

## ALL COUNCILLORS

24 May 2007

Dear Councillor

### ANNUAL COUNCIL MEETING 30 MAY 2007 – PAPERS MARKED “TO FOLLOW” AND CORRECTIONS

1. Please find attached copies of papers marked “to follow” in the Annual Council agenda and the Constitution document:
  - [Article 6 – Overview & Scrutiny Committees terms of reference](#)
  - [Cabinet Member Portfolios](#)
2. Please also note the following corrections to the Annual Council agenda :
  - Page 35 – Annex 1 - Cabinet Member Assistants for Community & Children's Services should read: Councillor Jeanette Bentley & **Councillor Victoria Brocklebank-Fowler.**
  - Page 37 – Annex 2 – Pensions Fund Investment Panel – **one Opposition vacancy to fill.**
  - Page 38 – Annex 2 – Audit Committee – **Cllr.Lucy Ivimy** appointed to Administration vacancy.
  - Page 39 – Annex 3 – Cleaner & Greener Scrutiny Committee – **delete** Cllr.Andrew Johnson. **Replace with** Cllr.Jeanette Bentley.
  - Page 39 – Annex 3 – Education & Children's Services Scrutiny Committee – **delete** Cllrs. Alex Karmel & Eugenie White. **Replace with** Cllrs. Sarah Gore & Alexandra Robson
  - Page 40 - Annex 3 - Health & Adult Social Care Scrutiny Committee – **delete** Cllrs.Lucy Gugen & Jeanette Bentley. **Replace with** Cllrs.Alex Chalk & Sarah Gore.
  - Page 40 – Annex 3 – Housing Scrutiny Committee – **delete** Cllr.Alex Chalk. **Replace with** Cllr.Lucy Gugen.
  - Page 47 – Council Calendar 2007/8 – **VFMS** cycle to be reduced from **8** meetings to **6** per year - **20 June** and **24 October** dates shown in the Calendar to be **deleted**.

Please also find attached a revised [Structure Chart for the Assistant Chief Executive's Dept.](#) which should be inserted in your copy of the Constitution.

Assistant Chief Executive  
Lesley Courcouf

## Article 6 – Overview and Scrutiny Committees

### 6.01 Terms of reference

The Council will appoint Scrutiny Committees, as set out below, to discharge the functions conferred by section 21 of the [Local Government Act 2000](#) or regulations under section 32 of the [Local Government Act 2000](#) .

Committee	Scope
Cleaner and Greener Scrutiny Committee	<p>Any aspect of policy and provision related to the local environment and economy, including pursuing the highest standards in the Streetscene, parks and open spaces, recycling and environmental sustainability, &amp; transport.</p> <p>And to have lead responsibility for scrutinising on economic regeneration matters, the Leader, the Deputy Leader, the Cabinet Member for Residents' Services, and the Cabinet Member for Strategy on regeneration matters; and any other members of the Executive on relevant issues</p>
Education and Children's Services Scrutiny Committee	<p>Any aspect of policy and provision related to education and leisure, recreation and culture in the Borough and the education budget; scrutiny of children's services relating to education and social services .</p> <p>And to have lead responsibility for scrutinising the Cabinet Member for Residents' Services, the Cabinet Members for Community &amp; Children's Services, and Culture &amp; Heritage, and any other members of the Executive on relevant issues</p>
Health and Adult Social Care Scrutiny Committee	<p>Any aspect of policy and provision relating to health and adult social services in the Borough; including statutory responsibilities in relation to health as set out in paragraph 6.03 [c] below and also the voluntary and community sector.</p> <p>And to have lead responsibility for scrutinising the Cabinet Member for Community &amp; Children's Services and any other members of the Executive on relevant issues</p>
Housing Scrutiny Committee	<p>Any aspect of policy and provision relating to housing in the Borough.</p> <p>And to have lead responsibility for scrutinising the Cabinet Member for Housing and any other members of the Executive on relevant issues</p>

