Stratford on Avon District Council

Report of the Leader to Annual Council (Cabinet Procedure Rule 1.2)

For Information

19 May 2010

Cabinet Arrangements 2010/11

(a) Portfolio Holders and their responsibilities

Leader: Leadership and Governance – Cllr Stephen Gray
- Political Leadership
- Policy Governance
- Liaison County and Districts Partnerships

Council Structure and Appointments
WMLB & Regional Issues

Deputy Leader: Transformation - Cllr Sue Wixey
- Partnership Working
- Member Development (PDP)

Change & Performance – Cllr Mike Weddell
- ICT/E-Government/GIS
- Business Continuity
- Website
- Service Planning
- Best Value

Performance Management
Consultation
Council Improvement

Community Services – Cllr Mike Brain
- Parking Services
- Community Safety
- CCTV
- Tourism/Grants

Sports & Leisure
Economic Development/MTI
Health & Well-being

Environment - Cllr Simon Jackson
- Environmental Protection
- Environmental Policies
- Food Safety/ Health & Safety
- Waste & Street Management

Grounds Maintenance
Land Drainage
Public Conveniences
Licensing & Registration
Emergency Planning

Member Services/Customer Services - Cllr Stephen Thirlwell
- Legal
- Democratic Services
- Member Training
- Committee Services
- Contact Centre
- One Stop Shops
- Document Services Centre
- E Procurement

Central Administration
Land Charges
Administration & Elections
Corporate Communications
Print & Design
**Planning** - Cllr Gillian Roache
- Building Regulation
- Planning Service
- Heritage & Design
- Planning/Transport Policy
- Parish Plans

**Resources** – Cllr John Appleton
- Corporate Property
- Asset Management
- Construction Management
- Finance
- Risk Management
- Human Resources/Training
- Health & Safety

**Revenues & Housing** – Cllr Valerie Hobbs
- Council Tax/NNDR
- Benefits
- Housing Advice
- Private Sector Housing
- Housing Policy
- Social Inclusion

**(b) Delegations to Portfolio Holders**

1. **To all Portfolio Holders**
   - The authority to agree changes to targets in service plans, after consultation with the Leader of the Council, subject to there being no more than 5% variation to the original target or a project target date being put back one Council cycle within the fiscal year.
   - The authority to approve virements for revenue budgets within Directorates between the value of £20,000 and £30,000.
   - The authority to approve for consultation, draft policies, strategies and action plans, after consultation with the Leader and Deputy Leader.
   - The authority to approve the response on strategic consultation documents, after consultation with the Leader, and the final response being circulated to all members through an Information Sheet.

2. **To all Portfolio Holders after consultation with the Resources Portfolio Holder**
   - Except in respect of contracts to which the full EC procurement rules apply, the authority to approve select lists of tenderers for contracts.

3. **To the Resources Portfolio Holder after consultation with the Leader and relevant Strategic Director**
   - The authority to approve individual property transactions up to a maximum value of £50,000 within the Council’s approved budget and policy framework.
   - The authority to approve virement requests by Joint Committees within the approved budget framework.
   - The authority to approve write-offs.
4. (a) To the Revenues & Housing Portfolio Holder after consultation with the Leader and relevant Strategic Director

- The authority to determine applications for discretionary rate relief, discretionary rural rate relief and hardship rate relief up to a value of £10,000, falling outside the current officer scheme of delegation.

(b) To the Revenues and Housing Portfolio Holder after consultation with the relevant Head of Service

- The authority to agree future revisions of the Rent Express Scheme within the Council’s budget and policy framework.
- The authority to agree future revisions of ‘Home Choice Plus’ Sub-Regional Choice Based Lettings Scheme within the Council’s budget and policy framework.

