
THE EXECUTIVE – LEADER & CABINET MEMBERS 2011/12

LEADER	-	Councillor Stephen Greenhalgh
DEPUTY LEADER (+ENVIRONMENT AND ASSET MANAGEMENT)	-	Councillor Nicholas Botterill
CABINET MEMBER FOR STRATEGY + (CHIEF WHIP)	-	Councillor Mark Loveday
CABINET MEMBER FOR CHILDREN’S SERVICES	-	Councillor Helen Binmore
CABINET MEMBER FOR COMMUNITY CARE	-	Councillor Joe Carlebach
CABINET MEMBER FOR COMMUNITY ENGAGEMENT	-	Councillor Harry Phibbs
CABINET MEMBER FOR HOUSING	-	Councillor Andrew Johnson
CABINET MEMBER FOR RESIDENTS SERVICES*	-	Councillor Greg Smith

* Includes licensing and public protection and safety.

[NOTE: The following are Assistants to the above Cabinet Members, but do not have a Cabinet vote, are not deputies or substitutes for Cabinet Members, nor are they able to take executive decisions on behalf of the Cabinet Member]

Councillor Frances Stainton (Parks) (NB Member has agreed to forgo their SRA in relation to this appointment)
Councillor Michael Adam (Asset Management) (NB Member has agreed to forgo their SRA in relation to this appointment)
Councillor Adronie Alford (Housing)
Councillor Georgie Cooney (Education)
Councillor Belinda Donovan (Crime)
Councillor Jane Law (Street Scene)

MAY 2011

EXECUTIVE MEMBERS: GENERIC RESPONSIBILITIES AND FUNCTIONS

The Leader of the Council is elected by the full Council. Other Executive members at Hammersmith & Fulham are appointed by the Leader 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 Tax payer.

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 which 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 his/her 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 his/her 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 his/her portfolio. (Such proposals may be initial or final, before or after consideration by relevant Overview and 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 Overview and Scrutiny Committees, and with partner bodies and parties outside the Council.
5. To take decisions on matters within his/her 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 his/her 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/her portfolio, such decisions 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 the Local Government Act 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).

MAY 2011

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

LEADER OF THE COUNCIL

The Leader of the Council is also the Cabinet Member responsible for economic and housing development

Introduction

The Leader of Hammersmith and Fulham Council is elected by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by his/her portfolio. He/she is responsible for all executive functions of the Council and shall determine by means of schemes of delegation or otherwise how these functions are to be discharged.

The Leader has authority to discharge any executive function him/herself, or to decide to delegate any executive function to the Executive, or to any other Executive member in accordance with the Responsibilities and Portfolios of the Executive maintained in Part 3 of the Constitution, or to Officers, or to any other authority or any joint arrangements.

Scope of Portfolio

This portfolio covers the following areas:

1. Leader's Functions

- 1.1 Appointing to and removing from office up to nine Cabinet Members, one of whom shall be appointed his/her Deputy.
- 1.2 Ensuring collective deliberation with Cabinet Members.
- 1.3 Representing and acting as ambassador for the Authority, providing community leadership and the approval of the Local Area Agreement.
- 1.4 Strategic policy initiatives.
- 1.5 Responsibility for the Strategic Partner for Information Technology.
- 1.6 The Authority's capital and revenue budgets, including the medium term financial strategy, annual proposals on the Council Tax base, Council Tax levels and budget allocations between departments.
- 1.7 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.

- 1.8 Responsibility for the monitoring of revenue and capital budgets.
- 1.9 Responsibility for Pension Fund management.
- 1.10 Responsibility for Treasury Management.
- 1.11 Responsibility for organisational development.
- 1.12 Probity and financial monitoring.
- 1.13 Preparation of annual accounts.
- 1.14 Employee relations.
- 1.15 The content and production of the Authority's Community Strategy.
- 1.16 The provision of services in respect of electoral and other registration 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 strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.20 Joint venture property/land developments with companies or statutory corporations.
- 1.21 The Leader may (under the "strong Leader model") take any decision likely to incur savings or expenditure of more than £100,000 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.
- 1.22 Adult Learning and Skills Service (incorporating local learning and skills).