Local Neighbourhoods Scrutiny Committee	<p>Any aspect of policy and provision relating to quality of life, including policing, community safety, tackling anti-social behaviour; licensing &amp; gambling. To act as the Council's "Crime &amp; Disorder Committee" for the purposes of the Police &amp; Justice Act 2006. This committee provides an opportunity for local residents to bring key concerns regarding their local neighbourhood.</p> <p>And to have lead responsibility for scrutinising the Cabinet member for Crime and Anti-Social Behaviour and any other members of the Executive on relevant issues</p>
Value for Money Scrutiny Committee	<p>Any aspect of the council's strategic policy formulation, corporate budget (setting and monitoring), performance management, human resources, organisational development, Residents' Services functions and the Council's strategic partnerships.</p> <p>And to have lead responsibility for scrutinising the Leader, the Cabinet Member for Strategy, Cabinet Member for Residents' Services and any other members of the Executive on relevant issues</p>

## 6.02 General role

The Scrutiny Committees will be appointed in accordance with the political proportion of the council as a whole. Within their terms of reference, these Scrutiny Committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the Executive and/or the full Council in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants arising from the forward plan or otherwise; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive.

## 6.03 Specific functions

(a) **Policy development and review** – Scrutiny Committees may:

- i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Executive and chief officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny** - Scrutiny Committees may:

- i) review and scrutinise the decisions made by and performance of the Executive and council officers both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Executive and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the Executive and/or the Council arising from the outcome of the scrutiny process;
- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committees and local people about their activities and performance; and
- vi) question and gather evidence from any person

(c) **Scrutiny of health** With regard to the scrutiny of health, the Health and Adult Social Care Committee has the powers to:

- (i) review and scrutinise any matter relating to the planning, provision and operation of health services in the area
- (ii) make reports and/or recommendations to the local NHS bodies, the Secretary of State and the Council on any matter reviewed or scrutinised pursuant to

regulations under Section 7 and 8 of the Health and Social Care Act 2001

- (iii) make comments on any proposals consulted on by a local NHS body concerning a substantial development of the health service in the area or for a substantial variation in the provision of such service
- (iv) arrange for relevant functions in respect of health scrutiny to be exercised by an Overview and Scrutiny Committee of another local authority where the council considers that another local authority would be better placed to undertake those relevant functions, and that local authority agrees to exercise those functions; and
- (v) may appoint a joint Overview and Scrutiny Committee with one or more other local authorities and arrange for the relevant functions of those authorities to be exercised by the joint committee.

(d) **Finance** - Scrutiny Committees may exercise overall responsibility for the finances made available to them to engage the services of consultants, expert witnesses, etc.

(e) **Annual report** – Scrutiny Committees may report annually to full Council on their workings if appropriate.

#### 6.04 **Proceedings of overview and scrutiny committees**

Overview and scrutiny committees will conduct their proceedings in accordance with the [Overview and Scrutiny Procedure Rules](#) set out in Part 4 of this Constitution.

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **LEADER OF THE COUNCIL**

Executive Councillors at LB Hammersmith & Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (Borough Partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a Code set out in Part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.

5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of Portfolio – Leader**

This portfolio covers the following areas:

#### **1. Leader's Functions**

- 1.1 Ensuring collective deliberation with Cabinet Members.
- 1.2 Representing and acting as ambassador for the Authority, providing community leadership (e.g. Borough Partnership), and the development of a Local Strategic Partnership.
- 1.3 Strategic policy initiatives.
- 1.4 Responsibility for the Strategic Partner for Information Technology.
- 1.5 The Authority's capital and revenue budgets, including the medium term financial strategy, annual proposals on Council Tax base, Council Tax levels and budget allocations between departments.
- 1.6 Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development and employment within the Borough that fall within this portfolio.
- 1.7 Responsibility for the monitoring of revenue and capital budgets.

