

**PORTFOLIO HOLDER APPOINTMENTS**

<b>Portfolio Holder Name</b>	<b>Portfolio</b>
Councillor Jon Collins	Leader and Portfolio Holder for Health, Commissioning and Human Resources
Councillor Graham Chapman	Deputy Leader and Portfolio Holder for Economic Development, Resources and Regeneration
Councillor Alan Clark	Portfolio Holder for Energy and Sustainability
Councillor Dave Liversidge	Portfolio Holder for Housing, Regeneration and the Community Sector
Councillor Nick McDonald	Portfolio Holder for Jobs, Skills and Business
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 ASSISTANT APPOINTMENTS**

<b>Executive Assistant Name</b>	<b>Portfolio Area</b>
Councillor Cat Arnold	Culture and Tourism
Councillor Alex Ball	Housing and Regeneration plus Digital Inclusion
Councillor Nicola Heaton Councillor Sally Longford	Health Customer Care
Councillor Jackie Morris	Cleansing

## **PORTFOLIO HOLDER AND EXECUTIVE ASSISTANT 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 Health, Commissioning and Human Resources**

The key responsibilities of a Portfolio Holder for Health, Commissioning and Human Resources are identified as follows:

#### **Human Resources**

- 1 Corporate Human Resources;
- 2 Performance Management;
- 3 Equality and Diversity;
- 4 Serving Nottingham Better;

#### **Commissioning**

- 5 Corporate Strategic Commissioning;
- 6 Lead on Commissioning of Children's Services;
- 7 Lead on Commissioning of Adults' Services/Director of Adult Social Services Link;

#### **Health**

- 8 Public Health and Wellbeing:
  - Health Inequalities;
  - Smoking and Avoidable Injuries;
- 9 Health and Wellbeing Board;
- 10 Public Health Transition;
- 11 Mental Health and Wellbeing.

### **Portfolio Holder for Economic Development, Resources and Regeneration**

The key responsibilities of a Portfolio Holder for Economic Development, Resources and Regeneration are identified as follows:

#### **Economic Development**

- 1 Commercial, Operational and Investment Land and Property;
- 2 Investment;
- 3 Economic Development, Infrastructure and Inward Investment;
- 4 City Centre Major Regeneration (but not retail);

#### **Resources**

- 5 Finance;
- 6 Information Technology, Legal and Democratic Services, Health and Safety, Risk Management and Emergency Planning;
- 7 Collection of Council Tax and National Non Domestic Rates;
- 8 Housing and Council Tax Benefits;
- 9 Welfare Rights;
- 10 Reputation and Communications.

### **Portfolio Holder for Area Working, Cleansing and Community Safety**

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

#### **Area Working**

- 1 Neighbourhood Management and Engagement;
- 2 Community Development;

#### **Cleansing**

- 3 Waste Management and Recycling;
- 4 Street Scene;

#### **Community Safety and Enforcement**

- 5 Overview of Council's Section 17 Responsibilities;
- 6 Public and Consumer Protection;
- 7 Community Safety and Respect for Nottingham;
- 8 Community Cohesion;
- 9 Equalities.

### **Portfolio Holder for Children's Services**

The key responsibilities of a Portfolio Holder 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:
  - Sixth Form Colleges and Further Education Colleges;
  - Building Schools for the Future and Academies;
- 4 Nottingham Learning Trust;

- 5 Leading on Early Intervention;
- 6 Children and Young People's Plan in Partnership;
- 7 Integrated Youth Service including the Youth Offending Team;
- 8 Early Years including Children's Centres and Surestart;
- 9 Transition of Children to Adulthood;
- 10 Teenage Conception;
- 11 Nottingham and Nottinghamshire Futures;
- 12 Chair of One Nottingham.

#### **Portfolio Holder for Energy and Sustainability**

The key responsibilities of a Portfolio Holder for Energy and Sustainability are identified as follows:

- 1 Climate Change and Carbon Reduction;
- 2 Nature Conservation – Strategy;
- 3 Energy and Energy Bills;
- 4 Energy from Waste including Enviroenergy (Waste Recycling Group);
- 5 Nottingham Energy Partnership;
- 6 International and European Links.

#### **Portfolio Holder for Leisure, Culture and Tourism**

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

##### **Leisure and Culture**

- 1 Parks, Allotments, Open Spaces and Playgrounds;
- 2 Leisure Transformation Programme;
- 3 Libraries, Arts and Events, Museums, Theatres and Sport;
- 4 Lead on Arms Length Venues – Ice Arena, Playhouse, Royal Centre;
- 5 Nature Conservation - Operational

##### **Tourism**

- 6 Tourism and Heritage;
- 7 Markets, Fairs and Toilets.

