

**URGENT BUSINESS AND SUPPLEMENTARY INFORMATION**

**Council**

**19 May 2010**

Agenda Item Number	Page	Title
7.	(Pages 1 - 10)	Annual Business – Appendix 1: Report of the Leader of the Council, Executive Portfolios

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## CHERWELL DISTRICT COUNCIL

19 MAY 2010

### EXECUTIVE PORTFOLIOS

#### REPORT OF THE LEADER OF THE COUNCIL

#### **1 Purpose of Report**

1.1 To report to Council on the Executive Portfolios for 2010/11 and appointments to them.

#### **2 Wards Affected**

2.1 All Wards

#### **3 Effect on Policy**

3.1 Nil.

#### **4 Contacts**

4.1 Cllr Barry Wood (Extension 1573)  
Mary Harpley (Extension 1573)

#### **5 Executive Portfolios, 2010/11**

5.1 There will be ten Executive Portfolios for the municipal year 2010/11:

1. Policy, Community Planning and Community Development
2. Resources and Communications
3. Breaking the Cycle of Deprivation
4. Performance Management, Improvement and Organisational Development
5. Customer Service and ICT (with special responsibility for tourism)
6. Economic Development and Estates
7. Planning and Housing
8. Environment, Recreation and Health
9. Community Safety, Street Scene and Rural
10. Democratic Services and Member Development

The key changes are:

- The creation of a new portfolio with responsibility for the Council's work to break the cycle of deprivation in communities across Cherwell, with particular focus in 2010/11 on *Brighter Futures in Banbury*, the pilot project already underway.
- The combining of performance management, improvement and organisational development in one portfolio.
- The combining of resources with communications and public relations.
- The addition of community development to the portfolio for policy and community planning, to reinforce the importance of this work and in light of the work planned in 2010/11 to develop a new corporate strategy for community development, cohesion and engagement. This portfolio will also incorporate community associations and voluntary groups which move from the Community Safety, Street Scene and Rural portfolio.

- 5.2 With only one exception, all the other portfolios remain unchanged. The exception is the move of responsibility for community transport schemes (including concessionary fares) from the Community Safety, Street Scene and Rural portfolio to the Planning and Housing portfolio.
- 5.3 There are number of responsibilities held by every Portfolioholder, although the specifics of these are determined by their particular portfolio. These are:
- Constructing and delivering, with partners, the District and Council strategies and policies which fall within the Portfolio;
  - Leading and representing the Council in the partnership working which arises from the Portfolio;
  - Delivering the in-year public pledges which fall within the Portfolio;
  - Overseeing the performance of the Council's functions which fall within the Portfolio, whether these are managed by the Chief Executive/a Strategic Director or Heads of Service.
- 5.4 Appendix 1 details the specific responsibilities of each of the Executive Portfolios, as well as the objectives I intend to set each Portfolioholder for this year. I will be meeting with each Portfolioholder in the next couple of weeks to review their 2009/10 objectives and finalise their 2010/11 objectives. Appendix 2 clarifies which Portfolioholder is responsible for each of our public pledges for 2010/11.

## 6 Executive Portfolios – Appointments

- 6.1 I have appointed the following Members to the Executive Portfolios:

Policy, Community Planning and Community Development	Cllr Barry Wood
Resources and Communications	Cllr James Macnamara
Breaking the Cycle of Deprivation	Cllr Colin Clarke
Performance Management, Improvement and Organisational Development	Cllr Ken Atack
Customer Service and ICT	Cllr Nicholas Turner
Economic Development and Estates	Cllr Norman Bolster
Planning and Housing	Cllr Michael Gibbard
Environment, Recreation and Health	Cllr George Reynolds
Community Safety, Street Scene and Rural	Cllr Nigel Morris
Democratic Services and Member Development	Cllr Miss Pickford

## 7 Role of Deputy Leader

- 7.1 I established an enhanced Deputy Leader role last year and will retain this in 2010/11. I am reappointing Cllr Reynolds to this role. Now that we have a full year's experience of the work of this role I will be submitting a case for a Deputy Leader's allowance to the Independent Review Panel.