- 1.8 Responsibility for Pension fund management
- 1.9 Responsibility for Treasury Management
- 1.10 Responsibility for organisational development.
- 1.11 Probity and financial monitoring.
- 1.12 Preparation of annual accounts.
- 1.13 Employee relations.
- 1.14 The content and production of the Authority's Community Strategy.
- 1.15 The provision of services in respect of electoral and other registration services.
- 1.16 The exercise of duties of the Council with respect to Emergency Planning services.
- 1.17 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.
- 1.18 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.19 The development, monitoring and implementation of the Authority's Communication Strategy.
- 1.20 The development, implementation and monitoring of the Authority's Public Consultation Strategy.
- 1.21 The strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.22 The Council's customer care and complaints policies.
- 1.23 Joint venture property/land developments with companies or statutory corporations.
- 1.24 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 1.25 The Leader may (notwithstanding any non-statutory provisions to the contrary in the Council's Constitution) take any decision likely to incur savings or expenditure of between £100,000 and £300,000 if he considers in all the circumstances that it is impracticable to defer the decision until the next scheduled meeting of the executive (Cabinet). Any such decision shall be taken in compliance with the Access to Information Procedure Rules.



## **2. Regeneration Functions**

- 2.1 Responsible for the creation of a *Borough of Opportunity* through the renewal and regeneration of the most deprived parts of Hammersmith & Fulham. Eradicating physical, economical and social deprivation.

Physical regeneration: Working with Cabinet Member for Strategy on the physical regeneration.

Social regeneration: Working with Cabinet Members for Housing and Children's Services.

- 2.2 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of the unemployed people within the Borough.
- 2.3 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.
- 2.4 Monitoring the local employment situation and developing and implementing appropriate action in relation to the encouragement, promotion and development of employment training opportunities and services.
- 2.5 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Council's regeneration strategy.

## **3. Areas in which power is shared with the Deputy Leader and Cabinet Member for Environment and Cabinet Member for Strategy**

- 3.1 Compulsory purchase of land for planning purposes.

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Leader is responsible for all budgets in liaison with the relevant Cabinet Members.

### **In conjunction with the Cabinet Member for Resident Services**

Director of Resident Services

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **DEPUTY LEADER AND CABINET MEMBER FOR ENVIRONMENT**

Executive Councillors at LB Hammersmith & Fulham are appointed by the full Council to provide clear and visible leadership and political power for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in Part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.

5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with the paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Deputy Leader**

#### **1. The portfolio covers the following areas:**

- 1.1 In the absence of the Leader, those areas assigned to the Leader, except with regard to those areas/powers specifically reserved for decision to the Council itself.
- 1.2 Represent the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.3 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.4 The implementation of the authority's planning policies.
- 1.5 Policy and service implementation in respect of building control, public conveniences, street cleansing, street lighting, refuse collection, waste disposal and recycling, mortuary, burial, cremation and Coroner services, sewerage, buildings maintenance, controlled parking (except administration of permits) and parking enforcement.
- 1.6 Policy for parks and open spaces.

- 1.7 The preparation and consideration of environmental improvement schemes (except in parks).
- 1.8 The authority's local Transport Plan and Borough Spending Plan.
- 1.9 Ensuring that adequate performance and quality is obtained from each contract let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.
- 1.10 The Authority's powers and duties under all relevant legislation pertaining to building control, specifically the Environment Protection Act.
- 1.11 The inclusion of buildings in the List of Building of Special Architectural or Historic Interest.
- 1.12 The exercise of the Authority's functions under Part II of the London Buildings Acts (Amendment) Act 1939 in relation to the naming and numbering of streets and buildings.
- 1.13 The maintenance and management of the Borough's roads, river walls, drawlocks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.
- 1.14 The management and administration of Wormwood Scrubs, Wormwood Scrubs Charity and the associated financial, legal and property services functions.
- 2. Areas in which power is shared with the Cabinet Member for Culture & Heritage**
- 2.1 Policy, management and development of Fulham Palace.
- 3. Areas in which power is shared with the Cabinet Member for Strategy**
- 3.1 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.
- 3.2 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.
- 4. Areas in which power is shared with the Leader and Cabinet Member for Strategy**
- 4.1 Compulsory purchase of land for planning purposes.
- 4.2 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.

**5. Areas in which power is shared with the Cabinet Member for Resident Services**

5.1 Grounds maintenance

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Deputy Leader is responsible for the following:

**In conjunction with the Leader**

Director of Environment Services

**In conjunction with all cabinet members**

Chief Executive

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR COMMUNITY AND CHILDREN'S SERVICES**

Executive Councillors at LB Hammersmith & Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in Part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows:

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.
5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and

recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.