## **Portfolio Holder for Housing Regeneration and the Community Sector**

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

### **Housing Regeneration**

- 1 Physical Neighbourhood Transformation and Regeneration;
- 2 Estate Management – Council and Private Estates;
- 3 Private Housing and the Private Rented Sector;
- 4 Performance of Nottingham City Homes and Housing Associations;
- 5 Student Housing;
- 6 Supporting to Vulnerable People:
  - Homelessness;
  - Housing with Care and Support;
- 7 Strategic and Retained Housing Functions;
- 8 Regeneration Land and Property (tied in with the above);
- 9 Houses in Multiple Occupation;

### **Adults**

- 10 Corporate Strategies for Older People;
- 11 Championing Independent Living:
  - Protection of Vulnerable Adults;
- 12 Support to Vulnerable People:
  - Telecare;
- 13 Catering;

### **Community Sector**

- 14 Lead Role with the Community Sector;
- 15 Volunteering.

## **Portfolio Holder for Jobs, Skills and Business**

The key responsibilities of a Portfolio Holder for Jobs, Skills and Business are identified as follows:

### **Jobs and Skills**

- 1 Lead on Skills and Employment:
  - Developing opportunities for Young People and Adults;
  - Local Jobs for Local People and Making the Connections;
  - Investment Initiatives;
- 2 Social Enterprise and Enterprise Development;

### **Business**

- 3 City Centre Retail and Business Strategy;
- 4 Business Support, Development and Liaison;
- 5 Procurement;
- 6 Sector Development;
- 7 District Shopping Centres;
- 8 **Customer Care.**

### **Portfolio Holder for Planning and Transportation**

The key responsibilities of a Portfolio Holder for Planning and Transportation are identified as follows:

#### **Planning**

- 1 Planning Policy and Development Management;

#### **Transportation**

- 2 Nottingham Express Transit - Phases 1 and 2;
- 3 Traffic Management and Parking;
- 4 Highways Design and Maintenance;
- 5 Public Transport Initiatives;
- 6 Nottingham City Transport;
- 7 Street Lighting;
- 8 Corporate Council Transport Fleet.

### **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 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 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.



### EXECUTIVE BOARD AND EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE – MEMBERSHIP, TERMS OF REFERENCE AND FIRST MEETING DATES

#### EXECUTIVE BOARD (9)

##### Membership (no substitutes allowed)

Councillor Jon Collins	Leader and Portfolio Holder for Health, Commissioning and Human Resources
Councillor Graham Chapman	Deputy Leader and Portfolio Holder for Economic Development, Resources and Regeneration
Councillor Alan Clark	Portfolio Holder for Energy and Sustainability
Councillor Dave Liversidge	Portfolio Holder for Housing, Regeneration and the Community Sector
Councillor Nick McDonald	Portfolio Holder for Jobs, Skills and Business
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 and Culture including Tourism
Councillor Jane Urquhart	Portfolio Holder for Planning and Transportation

\*The type shown **bold** below highlights amendments that full Council has been asked to note in an earlier report on this agenda in relation to amendments to the Constitution.

Representation for the minority groups is provided by giving ~~the~~ Leaders of ~~both~~ groups the right to attend and speak at Executive Board meetings, including when exempt items are being considered.

##### Terms of reference

The Council's functions which are not the responsibility of any other part of the Council, whether by law or under the constitution.

Accordingly the role of the Executive Board is to:

- (a) take key decisions;
- (b) develop plans and strategies for approval by full Council that form the Policy Framework, with the exception of the Licensing Policy, due to it being a non-executive function;
- (c) take all other decisions that are not reserved to a specific committee or individual within the Scheme of Delegation **or any that have been reserved by the Leader**;
- (d) to respond to reports or recommendations received from Overview and Scrutiny Committees within two months of receipt and to publish the response, if the report or recommendation has been published, excepting when reports or

recommendations have been received by individual members of the Executive, in which case the responsibility to respond and publish lies with that individual.

Date of first meeting

22 May 2012 at 2.00 pm

**EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE (5)**

Membership (no substitutes allowed)

To be confirmed in an addendum to this report

Terms of reference

- (a) To review the implementation of the Commissioning Framework across the City Council and One Nottingham;
- (b) to evaluate the impact and success of the City Council and One Nottingham Commissioning Framework;
- (c) to approve procurement plans which have been identified for review in the annual work programme approved by the Sub-Committee, noting that the inclusion of a procurement plan within the annual work programme removes the individual delegated authority to approve the plan from the relevant Portfolio Holder, making it a decision that may only be taken by the Executive Board, its Sub-Committee, or the Leader;
- (d) to approve commissioning and de-commissioning and third sector grant aid proposals above £50,000 (including decisions that have been identified in the Executive Forward Plan of Key Decisions in accordance with regulations<sup>1</sup>) subject to them being identified for review in the annual work programme approved by the Sub-Committee, but noting that there may be exceptional circumstances when urgent decisions are required to be taken that will not have been included in the work programme);
- (e) to review, by exception, outcomes achieved and delivery against the Nottingham Commissioning Framework's Guiding Principles of commissioning and de-commissioning and third sector grant aid proposals above £50,000;
- (f) to receive reports on urgent commissioning decisions taken by the Leader or relevant Portfolio Holder;
- (g) to approve the Framework for Grant Aid and the Voluntary Sector Investment Programme.

<sup>1</sup>S.13 Local Authorities (Executive Arrangements) (Access to Information) England Regulations 2000

Date of first meeting

23 May 2012 at 2.00 pm