Health are identified as follows:

- Adults**
- 1 Corporate Strategies for Older People
- 2 Championing independent living
- 3 Protection of vulnerable adults
- 4 Supporting People - telecare
- Health**
- 5 Public health and wellbeing:
 - (i) health inequalities;
 - (ii) smoking and avoidable injuries;
 - (iii) partnership and integration with Health

Portfolio Holder for Housing Regeneration and the Community Sector

The key responsibilities of a Lead Member for Housing Regeneration and the Community Sector are identified as follows:

- Housing Regeneration**
- 1 Physical neighbourhood transformation and regeneration
- 2 Estate management – (Council Estates)
- 3 Private housing and the private rented sector
- 4 Performance of Nottingham City Homes and housing associations
- 5 Student housing
- 6 Welfare rights
- 7 Supporting people:
 - (i) homelessness;
 - (ii) housing with care and support
- 8 Retained housing functions
- 9 Strategic housing
- 10 Estate Management (Private Estates)
- 11 Regeneration Land and Property (tied in with the above)
- 12 Control of supply of Houses in Multiple Occupation
- 13 External affairs (including international links)
- 14 City centre
- Community Sector**
- 15 Lead role with the Community Sector

Executive Assistants

The generic roles and responsibilities for Executive Assistants are:

- 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 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 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 the Overview and Scrutiny function, and external organisations;
 - (c) representing the Executive Members at internal meetings and at consultation events with the voluntary sector, business and other partners, service users and members of the public;
 - (d) 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:
 - attending conferences and training events for their portfolio area;
 - visiting frontline delivery points for the portfolio area;
 - 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 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.