5. To Portfolio Holders, Chief Executive and Strategic Directors representing the Council on the following partnerships:-

(i) Crime and Disorder Partnership (South Warwickshire)
(ii) Warwickshire Direct Partnership
(iii) Stratford District Partnership (LSP) and its theme groups
(iv) Coventry, Solihull and Warwickshire Leaders’ Board
(v) Joint Committee(s) on Shared Services
(vi) Warwickshire Supporting People Partnership
(vii) Warwickshire Waste Partnership
(viii) Shakespeare Birthday Celebrations Committee
(ix) World Class Stratford
(x) Local Area Agreement Theme & Service Groups
(xi) Warwickshire Public Service Board
(xii) Warwickshire Safeguarding Children Board
(xiii) Coventry and Warwickshire Destination Management Partnership
(xiv) Warwickshire Heritage Partnership

- Approval for representatives to commit resources within the Council’s approved budget framework, including virements of capital and revenue budgets.
- Approval for representatives to agree terms of reference, memorandum of understanding and partnership actions/ work programmes within the Council’s approved policy framework.

6. To the Planning Portfolio Holder, after consultation with the Head of Planning

- The authority to agree minor changes to the Local Plan Development Scheme.
(c) **Cabinet Panels and Working Groups**

The following Cabinet Panels/Working Groups will be in operation:-

(a) Housing Advisory Panel

(b) Environmental Quality and Climate Control Panel

(c) Member Development Working Group

The Panel/Group group will have the terms of reference and membership as set out in the Appendix to this document.

(d) **Delegations to Officers**

The delegation to officers will remain unchanged from the existing scheme of delegation contained within the Council’s Constitution, except as indicated in 5 above in relation to representation on partnerships.

Councillor Stephen Gray  
Leader of the Council  
19 May 2010
1. AIM
The aim of the Panel is to develop policy and budget proposals in relation to the Council's Strategic housing services, and overseeing delivery of the Council's affordable housing programme.

2. OBJECTIVES
   (a) To act as an advisory panel to the Cabinet in relation to the development, implementation, monitoring, evaluation and review of housing strategies and policies;
   (b) To develop ownership and understanding of the Council’s Strategic Housing function among members and officers;
   (c) To proactively monitor, scrutinise and manage the programme delivery of the Council's Affordable Housing Provision;
   (d) To allocate funding up to £149,999 on any one affordable housing scheme within the Council's approved budget and policy framework;
   (e) To identify and share learning and best practice with members and officers on all housing activities, including identification of training opportunities for both members and officers.

3. STATUS
The Housing Advisory Panel is a Cabinet Committee, convened by the then Executive in 2003 to bring together key members and officers to guide and support the work of the Housing Service. The Panel has the right to report direct to the Cabinet and Overview and Scrutiny Committee, as it considers appropriate. The executive decisions delegated to the Housing Advisory Panel are:

   To make decisions on the allocation of resources and direct the expenditure of approved capital funds for affordable housing investment up to a maximum of £149,999 on any one scheme within the Council’s approved policy and budget framework.

4. MEMBERSHIP
The membership of the Panel being:
   • The Revenues and Housing Portfolio Holder
   • The Planning Portfolio Holder
   • The Environment Portfolio Holder
   • The Resources Portfolio Holder.

In addition, the following shall act as advisors to the Panel:
   • The Chairman of the Overview and Scrutiny Committee
   • The Shadow Revenues and Housing Portfolio Holder
   • The Shadow Planning Portfolio Holder
   • Strategic Director (A)
• Head of Revenues and Housing

The Leader of the Council, the Chief Executive, Strategic Director (B), the Head of Planning Services and the Head of Environment will have the right to attend any meeting of the Panel as observers and will be circulated with agendas and papers for the meeting. The Panel will be able to appoint other advisors and nominate other members as observers, as appropriate.

The quorum for the Housing Advisory Panel shall be two. In all other respects the Cabinet Procedure Rules shall apply.
1. **AIM**

To focus on the implementation of carbon reduction programmes in the operation of the Council, and to advise on the development of appropriate policies in relation to the environment, waste management, recycling, keeping the district clean and mitigating climate change, monitor their implementation and review policies in the light of lessons learned. To approve actions to improve the Council’s impact on the environment, providing the actions are within the Council’s agreed policy and financial framework.