2. Regeneration Functions

- 2.1 Responsibility for the creation of a *Borough of Opportunity* through the renewal and regeneration of the most deprived parts of Hammersmith & Fulham.

- 2.2 Eradicating physical, economic and social deprivation.
 - 2.3 Physical regeneration: Working with the Cabinet Member for Strategy on physical regeneration.
 - 2.4 Social regeneration: Working with the Cabinet Members for Housing and Children's Services.
 - 2.5 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.
 - 2.6 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.
 - 2.7 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.
 - 2.8 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Council's regeneration strategy.
- 3. Area in which power is shared with the Deputy Leader and Cabinet Member for Environment and Asset Management**
- 3.1 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 4. Area in which power is shared with the Deputy Leader and Cabinet Member for Environment and Asset Management, and the Cabinet Member for Strategy**
- 4.1. Compulsory purchase of land for planning purposes.
- 5. Area in which power is shared with the Cabinet Member for Residents Services**
- 5.1 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Authority's regeneration strategy.

6. Areas in which power is shared with the Cabinet Member for Community Engagement

- 6.1 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
- 6.2 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

7. Areas in which power is shared with the Cabinet Member for Strategy

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

8. Areas in which power is shared with the Cabinet Member for Housing

- 8.1 Social regeneration.
- 8.2 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 8.3 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
- 8.4 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 8.5 The compulsory purchase of land using housing powers.

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, and:

In conjunction with all Cabinet Members:
All Directors

In conjunction with all Cabinet Members
Chief Executive

JUNE 2010, AMENDED MAY 2011

RESPONSIBILITIES AND PORTFOLIOS

DEPUTY LEADER AND CABINET MEMBER FOR ENVIRONMENT AND ASSET MANAGEMENT

Scope of Portfolio

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 Representing 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, street lighting, waste disposal and recycling, sewerage, buildings maintenance, controlled parking (except administration of permits) and parking enforcement.
- 1.6 The preparation and consideration of environmental improvement schemes (except in parks and open spaces).
- 1.7 The authority's local Transport Plan and Borough Spending Plan.
- 1.8 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.
- 1.9 The Authority's powers and duties under all relevant legislation pertaining to building control.
- 1.10 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
- 1.11 The exercise of the Authority's functions under Part II of the London Buildings Act (Amendment) Act 1939 in relation to the naming and numbering of streets and buildings.
- 1.12 The maintenance and management of the Borough's roads, river walls, drawdocks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.

- 1.13 Policy and service implementation in relation to parking control.
- 1.14 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.

2. Area in which power is shared with the Leader

- 2.1 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.

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

- 3.1 Policy, management and development of Fulham Palace.
- 3.2. Policy, planning and strategy for parks and open spaces.
- 3.3 Matters relating to the street scene.

4. Areas in which power is shared with the Cabinet Member for Strategy

- 4.1 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.
- 4.2 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.
- 4.3 Compulsory purchase of land for planning purposes.

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

In conjunction with the Leader and Cabinet Member for Residents Services

Director of Environment

In conjunction with all Cabinet Members

Chief Executive

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CHIEF WHIP AND CABINET MEMBER FOR STRATEGY

Scope of Portfolio

The portfolio is in two distinct parts: Executive functions in respect of strategy and the functions of Chief Whip. The strategy functions cover 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 Area Assessment.
- 1.8 Responsibility for monitoring performance against the Local Area Agreement.

2. Areas in which power is shared with the Deputy Leader and the Cabinet Member for Environment and Asset Management

- 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 the Deputy Leader and Cabinet Member for Environment and Asset Management

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.

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 Executive 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 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 Director of Finance and Corporate Services in respect of appropriate provision.
- Keeping under review the level of support services to Councillors in undertaking their representative role, and liaising with the Director of Finance and Corporate Services 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 and Cabinet Member for Community Engagement

Director of Finance and Corporate Services

In conjunction with all Cabinet Members

Chief Executive

EXECUTIVE MEMBERS : RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR CHILDREN'S SERVICES

Scope of Portfolio

1. Children's Services Functions

1.1 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 the arrangements for inter-agency co-operation.