## Appendix 1

### EXECUTIVE PORTFOLIOS, 2010/11 SPECIFIC RESPONSIBILITIES AND PROPOSED OBJECTIVES

#### 1. POLICY, COMMUNITY PLANNING AND COMMUNITY DEVELOPMENT

##### Responsibilities

- (1) Legislation or administrative action affecting local government;
- (2) The Council's Constitution, including Rules of Procedure and Protocols;
- (3) Contract Procedures;
- (4) Determination of grant applications received from public or voluntary organisations in cases where the application is not within the responsibility of any other Portfolioholder;
- (5) Responsibility for health and safety for the Council as an employer, including the health and safety of others who may be affected by its activities;
- (6) Equality, diversity and equity;
- (7) Legal, Elections and Human Resources;
- (8) The formulation and revision of a Community Plan;
- (9) Responsibility to ensure that community development, involvement and participation are embedded in all we do and to oversee the building of strong, inclusive communities, with a particular focus on community cohesion, supporting community groups, building voluntary sector capacity and voluntary sector funding.
- (10) Market research and consultation.

##### Proposed objectives, 2010/11

- Secure broad Member support for the new Cherwell Community Development Strategy and ensure this is adopted by Christmas 2010;
- With the Portfolioholder, Resources and Communications, ensure that the Council's new Corporate Plan reflects district priorities and is sufficiently robust to deal with potential cuts to our Central Government grant;
- Achieve external accreditation at the equivalent of the current Level 3 of the Local Government Equalities Standard (carried over from 2009/10).

## **2. RESOURCES AND COMMUNICATIONS**

### **Responsibilities**

#### *Resources*

- (1) Council Tax and National Non-Domestic Rates and any residual matters concerning rating generally;
- (2) Development and monitoring of the approved budgets of the Council;
- (3) Finance function and Financial Procedures Rules;
- (4) Housing Benefits;
- (5) Internal audit;
- (6) Insurance;
- (7) Strategic procurement;
- (8) Value for money programme;

#### *Communications*

- (9) External and internal communications;
- (10) Public relations;
- (11) Marketing and branding of the Council and its services.

### **Proposed objectives, 2010/11**

- With the Leader of the Council, ensure that the Council's new Corporate Plan reflects district priorities and is sufficiently robust to deal with potential cuts to our Central Government grant;
- Undertake a root and branch review of the Council's income and expenditure informed by a searching debate about what, in the new economic climate, the Council is here to do and the standards to which individual services should be delivered (carried forward from last year);
- Working with all other Portfolioholders, sustain the significant recent improvements in the volume and tone of the media coverage which the Council achieves;

## **3. BREAKING CYCLE OF DEPRIVATION**

### **Responsibilities**

- (1) Co-ordination of the Council's work with partners to support and meet the needs of residents in our most deprived communities
- (2) The *Brighter Futures in Banbury* pilot

## **Proposed objectives, 2010/11**

- Work to ensure broad Member understanding of the deprivation agenda in Cherwell among District, County and Town/Parish Councillors;
- Ensure that the short- and long-term outcomes of the Brighter Futures in Banbury pilot are always clear and that the multi-agency team is on track to deliver them;
- Ensure that lessons learned from the pilot are transferred to other parts of the District as soon as practicable.

## **4. PERFORMANCE MANAGEMENT, IMPROVEMENT AND ORGANISATIONAL DEVELOPMENT**

### **Responsibilities**

#### *Performance Management*

- (1) The Council's Performance Management Framework;
- (2) Data quality;
- (3) The Council's combined Annual Report and Accounts;

#### *Improvement*

- (4) The Council's Improvement Strategy and annual Improvement Plans;
- (5) Co-ordination of the work required for corporate inspections and the corporate elements of key service inspections.

#### *Organisational Development*

- (6) Organisational development in the context of the Medium Term Financial Strategy and Corporate Plan and national pressures and developments.

