

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CHIEF WHIP AND CABINET MEMBER FOR COMMUNICATIONS

Scope of Portfolio

The portfolio is in two distinct parts: Executive functions in respect of communications and the functions of Chief Whip. The communications functions cover the following areas:

1. Communications 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 The Council's customer care and complaints policies.
- 1.7 The effectiveness of the Authority's procedures to secure public access to Information and open government, including procedures relating to petitions, deputations and other representations.
- 1.8 In consultation with the relevant portfolio holder, the planning, implementation and review of public consultation and community engagement initiatives relating to strategic, borough-wide issues.
- 1.9 In consultation with the relevant portfolio holder, the impact of the Council's representation on external organisations.

2. Areas in which power is shared with the Cabinet Member for Transport and Technical Services

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

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

- 3.1 Compulsory purchase of land for planning purposes.

4. Area in which power is shared with the Leader

- 4.1 Physical regeneration
- 4.2 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes.
- 4.3 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.
- 4.4 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.
- 4.5 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
- 4.6 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

5. Area in which power is shared with the Deputy Leader and Cabinet Member for Residents Services

- 5.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.
- 5.2 The development, monitoring and implementation of the Authority's Communication Strategy.
- 5.3 The development, implementation and monitoring of the Authority's Public Consultation 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 H&F Business Board 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 Overview and Scrutiny Committees, quasi-judicial bodies, Overview and Scrutiny Task Groups 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 Overview and Scrutiny Committees, quasi-judicial bodies, task forces etc. in liaison with the Leader of the Opposition.
- Advising on Councillors' training and development needs in relation to their representative roles, and liaison with the Executive Director of Finance and Corporate Governance in respect of appropriate provision.
- Keeping under review the level of support services to Councillors in undertaking their representative role, and liaising with the Executive Director of Finance and Corporate Governance over variations in service.
- Informing Councillors of appropriate conferences and seminars, and making 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 the Leader

Executive Director of Finance and Corporate Governance

In conjunction with the Leader and Deputy Leader & Cabinet Member for Residents Services

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

In conjunction with all Cabinet Members

Chief Executive

MAY 2011, AMENDED OCTOBER 2011, MAY 2012