

4.26 Executive Portfolio Holder Structure

4.26.1 Executive functions will be determined by Executive Members whether acting collectively or individually in line with the delegations in paragraph 4.26.2 of this section below. 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 in line with the delegations in paragraph 4.26.2 of this section below.

4.26.2 The Portfolios and areas of responsibility are as follows:

Portfolio	Areas of Responsibility
Leader of the Council	Strategic Growth
Planning and Growth	Development Management Planning Policy Conservation Urban Design Section 106 Planning Enforcement Neighbourhood Planning Master Planning Regeneration Operational Economic Development

	<p>Digital Infrastructure</p> <p>Licensing Policy</p>
Corporate Services	<p>Human Resources and Organisation Development</p> <p>Health and Safety</p> <p>Customer Services</p> <p>Risk Management</p> <p>Legal and Democratic Services</p> <p>Procurement</p> <p>ICT</p>
Financial Sustainability	<p>Budget</p> <p>Annual accounts</p> <p>Treasury Management</p> <p>Financial Sustainability Committee</p> <p>Asset Management</p> <p>Property Management</p> <p>Millstream</p> <p>Performance</p> <p>Revenues and Benefits</p>
Environmental Sustainability	<p>Climate Change</p> <p>Air Quality</p> <p>Transport Strategy</p> <p>Community Transport</p> <p>Parking</p>

	Waste
Wellbeing	Public Health Leisure Culture Green Space Environmental Health
Neighbourhoods and Deputy Leader	Housing Community Safety CCTV Emergency Planning Safeguarding
Communities	Partnerships and Development Grants Councillor Support and Development
Resident Engagement	Resident Engagement Consultation Development Communications

4.26.3 The following responsibilities have been delegated to each individual Executive Member to exercise within their 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 Green and White 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.

4.26.4 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.

4.26.5 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.
- (b) to authorise the sale of any single asset held by the Council up to the value of £500k as advised and recommended by officers as being in the interest of the Council and where expediency is required and the matter cannot wait until the next ordinary meeting of the Executive. Any such authorisation by the Executive Member for Financial Sustainability is subject to the

Council's Member call-in procedure as described in Section 5, paragraph 5.31 of this Constitution.

- 4.26.6 Under Section 4 of this constitution, the Leader may exercise any of the functions delegated to individual Executive Member.
- 4.26.7 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.