

RESPONSIBILITIES AND PORTFOLIOS

DEPUTY LEADER AND CABINET MEMBER FOR RESIDENTS SERVICES

Scope of Portfolio

The portfolio covers the following areas:

1. General

- 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 Appointing or nominating and, where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.3 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.4 Representing the Council's views on strategic policies related to Tri – Borough Corporate Services and any other matters which falls within the Tri – Borough Corporate Services remit.

2. Residents Services functions

- 2.1 Policy and operational matters in relation to the Council's Residents 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 Residents Services Department.
- 2.2 Policy and service implementation in respect of public conveniences.
- 2.3 To establish and review appropriate mechanisms for the organisation and management of appropriate entertainments and events in parks and open spaces, including fireworks displays.
- 2.4 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.
- 2.5 The management and administration of Wormwood Scrubs, Wormwood Scrubs Charity and the associated financial, legal and property services functions.
- 2.6 The Authority's sports strategy.
- 2.7 H&F Direct and Customer Access strategy.

2.8 The Taxicard scheme.

3. Crime and Street Scene functions

3.1 The development, monitoring and implementation of the Council's policies in relation to reducing crime and anti social behaviour.

3.2 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.

3.3 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.

3.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the borough, working in partnership with the Metropolitan Police.

3.6 Policy and strategy for the Safer Communities Division.

3.7 The development, monitoring and implementation of drug and alcohol policies as they impact on crime and anti social behaviour.

3.8 Working with all agencies to ensure enforcement services are effective in reducing crime and anti social behaviour including:

- All forms of criminal behaviour;
- Litter;
- "Clean Sweep" - Tackling "Grot Spots";
- Dog fouling;
- Graffiti;
- Street drinking; and
- Street scene enforcement.

3.9 Policy, service implementation and enforcement in respect of street cleansing, refuse collection, consumer protection, trading standards, street trading, environmental health and public safety, corporate health and safety, pest control, food safety and contaminated land.

3.10 Security of all the Council's civic buildings.

3.11 The issuing of notices and enforcement requirements as set out in the Environmental Protection Act.

3.12 Implementation of the Council's Licensing and Gambling Policies.

3.13 Taking action to reduce fear of crime.

- 3.14 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 3.15 Policy and service implementation in respect of mortuary, burial, cremation and Coroner services.
- 3.16 The Authority's powers and duties in relation to private sector housing (including energy conservation).
- 3.17 The exercise of duties of the Council with respect to Emergency Planning services.

4. Parks, Heritage and Culture functions

- 4.1 To promote and assist the provision of good quality theatre facilities within the borough.
- 4.2 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.
- 4.3 To formulate and implement policies likely to promote the development, preservation and enhancement of parks, culture, heritage and tourism within the borough for the benefit of residents and visitors alike.
- 4.4 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).
- 4.5 The Authority's arts strategy.
- 4.6 2012 Olympics (including the London Youth Games).

5. Area in which power is shared with the Leader

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

6. Area in which power is shared with the Cabinet Member for Transport and Technical Services

- 6.1 Policy, planning and strategy for parks and open spaces.
- 6.2 Matters relating to the street scene.
- 6.3 Policy, management and development of Fulham Palace.

7. Area in which power is shared with the Cabinet Member for Children's Services

7.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.

8. Area in which power is shared with the Cabinet Member for Communications

8.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

8.2 The development, monitoring and implementation of the Authority's Communication Strategy.

8.3 The development, implementation and monitoring of the Authority's Public Consultation Strategy.

9. Area in which power is shared with the Cabinet Member for Housing

9.1 Responsibility to ensure that the estate wardens tackle anti social behaviour.

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 the Leader and the Cabinet Member for Transport and Technical Services

Bi-borough Executive Director of Transport and Technical Services.

In conjunction with the Leader and the Cabinet Member for Communications

Bi-borough Executive Director of Environment, Leisure and Residents Services

In conjunction with all Cabinet Members

Chief Executive