## **Proposed objectives, 2011/11**

- Working with all other Portfolioholders oversee the delivery of the Corporate Improvement Plan 2010/11;
- Develop a new Improvement Strategy for integration into the Council's new Corporate Plan (carried over from last year);
- Working with the Leader, the Portfolioholder for Resources and Communications, and the Chief Executive continually evaluate the capacity and structure of the organisation as the Corporate Plan develops and the national funding situation becomes clear;

## **5. CUSTOMER SERVICE AND ICT (WITH SPECIAL RESPONSIBILITY FOR TOURISM)**

### **Responsibilities**

- (1) The Council's Customer Access Strategy;

- (2) The Council's Customer Service Centre;
- (3) The Council's ICT Strategy, including telephony;
- (4) Tourism information and promotion.

#### **Proposed objectives, 2010/11**

- Deliver the 2010/11 outcomes of the Telephony Strategy;
- Finalise and implement the ICT Review;
- Implement a more robust process for learning from our customers' experiences of our services and making improvements as a direct result.

### **6. ECONOMIC DEVELOPMENT AND ESTATES**

#### **Responsibilities**

- (1) The Cherwell Economic Development Strategy;
- (2) Economic development and promotion;
- (3) Strategic management of all property assets belonging to or in the possession of the Council in accordance with the Asset Management Strategy;
- (4) Industrial and commercial estates and other sites which belong to or are vested in the Council;
- (5) Regeneration of key sites in Banbury, Bicester and Kidlington;
- (6) Provision of office accommodation, and other facilities as required, to enable the Council to undertake its functions.

#### **Proposed objectives, 2010/11**

- Ensure the Council responds appropriately and innovatively to the needs of vulnerable individuals and businesses as action is taken to reduce the national deficit;
- Ensure the Council builds further on its strong approach to property asset management and maximises its usage of and income from its assets
- Deliver key 2010/11 milestones for the Bicester Town Centre, Banbury Flood Alleviation and Banbury Canalside projects.

### **7. PLANNING AND HOUSING**

#### **Responsibilities**

##### *Planning Policy*

- (1) The Local Development Framework;
- (2) Conservation of historic buildings;



- (3) Transport planning;
- (4) Responses to county, regional and national strategies;

*Development Control and Major Developments*

- (5) Development briefs and other supplementary planning documents;
- (6) Development control management and process

*Building Control and Engineering Services*

- (7) Building control management and process;
- (8) Internal engineering advice
- (9) Land drainage, sewers and drains, streams and water courses;

*Housing Services*

- (10) Assessment of housing need
- (11) The Cherwell Housing Strategy and associated Council strategies and policies;
- (12) Provision of accommodation, assistance and advice for the homeless and the prevention of homelessness;
- (13) Provision of shared ownership and low cost housing in partnership with Registered Social Landlords;
- (14) Control of rents and the protection of tenants of privately owned houses;
- (15) Loans for the purchase or improvement of private dwellings;
- (16) The standards of houses in the private sector, houses in multiple occupation and overcrowding.

*Community transport*

- (17) Community transport schemes, including concessionary fares;

**Proposed objectives, 2010/11**

- Steer the Local Development Framework Core Strategy through the conclusion of the public consultation and into the public examination by the Secretary of State;
- Deliver the 2011/12 Eco Bicester milestones
- Continue to take proactive action to deliver our affordable housing targets despite a slow recovery in the private sector housing market.

**8. ENVIRONMENT, RECREATION AND HEALTH**

**Responsibilities**

*Environmental Services*

- (1) The Cherwell Environmental Strategy;

- (2) Abandoned vehicles; fly tipping and fly posting
- (3) Public toilets, street cleaning and dog mess;
- (4) Recycling and refuse collection;
- (5) Climate change.

#### *Recreation and Health*

- (6) The Cherwell Recreation Strategy and Cherwell Public Health Strategy;
- (7) Recreational facilities, including sports centres, swimming pools, parks, recreation grounds, open spaces and museums;
- (8) Cultural sports, arts, countryside activities and entertainments;
- (9) Recreation Grants and young people's recreation venues.

#### **Proposed objectives, 2010/11**

- Oversee the first full year of food waste recycling and deliver the forecast reduction in landfill volumes;
- Oversee the first full year of operation in all our refurbished leisure centres and deliver the forecast uplifts in attendance;
- Deliver the 2010/11 outcomes and milestones critical to our climate change agenda.