2. **OBJECTIVES**

1. To monitor the Council’s performance in waste management, recycling, keeping the district clean and climate change mitigation;

2. To approve and monitor delivery of the Council’s carbon reduction plan;

3. To periodically meet with the Council’s contractors delivering related services and jointly review performance and identify how improvement can be delivered;

4. To be a formal consultee on the Council’s Capital Programme and Procurement choices;

5. To act as an advisory panel to the Cabinet in relation to the development of environmental quality and climate change strategies and policies, including Environmental Policy;

6. To develop ownership and understanding of the Council’s related policies among Members and Officers;

7. To work with other Councils, as appropriate, to further the achievement of excellence in the provision of waste management and cleaning services;

8. To examine best practice, identify how this can be incorporated into the Council’s policies and practices – and approve and oversee implementation; and,

9. To identify training opportunities for both members and officers.

3. **STATUS**

The Environmental Quality and Climate Change Panel is a Cabinet Committee. It has delegated authority to approve actions within the Council’s approved policy and financial framework. These approvals can only be made by Cabinet members on the Panel. It is responsible for bringing together key Members and Officers to guide and support the delivery of the Council’s environmental policy, waste management, district cleaning and climate change agendas.
The Panel will report direct to the Cabinet and Overview and Scrutiny Committee, as it considers appropriate.

4. **MEMBERSHIP**

The membership of the Panel will be:

- The Portfolio Holder for the Environment
- The Portfolio Holder for Resources
- One other member of the Cabinet
- The Shadow Portfolio Holder for the Environment
- Up to six other Members

The Leader of the Council, the Chief Executive and Strategic Directors will have the right to attend any meeting of the Group as observers and will be circulated with agendas and papers for the meeting. The Panel will be able to co-opt and nominate other Members as observers, as appropriate.

The Head of Environment and other officers with specific responsibility for the areas of activity identified in these Terms of Reference will support the Panel. Other Officers will be called dependant on the items under discussion.

In addition – the Chairman of the Panel may invite relevant outside agencies as may be conducive to the examination of the issue under consideration. Such agencies may include Sustainable Action Stratford, the South Warwickshire Climate Action Group, Energy Efficiency Advice Centre, Environment Agency, Severn-Trent Water and Waste Management colleagues from other Councils or agencies.
MEMBER DEVELOPMENT WORKING GROUP

TERMS OF REFERENCE

1. AIM
The aim of the group is to establish and review Members Training and Development process. It is to further ensure that Training and Development is part of the overall mainstream organisational development activities.

2. OBJECTIVES
1. To champion and encourage training and development of Councillors.
2. To develop and implement a Member Development Strategy.
3. To be a reference point for Group leaders with regards to member development.
4. To attend and participate actively in working group meetings.
5. To assist in the shaping and prioritising of member development activities e.g. Member Training Programme.
6. To encourage an effective member/officer working relationship that engages all elected Members.
7. To introduce a process for the implementation of Personal Development Plans and offer Councillors the opportunity to participate in the process.
8. To ensure that Member Development and training opportunities relate to the Corporate Priorities of the organisation.
9. To engage all elected Members in the process.
10. To establish a mechanism to evaluate the overall effectiveness of the Member development process, including statistical data on the level of attendance at training events.
11. To establish criteria for funding bespoke/individual training and development requests.
12. To identify the financial resources required to deliver the training programme.

3. STATUS
The Member Development Working Group is a Cabinet Committee, originally convened to support member development. The key Member Development Strategy was agreed by the then Executive. Notes have been presented to the Cabinet via the Member Services Portfolio holder and requests were made on an ad hoc basis to Cabinet. Under the committee structure review the link to Cabinet has been formalised.

4. MEMBERSHIP
The membership of the Group being:

- The Member Services/Customer Services Portfolio Holder
- The Leader or Deputy Leader of the Council
- Representatives from all political parties (to a maximum of six)

The Group reviews membership at its first meeting each year.
In addition, the following shall act as advisors to the Group:

- Strategic Director (B)
- Head of Member Services
- Democratic Services Manager
- Democratic Services Officer – Members’ Buddy

The Group will be able to appoint other advisors and nominate other members as observers, as appropriate.

The quorum for the Member Development Working Group shall be two. In all other respects the appropriate Cabinet Procedure Rules shall apply.