1.2. Appointing Councillors to the Authority's Adoption and fostering Panels in accordance with the Adoption and Fostering 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 16th 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 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).

2. Education Functions

- 2.1 Strategic policy in respect of Education, school extended services, youth and Connexions.
- 2.2 Strategic policy in respect of raising school standards.
- 2.3 Consultation and liaison on educational matters with staff, parents, governors, pupils/students and other users, Government departments and other interested parties.
- 2.4 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.
- 2.5 Developing and maintaining positive links, relationships and partnerships with local agencies and businesses to deliver all aspects of the service.
- 2.6 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations (including school governing bodies) that fall within this portfolio.
- 2.7 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

2.8 The development, implementation and monitoring of the Authority's early years strategy.

3. Social Services functions

3.1. The Council's responsibility for policy and operation of the Council's Education transport operation.

3.2. Meeting the Authority's statutory functions in relation to children under the Children Act 1989, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation.

3.3 Ensuring that the needs of vulnerable children are met.

3.4 Developing and monitoring service provision in respect of residential facilities, provided for the care of children.

4. Area in which power is shared with the Cabinet Member for Residents Services

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

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

Director of Children's Services

In consultation with the Cabinet Member for Community Care

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR COMMUNITY CARE

Scope of Portfolio

- 1. The portfolio covers the following areas:**
 - 1.1. The Authority's policies and strategic plans relating to Adult Social Services, Supporting People Programme for specialist Housing Support and grants to the Voluntary Sector.
 - 1.2. Chairing the Better Government Cabinet Member panel to foster close engagement with older and disabled residents of the borough.
 - 1.3. Meeting the Authority's statutory functions under the National Assistance Act 1948, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation.
 - 1.4 Ensuring that the needs of vulnerable adults are met.
 - 1.5. The development, monitoring and implementation of the 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 encouraging and supporting 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, older people, the chronically sick, disabled people, people with learning disabilities, people affected by HIV/Aids and people with mental health needs.
- 1.12 The administration of the AIDS Support Grant, Social Care Reform Grant and Stokes Grant.
- 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.

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 Cabinet Member for Children's Services

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR COMMUNITY ENGAGEMENT

Scope of Portfolio

- 1. The portfolio covers the following areas:**
 - 1.1 The development, monitoring and implementation of the Authority's Communication Strategy.
 - 1.2 The development, implementation and monitoring of the Authority's Public Consultation Strategy
 - 1.3 The Council's customer care and complaints policies.
 - 1.4 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.
 - 1.5 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.
 - 1.6 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 Leader**
 - 2.1 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
 - 2.2 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

- 3. Area in which power is shared with the Cabinet Member for Residents Services**
 - 3.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

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

In conjunction with the Leader and Cabinet Member for Strategy and Chief Whip

Director of Finance and Corporate Services

In conjunction with the Leader and Cabinet Member for Residents Services

Director of Residents Services

In conjunction with all Cabinet Members

Chief Executive

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR HOUSING

Scope of Portfolio

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 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.
- 1.4 The disposal of individual void properties within the agreed criteria.
- 1.5 Determining annual allocations in respect of the Housing Investment Programme including:
 - Conversion and modernisation of Council housing;
 - Registered Social Landlords (Assisted Development Programme);
 - 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; and
 - Renewal areas and area improvement.
- 1.6 The Council's powers and duties in relation to energy conservation, in public sector housing.
- 1.7 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of housing.
- 1.8 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 Leader

- 2.1 Social regeneration.
- 2.2 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 2.3 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
- 2.4 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 2.5 The compulsory purchase of land using housing powers.

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

Director of Housing and Regeneration

In conjunction with all Cabinet Members

Chief Executive

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR RESIDENTS SERVICES

Scope of Portfolio

This portfolio covers the following areas:

1. General

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

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.

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.
- 3.5 Responsibility for liaising with H&F Homes to ensure that the estate wardens tackle anti social behaviour.
- 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 Deputy Leader and Cabinet Member for Environment and Asset Management

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 Community Engagement

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

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 Environment and Asset Management

Director of Environment

In conjunction with the Leader and the Cabinet Member for Community Engagement

Director of Residents Services

In conjunction with all Cabinet Members

Chief Executive