6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an Executive Member is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Cabinet Member for Community and Children's Services**

The portfolio covers the following areas:

#### **1. Community Functions**

- 1.1 The Authority's Social Services policies and strategic plans.
- 1.2 The Council's responsibility for policy and operation of the Council's Education and Social Services transport operation.
- 1.3 Meeting the Authority's statutory functions under the Children Act (1989), NHS and Community Care Act (1990), Immigration and Asylum Act 1999 and other appropriate legislation.
- 1.4 Ensuring that the needs of vulnerable adults and children are met.
- 1.5 The development, monitoring and implementation of Authority's strategic policies in respect of social inclusion. The development, monitoring and implementation of the Authority's Voluntary Sector strategy, including any Council-wide conditions applied to grant aid or funding by the Authority.
- 1.6 Determining applications for financial assistance for community and voluntary organisations within the Borough that fall within this portfolio.
- 1.7 The promotion of health education and public awareness of health issues within the Borough and implementation and monitoring of projects and services in relation to public health provision.

- 1.8 Consultation with the agencies and voluntary organisations concerned with public health matters in the Borough, and to encourage and support the development of such organisations.
- 1.9 The establishment of partnerships and other forms of collaborative working with the Health authorities to develop and monitor joint programmes and other projects and services relating to public health provision and education within the Borough.
- 1.10 The development and implementation of community development projects in pursuance of social services objectives.
- 1.11 Developing and monitoring service provision in respect of residential facilities, provided for the care of children, older people chronically sick, disabled people, people with learning disabilities, people affected/effected by HIV/Aids and people with mental health needs.
- 1.12 The administration of the AIDS Support Grant, Mental Health Grant, Promoting Independence and Carers' Grant and other specific Department of Health Grants for the provision of social services.
- 1.13 The development of joint working, including joint commissioning of services with the Health authorities and trusts for the provision of social and health care.
- 1.14 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.15 The development, monitoring and implementation of the Authority's strategy in respect of better government for older people and people with disabilities.
- 1.16 Responsibility for policy and practice for the Voluntary and Community Sector including grants.
- 1.17 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

## **2. Children's Services Functions**

- 2.1 The role of 'Lead Member for Children's Services' as designated under Section 19(1) of the Children Act 2004 and described as follows in statutory guidance:
  - "a) Education Services - The Authority's functions in its capacity as Education Authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to education, higher education and adult education);
  - b) Social Services - The Authority's social services functions within the meaning of the Local Authorities Social Services Act 1970 insofar as they relate to children, and the Authority's functions in relation to children and young people leaving care;



c) Health Services - Any health-related functions exercised on behalf of a National Health Service body under Section 31 of the Health Act 1999 insofar as they relate to children; and

d) Inter-agency Cooperation - The new functions of the Child Support Agency set out in the Act, in particular leading and building and leading the arrangements for inter-agency co-operation."

## 2.2 Appointing Councillors to the Authority's Adoption Panel in accordance with the Adoption Legislation and Regulations.

### **The above functions incorporate:**

- The Council's role as 'corporate parent', including assistance to young people who have been looked after beyond their 16<sup>th</sup> birthday, where circumstances justify;
- Fostering and adoption services;
- Social services to children and young people with HIV/AIDS and/or those with drug or alcohol problems;
- The Council's responsibilities towards unaccompanied asylum seeking children;
- The Council's regulatory duties in relation to children's social services;
- Ensuring that families with social care needs experience a 'joined-up' service;
- The development of Children's Centres;
- Setting the overall direction in relation to the Council's organisation of funding of, and support to, schools;
- The Council's interest in nursery and 'early years' education, learning out of school hours, play and subsidised and unsubsidised childcare;
- Partnership working with the National Health Service to promote the interests of children and their families, including decision-making on such matters at the Joint Health Partnership Board;
- The Youth Offending Team and the youth justice matters;
- The Council's youth services and its encouragement of other services to young people;
- As 'Young People's Champion' furthering the Council's commitment to the involvement of young people in decision-making processes where appropriate;
- Sports activities for children and young people; and

- The Council's relationship with the 'Connexions' service for young people offering support and career guidance (or any successor service).