### **9. COMMUNITY SAFETY, STREET SCENE AND RURAL**

#### **Responsibilities**

##### *Safer Communities and Community Development*

- (1) The Cherwell Community Safety Strategy;
- (2) Consumer protection, environmental health and general well-being, in particular:
  - (a) the control of vermin;
  - (b) the inspection and control of food, water, milk, drugs, nuisances, litter, smoke, noise and all forms of pollution;
  - (c) the investigation of disease and measures to prevent its spread;
  - (d) the welfare, protection, care and control of creatures, animals, birds and plants;
  - (e) environmental health education and the promotion of home safety;
- (3) Reduction in crime and anti-social behaviour in partnership with Thames Valley Police;
- (4) Emergency planning and business continuity;

##### *Urban and Rural Services*

- (5) The Cherwell Rural Strategy;
- (6) Car and lorry parks and associated facilities, markets and off-street facilities for buses;
- (7) Traffic management schemes, including pedestrian areas and street furniture;
- (8) Liaison with Parish authorities and Parish Plans.
- (9) The Council's licensing function;
- (10) Nature conservation, landscape and access to the countryside.

### **Proposed objectives, 2010/11**

- Recommend and deliver a new action plan to address fear of crime across the District (carried over from last year);
- Rationalise the council's parking provision in Bicester in light of the new town centre development and improvements to the Market Square;
- Deliver the 2010/11 outcomes and milestones critical to the delivery of civil parking enforcement.

## **10. DEMOCRATIC SERVICES AND MEMBER DEVELOPMENT**

### **Responsibilities**

- (1) Democratic services;
- (2) Member training and development.

### **Proposed objectives, 2010/11**

- In discussion with all Members of the Council, co-ordinate the development of a second programme of Member training which meets the needs of individuals and of specific Committees and achieves good attendance rates;
- In discussion with all Members of the Council, review the services which are delivered to Members by the Democratic Services team and ensure these are delivered to Members' satisfaction (carried over from last year);
- Co-ordinate Member feedback on the new Members' weekly briefing and develop this so it best suits Members' needs (carried over from last year).

## Appendix 2

### Public Pledges 2010/11

Pledge	Portfolioholder
<b>A district of opportunity</b>	
Deliver 100 new homes for those in need of better housing	Planning and Housing
Contribute to the creation of 200 new jobs	Economic Development and Estates
Help another 1,000 local people at our Bicester and Banbury job clubs	Economic Development and Estates
Launch a new programme of work to tackle deprivation in Cherwell	Breaking the Cycle of Deprivation
Work with partners to make significant progress towards completion of the Bicester town centre development	Economic Development and Estates
Make significant progress on all the Bicester eco town demonstration projects	Planning and Housing
<b>A safe and healthy Cherwell</b>	
Work with partners to deliver yet another reduction in crime and anti-social behaviour offences	Community Safety, Street Scene and Rural
Attract an extra 100,000 visits to the new and refurbished leisure centres and the newly opened Woodgreen Open Air Pool following the council's investment	Environment, Recreation and Health
Continue to support new and improved health care services in Bicester and the surrounding area	Environment, Recreation and Health
Continue to support the provision of the best possible services at the Horton General Hospital	Environment, Recreation and Health
<b>A cleaner, greener Cherwell</b>	
Increase the household recycling rate to 55%	Environment, Recreation and Health
Increase your satisfaction with street and environmental cleanliness from 67% to 69% by improving cleanliness and the removal of dog mess, abandoned vehicles and fly-tipping	Environment, Recreation and Health
Deliver a further year of CO2 emissions reduction from the council's fleet of vehicles and corporate buildings	Environment, Recreation and Health
<b>An accessible, value for money Council</b>	
Double the number of council services that can be booked, paid for or applied for online from 50 to 100	Customer Service and ICT
Reduce our costs by a further £800,000	Resources and Communications
Deliver a council tax increase in 2011/12 which is below inflation	Resources and Communications