

## **Portfolio Holder and Executive Assistant Appointments and Roles and Responsibilities**

### **Portfolio Holder Appointments**

<b>Portfolio Holder name</b>	<b>Portfolio</b>
Councillor David Mellen	Regeneration, Safety and Communications
Councillor Sally Longford	Energy, Environment and Democratic Services
Councillor Cheryl Barnard	Children and Young People
Councillor Eunice Campbell-Clark	Health, HR and Equalities
Councillor Neghat Nawaz Khan	Early Years, Education and Employment
Councillor Rebecca Langton	Communities
Councillor Dave Trimble	Leisure, Culture and IT
Councillor Sam Webster	Finance, Growth and the City Centre
Councillor Adele Williams	Adult Care and Local Transport
Councillor Linda Woodings	Housing, Planning and Heritage

### **Executive Assistant Appointments**

<b>Executive Assistant name</b>	<b>Remit</b>
Councillor Leslie Ayoola	Regeneration and Safe Nottingham
Councillor Merlita Bryan	Schools and Nottingham Customer Care
Councillor Chantal Lee	Housing and Child Friendly Nottingham
Councillor Angela Kandola	Energy and Nottingham Welcome
Councillor Zafran Nawaz Khan	IT and Green Nottingham

## **Leader of the Council, Deputy Leader of the Council, 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 Legal and Governance.

### **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 Legal and Governance.

### **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 Strategy and 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 Strategy and 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, Safety and Communications**

The key responsibilities for the Portfolio Holder for Regeneration, Safety and Communications 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 Transport**

HS2

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

#### **Metro Strategy**

#### **Community Safety**

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

Overview of the Council's Section 17 responsibilities.

Public and Consumer Protection

Community Safety and Respect for Nottingham

Domestic Violence

#### **Communications and Marketing**

### **Portfolio Holder for Energy, Environment and Democratic Services**

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

#### **Sustainability**

Climate change and Carbon Reduction

Nature Conservation - Strategy

#### **Energy, energy bills, fuel poverty**

Energy from Waste inc Enviro-energy (WRG)

Nottingham Energy Partnership

Waste disposal and waste collection

Clean air/Air Quality

Emergency Planning

Flooding and Flood Risk

Robin Hood Energy  
Smart Cities  
**Legal and Democratic Services,**  
Elections  
Monitoring  
Facility and Building Services  
**Customer Services and Customer Care**

### **Portfolio Holder for Children and Young People**

The key responsibilities for the Portfolio Holder for Children and Young People 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 justice services  
Children's Centres  
Children's Disability  
Children's Mental Health  
Lead on commissioning of Children's Services

### **Portfolio Holder for Health, HR and Equalities**

The key responsibilities for the Portfolio Holder for Health, HR and Equalities are identified as follows:

#### **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  
Oral/Dental health  
Wider Health Links  
**Health and Social Care Integration (shared)**  
**Equalities**  
**HR and Transformation**

## **Portfolio Holder for Finance, Growth and the City Centre**

The key responsibilities for the Portfolio Holder for Finance, Growth and the City Centre are identified as follows:

### **Finance and Resources**

Finance

Health and Safety

Risk Management

Collection of Council Tax and NNDR

Housing and Council Tax Benefits

### **Income Generation and Commercialisation**

#### **Commissioning and Procurement:-**

#### **City Centre Management**

City Centre Retail Management

Licensing and Environmental health

Trading Standards

Taxi Strategy

#### **Business & Growth**

Growth Plan Delivery

Business Support, Development and Liaison

Inward Investment

Social Enterprise and Enterprise Development

#### **Creative Quarter**

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

The key responsibilities for the Portfolio Holder for Housing, Planning and Heritage 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

Temporary Accommodation commissioning

HiMOs

### **Heritage**

#### **Homelessness and Housing Aid**

Policy and Operational

## **Portfolio Holder for Early Years, Education and Employment**

The key responsibilities for the Portfolio Holder for Early Years, Education and Employment are identified as follows:

### **Early Years**

#### **Schools**

Education Improvement Board

Educational provision 3 – 16 including Academies and Free Schools

School re-organisation and governance,

Attendance

Special Educational Needs – Special Education Schools

Pupil Referral Units

Virtual School for Children in Care

Employability in Schools

Services to schools

School Catering

#### **Jobs and Skills:-**

Lead on skills and employment

Post 16 Training, FE and HE

Apprenticeships

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

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

The key responsibilities for the Portfolio Holder for Leisure, Culture and IT are identified as follows:

### **Leisure and Culture:-**

Parks, allotments and open spaces and playgrounds

Street Parks (Play Zones)

Leisure Centres

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**

Place Marketing Organisation

Markets, Fairs and Toilets

Cemeteries and Crematoriums

### **Digital Inclusion and IT**

Information Management and Assurance

International and European Links

## **Portfolio Holder for Adult Care and Local Transport**

The key responsibilities for the Portfolio Holder for Adult Care and Local Transport are identified as follows:

### **Adults**

Corporate Strategies for Older People and Vulnerable Adults

Championing Independent Living

- telecare

- catering

Adult Safeguarding

Lead on commissioning of Adults Services

Health and Social Care Integration(shared)

Meals at Home

Adult Passenger Transport

### **Neighbourhood Transport**

NET phase 1, 2 and 3

Road repairs and resurfacing

Traffic Management and Parking

Highways Design and Maintenance

Public Transport

Corporate Transport Fleet

Cycling

### **Street Lighting**

## **Portfolio Holder for Communities**

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

### **Neighbourhood Regeneration**

Neighbourhood Retail Management

Cleansing

Street Scene

### **Area Working**

Area committee highways work

Neighbourhood Management

Community Engagement

Neighbourhood communications

Welfare rights

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

Lead on refugees and asylum seekers

### **Community Sector:-**

Lead role with the Community Sector and Volunteering

Community Centres

### **Community Cohesion**

### **One Nottingham**



## **Executive Assistants**

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 Councillors 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 committees or 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.