### **3. Education Functions**

- 3.1 Strategic policy in respect of the Education, school extended services, youth and Connexions, adult education (incorporating local learning and skills).
- 3.2 Strategic policy in respect of raising school standards.
- 3.3 Consultation and liaison on educational matters with staff, parents, governors, pupils/students and other users, Government departments and other interested parties.
- 3.4 The budget allocation to schools and other establishments within the Education service with reference to rules laid down in the Scheme for Fair Funding of Schools as appropriate.
- 3.5 Developing and maintaining positive links, relationships and partnerships with local agencies and businesses to deliver all aspects of the service.
- 3.6 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations (including school governing bodies) that fall within this portfolio.
- 3.7 2012 Olympics.
- 3.8 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.
- 3.9 The development, implementation and monitoring of the Authority's early years strategy.

### **5. Areas in which power is shared with the Cabinet Member for Resident Services**

- 5.1 Determining, in consultation with the Leader, the Authority's response to matters affecting residents which are the responsibility of third parties.
- 5.2 The Authority's arts strategy.
- 5.3 The Authority's sports strategy.

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/ industrial relations issues, this Cabinet Member is responsible for the following:

#### **In consultation with Cabinet Member for Resident Services**

Director of Resident Services

#### **In consultation with the Cabinet Member for Housing**

Director of Community Services

#### **In conjunction with all Cabinet Members**

Chief Executive

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR CRIME AND ANTI SOCIAL BEHAVIOUR**

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These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in Part 5 of this constitution.

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4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.
5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an Executive Member is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of Portfolio – Cabinet Member for Crime & Anti Social Behaviour**

This portfolio covers the following areas:

#### **1. Crime and Antisocial Behaviour Functions**

- 1.1 The development, monitoring and implementation of the Council's policies in relation to crime and anti social behaviour.
- 1.2 The development, monitoring and implementation of the Authority's element of the Borough Crime and Disorder Reduction Strategy in conjunction with Police and other Agencies.
- 1.3 Responsibility for ensuring the parks constabulary, street wardens and other enforcement officers concerned with tackling anti social behaviour perform well and work alongside the Metropolitan Police.
- 1.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the Borough working in partnership with the Metropolitan Police.

- 1.5 Responsibility for liaising with H&F Homes to ensure that the estate wardens tackle anti social behaviour.
- 1.6 Guiding the work of the Safer Communities Division.
- 1.7 The development, monitoring and implementation of drug and alcohol policies as they impact on crime and anti social behaviour.
- 1.8 Working with all agencies to ensure enforcement services are effective in reducing crime and antisocial behaviour including:
  - All forms of criminal behaviour;
  - Litter;
  - Tackling Grot Spots;
  - Dog fouling;
  - Graffiti;
  - Street drinking; and
  - Street scene enforcement.
- 1.9 Policy, service implementation and enforcement in respect of consumer protection, trading standards, street trading, environmental health and public safety, corporate health & safety, pest control, food safety and contaminated land.
- 1.10 Security of all the Council's civic buildings.
- 1.11 The issue of notices and enforcement requirements as set out in the Environment Protection Act.
- 1.12 Implementation of the Council's Licensing and Gambling Policies.
- 1.13 Taking action to reduce fear of crime.
- 1.14 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.15 The implementation and monitoring of projects and services in relation to the Borough's Youth Offending Team.
- 1.16 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

**Note:** For the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

**In conjunction with all Cabinet Members**  
Chief Executive

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CHIEF WHIP AND CABINET MEMBER FOR CULTURE & HERITAGE**

Executive Councillors at LB Hammersmith and Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (Borough Partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny panels, and with partner bodies and parties outside the Council.
5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and

recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.

6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Chief Whip and Cabinet Member for Culture & Heritage**

The portfolio is in two distinct parts. Executive functions in respect of culture and heritage and the functions of the chief whip. The culture and heritage functions are as follows:

- 1.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.
- 1.2 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

### **2 Areas in which power is shared with the Deputy Leader and Cabinet Member for Environment**

- 2.1 Policy, management and development of Fulham Palace.

