

## **Part 3E - Executive Portfolio Structure**

### **1 Individual Executive Members**

1.1 Executive functions will be performed by the Executive. These functions will be grouped together in the form of portfolios, the number and scope of which will be determined by the Leader. The Leader will also allocate responsibility for the portfolios among the individual Executive Members on an annual basis and shall have the ability to amend these in year as required. The Leader has allocated a “Portfolio” to each Executive Member and delegated to each “Portfolio Holder” responsibility for the discharge of functions set out below.

1.2 The Portfolios and areas of responsibility are as follows:

<b>Portfolio</b>	<b>Areas of Responsibility</b>
Leader of the Council	Strategic Growth Master Planning Regeneration
Planning and Growth	Development Management Planning Policy Conservation Urban Design Section 106 Planning Enforcement Neighbourhood Planning Operational Economic Development Digital Infrastructure Licensing
Corporate Services	Human Resources and Organisation Development Health and Safety Customer Services Risk Management Legal and Democratic Services Procurement Communications

Financial Sustainability and Deputy Leader	Budget Annual accounts Treasury Management Financial Sustainability Committee Asset Management Property management Millstream ICT Performance Revenues and Benefits
Environmental Sustainability	Transport Strategy Community Transport Climate Change Air Quality Parking Waste
Wellbeing	Public Health Leisure Culture Green Space Environmental Health
Neighbourhoods	Affordable Housing Community Safety CCTV Emergency Planning Home Improvement Agency Safeguarding
Communities	Resident Engagement and Consultation Partnerships and Development Grants Councillor Support and Development

1.3 The following responsibilities have been delegated to each individual Executive Member to exercise within his or her portfolio and service area:

- (a) to exercise the Executive powers and duties of the council for strategic development, policy direction, partnership

working, key decisions, programme and performance management, in accordance with the council's procedure rules, for their portfolio areas;

- (b) to be responsible for ensuring the successful delivery of business transformation in relation to their portfolio areas;
- (c) to request the Overview and Scrutiny Committee to review changes to policy and strategy within their areas of responsibility;
- (d) to have oversight of budget planning and monitoring in their service area, including minor in-year changes to fees and charges;
- (e) to act as the council's lead spokesperson and representative on strategic bodies for their areas of responsibility and to respond to relevant consultations by Central Government and other agencies;
- (f) where there are implications for policies of the council, to agree responses to consultation papers from the Government (including White and Green papers) or any regional or professional body;
- (g) to determine priorities in conjunction with the relevant member of the council's Leadership Team and other Executive members (within the policy framework and budget);
- (h) to make suggestions for policy initiatives (within the budget and/or policy frameworks) and for amendments to the budget and/or policy framework, for agreement by the Executive and Council;
- (i) to recommend to the Executive a response to reports from the Overview and Scrutiny Committee or Audit and Governance Committee in respect of the allocated services;
- (j) to review customer satisfaction, results of consultation with stakeholders and the efficiency of service provision

generally and to agree arrangements for continuous improvements to be made;

- (k) to consider and recommend plans in respect of the portfolio allocated;
  - (l) to promote effective relationships and partnerships between the council and all other bodies and agencies affecting the community;
  - (m) to consult any advisory bodies as directed by the Executive;
  - (n) to agree minor matters and non-material amendments to policy;
  - (o) to approve the allocation of grant funding provided by the council to third parties within approved overall budgets for this purpose; and
  - (p) to approve all in year changes to both fees and charges.
- 1.4 The Executive Member for Neighbourhoods has been delegated authority:
- (a) to approve all Community Safety Partnership Strategies arising under the Crime and Disorder Act or other related legislation.
- 1.5 The Executive Member for Financial Sustainability has been given delegated authority:
- (a) to consider the needs for particular properties and/or other assets held by the council and to make recommendations to the Executive regarding their use, improvement and/or disposal.
- 1.6 Under Part 4 of this constitution, the Leader may exercise any of the functions delegated to individual Executive Member.
- 1.7 The Leader may delegate other functions not expressly set out herein to individual Executive Members provided they are

Executive functions and provided due notice of the exact terms of the delegation and the name of the Executive Member is lodged with the Proper Officer.