### **3 Areas in which power is shared with the Cabinet Member for Residents Services**

- 3.1 To promote and assist the provision of good quality theatre facilities within the borough.
- 3.2 To formulate and implement policies likely to promote the development, preservation and enhancement of culture, heritage and tourism within the borough for the benefit of residents and visitors alike.

3.3 To establish and review appropriate mechanisms for the organisation and management of town centre festivals, community festivals and other commemorative, celebratory and cultural events (excluding fireworks displays).

#### **4 Areas in which power is shared with the Leader of the Council**

4.1 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Authority's regeneration strategy.

#### **CHIEF WHIP RESPONSIBILITIES**

The Chief Whip occupies a central position in the smooth running of the Council, with the following specific responsibilities:-

- Liaison with the Leader of the Opposition on the following:
  - Organising meetings
  - Briefing on procedural matters
  - Full council meetings
  - Filling of vacancies
- Liaison with the Chief Executive and Corporate Management Team on the following:
  - Decisions of the Administration Group
  - Programming of meetings
  - The decision-making process
- Chief Whip of the majority political group on the Council.
- Nominating Councillors to all internal bodies, including Scrutiny committees, quasi-judicial bodies, task forces etc. in consultation with the relevant Cabinet member and Leader of the Opposition as appropriate.
- Liaison with executive members and the Leader of the Opposition in respect of filling vacancies on outside bodies as appropriate.
- Organising meetings, including Scrutiny committees, quasi-judicial bodies, task forces etc. in liaison with the Leader of the Opposition.
- To advise on Councillors' training and development needs in relation to their representative role, and liaise with the Assistant Chief Executive in respect of appropriate provision.
- To keep under review the level of support services to Councillors in undertaking their representative role, and liaise with the Assistant Chief Executive over variations in service.
- To inform Councillors of appropriate conferences and seminars, and make arrangements for them to attend such events.

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

#### **In conjunction with all Cabinet Members**

Chief Executive



## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR HOUSING**

Executive Councillors at LB Hammersmith and Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in Part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows:

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny committees in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.

5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information procedure Rules set out in part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Cabinet Member for Housing**

The portfolio covers the following areas:

#### **1. Housing Functions**

- 1.1 All aspects of housing services, housing policy and the housing programme (including those delegated to H&F Homes – the arms-length management organisation appointed to manage the Council's housing) and any other new or unallocated housing and associated functions.
- 1.2 The overall housing strategy, policy and forward programme through its business plan, Housing Investment Programme Strategy and other policy documents.
- 1.3 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associate functions.
- 1.4 The Authority's powers and duties in relation to private sector housing and to declare renewal areas and clearance areas.

- 1.5 The level of rents and charges for property and services within the Housing Revenue Account and for any other property and services within the General Fund.
- 1.6 The disposal of individual void properties within the agreed criteria on an annual basis.
- 1.7 Housing land and property assets and where appropriate declaration of them as surplus to requirements.
- 1.8 Determining annual allocations in respect of the Housing Investment Programme including:
  - Conversion and modernisation of Council housing;
  - Housing associations (ADP);
  - Assistance for new build and rehabilitation schemes;
  - Home loans and improvement grants;
  - Housing stock, including acquisition and improvement;
  - Clearance areas and compulsory purchase of property;
  - Housing development programme;
  - Renewal areas and area improvement.
- 1.9 The Council's powers and duties in relation to energy conservation, in both public and private sector housing.
- 1.10 The compulsory purchase of land using housing powers.
- 1.11 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of housing.
- 1.12 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

**In conjunction with**

Director of Community Services

Housing Divisions (Community Services Department)

**In conjunction with all Cabinet Members**

Chief Executive

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR RESIDENT SERVICES**

Executive Councillors at LB Hammersmith and Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny panels, and with partner bodies and parties outside the Council.

5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Resident Services**

- 1.1 Policy and operational matters in relation to the Council's Resident Services programme to provide high quality telephone, internet and face to face access to a range of services from time to time assigned to the Resident Services Department.
- 1.2 The development, implementation of the Authority's Resident Services strategy.
- 1.3 Exercising the Council's functions in relation to parks and open spaces including the provision of entertainment, sports, leisure, grounds maintenance and the development of parks and open spaces generally.
- 1.4 Service implementation in respect of parks and open spaces and parking permits.
- 1.5 To establish and review appropriate mechanisms for the organisation and management of appropriate entertainments and events in parks and open spaces including fireworks displays.
- 1.6 Policy and operational matters in relation to libraries, hiring of civic halls and facilities and the exercise of the Council's powers in relation to the provision of civic catering facilities.

1.7 Appointing or nominating and, where appropriate, removing the Authority's representatives on appropriate organisations that fall within this portfolio.

**2. Areas in which power is shared with Cabinet Member for Culture & Heritage**

2.1 To formulate and implement policies likely to promote the development, preservation and enhancement of culture, heritage and tourism within the borough for the benefit of residents and visitors alike.

2.2 To promote and assist the provision of good quality theatre facilities within the borough.

2.3 To establish and review appropriate mechanisms for the organisation and management of town centre festivals, community festivals and other commemorative, celebratory and cultural events.

**3 Areas in which power is shared with the Cabinet Member for Community and Children's Services**

3.1 Determining, in consultation with the Leader, the authority's response to matters affecting residents which are the responsibility of third parties.

3.2 The Authority's arts strategy.

3.3 The Authority's sports strategy.

**4. Areas in which power is shared with the Cabinet Member for Deputy Leader and Cabinet Member for Environment**

4.1 Grounds maintenance

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

**In conjunction with**

Director of Resident Services

**In conjunction with all Cabinet Members**

Chief Executive

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR STRATEGY**

Executive Councillors at LB Hammersmith and Fulham are appointed by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from overview and scrutiny committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (borough partnership), to deliver the highest quality services at the lowest cost to the Council taxpayer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a code set out in part 5 of this constitution.

### **Functions**

The generic functions that are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to their portfolio ('key decisions' being defined by Article 13 of this constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant scrutiny panels in accordance with the Budget and Policy Framework rules set out in this constitution).
4. To arrange for appropriate consultation on proposed key decisions as published in the Council's forward plan, with relevant scrutiny committees, and with partner bodies and parties outside the Council.

5. To take decisions on matters within their portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this constitution.
6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his or her portfolio may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by LGA 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

### **Scope of portfolio – Cabinet Member for Strategy**

The portfolio is responsible for strategy and regeneration and covers the following areas:

#### **1. Strategy Functions**

- 1.1 Responsibility for ensuring that that the Council is responsive to the needs of local neighbourhoods and serves them well.
- 1.2 The development, implementation and monitoring of the Authority's Performance Review Strategy, including the monitoring of risk management registers, and the Authority's response to the Audit Commission's Annual Performance Indicator Reports.
- 1.3 The content and publication of the Annual Local Performance/Corporate Plan, and, the establishment and setting of corporate targets for achievement, together with the establishment and setting of targets for individual services provided by the Authority.
- 1.4 The development and monitoring of the Authority's policies and procedures with regard to services, reviewing Corporate practice/procedures in this area (including Contractual matters and tender evaluation), and ensuring the Council's compliance with all relevant UK and EU legislation.



- 1.5 The Council's contract processes, including approval of changes to the Council's Contracts Standing Orders and Approved List of Contractors, ensuring services are in compliance with EU Procurement Directives and Legislation in relation to service provision.
- 1.6 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.
- 1.7 Responsibility for Comprehensive Performance Assessment.
- 1.8 Responsibility for monitoring the performance against the Local Public service Agreements and the Local Area Agreement.

## **2. Regeneration Functions**

- 2.1 The development, monitoring and implementation Authority's regeneration strategy and associated bidding processes.
- 2.2 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.
- 2.3 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

## **3 Areas in which power is shared with the Deputy Leader**

- 3.1 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.
- 3.2 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.

## **4 Areas in which power is shared with the Leader and Deputy Leader**

- 4.1 Compulsory purchase of land for planning purposes.

**Note:** for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

**In conjunction with all cabinet members**

Chief Executive

Assistant Chief Executive

