

Eden District Council  
Council

30 July 2020

## Roles and Responsibilities of Portfolio Holders

<b>Portfolio:</b>	Leader
<b>Report from:</b>	Assistant Director Governance (Monitoring Officer)
<b>Wards:</b>	All Wards
<b>OPEN PUBLIC ITEM</b>	

### 1 Purpose

- 1.1 The purpose of the report is for the Leader to advise Council of the changes to the areas of responsibility of herself and the Members of her Executive.

### 2 Recommendation

It is recommended that the report be noted and appropriate amendments be made to the Council's Constitution.

### 3 Report Details

- 3.1 The Executive Procedure Rules identify the Members of the Executive and the specific areas of responsibility for each Member of the Executive. The actual extent and nature of each Portfolio is a matter for the Leader of the Council.
- 3.2 The broad parameters of the Portfolio Holders will be:
- Strategic and Community Leadership – Councillor Virginia Taylor
  - Communities – Councillor Lissie Sharp
  - Economies and Enterprise – Councillor Mary Robinson
  - Green Growth – Councillor Mark Rudhall
  - Housing and Health – Councillor Judith Derbyshire
  - Resources – Councillor Karen Greenwood
  - Services – Councillor Michael Tonkin
- 3.3 Schedule 1 to the Responsibility for Functions contained within Part 3 of the Council's Constitution and which relates to the Executive contains a broad statement of the policy areas and functions included within each Portfolio. There is attached to this report a revision of that schedule which sets out the areas of activity.

## 4 Policy Framework

4.1 The Council has four corporate priorities which are:

- Sustainable;
- Healthy, safe and secure;
- Connected; and
- Creative

4.2 This report meets all corporate priorities

## 5 Consultation

5.1 The Leader has consulted with Members of the Executive.

## 6 Implications

### 6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2019-2023 as agreed at Council on 7 November 2019.

There are no proposals in this report that would reduce or increase resources.

### 6.2 Legal

6.2.1 The remit and broad parameters of the portfolio holders are stated in the Constitution.

### 6.3 Human Resources

6.3.1 There are no implications arising from this report.

### 6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no issues arising from this report.
Health, Social Environmental and Economic Impact	There are no issues arising from this report.
Crime and Disorder	There are no issues arising from this report.
Children and Safeguarding	There are no issues arising from this report.

### 6.5 Risk Management

Risk	Consequence	Controls Required
Roles and responsibilities of each Portfolio Holder are not clearly identified. Over time the Constitution ceases to be fit for purpose and	The Constitution does not align with the proposed changes to the remit and responsibilities of the	The Constitution should be kept up to date regarding the current remit and responsibilities of the Portfolios.

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
does not include the provisions which are considered to be necessary and required.	individual Portfolio Holders.	

## **7 Other Options Considered**

7.1 No other options have been considered.

## **8 Reasons for the Decision/Recommendation**

8.1 To advise Council of the changes to the areas of responsibility of the Leader and the Members of the Executive.

**Background Papers:** N/A

**Appendices:** Appendix 1 – Policy Areas and Executive Functions included in Portfolios

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## **Schedule 1**

### **Policy Areas and Executive Functions included in Portfolios**

#### **1. The Council Leader's Portfolio - Strategic and Community Leadership**

**Portfolio holder:** Council Leader - Councillor Virginia Taylor

Portfolio of responsibilities:

- Strategic direction of the Council and the Corporate Plan
- Strategic leadership
- Council's Declaration of Climate and Ecological Emergency
- Devolution and Local Government reorganisation
- External relations
- Executive oversight
- Strategic partnerships, including Arts & Culture and Equality & Diversity
- Ensuring a balanced budget with the Resources Portfolio Holder
- Emergency planning and business continuity, with the Economic and Enterprise Portfolio Holder
- Responsibility for delivery of the Corporate Priorities
- Council communications
- Planning Policy
- Development Management, with the Green Growth Portfolio Holder

#### **2. Communities Portfolio**

**Portfolio Holder:** Councillor Lissie Sharp

Portfolio of responsibilities:

- Community engagement, resilience and empowerment
- Community development activities
- Community safety, crime and disorder
- Distribution of community grants
- Sports, recreation and leisure
- Parks and open spaces

- Children and young people
- Older person services
- Armed Forces Covenant
- Work with third sector organisations
- Parish and Town Council engagement

### 3. **Economic and Enterprise Portfolio**

**Portfolio Holder:** Deputy Leader of the Council - Councillor Mary Robinson

Portfolio of responsibilities:

- An Economic strategy which brings investment into Eden and drives vitality and business development
- Work with the market towns, town centres and the rural areas in the district to bring vitality and viability
- Stakeholder relationships linked to economic activities including Town and Parish Councils, Chambers of Trades, BIDs
- Strategic Partnerships linked to economic investment, viability of services and the Local Industrial Strategy for Cumbria
- Relations with businesses and education providers in the District
- Employment within the district
- The promotion of apprenticeships
- The implementation of broadband and communication facilities and services within the district
- Tourism, tourism development and Tourist Information centres
- Land and asset management and maximising income generation and economic opportunities
- Markets
- Shareholder representative on Heart of Cumbria

#### **4. Green Growth Portfolio**

**Portfolio holder:** Councillor Mark Rudhall

Portfolio of responsibilities:

- Sustainable Development
- Assets & Energy
- Land Use
- Consumption & Waste
- Circular Economy
- Zero Carbon Housing (New Build & Retrofit)
- Sustainable Transport & Cycling
- Low Carbon/Greening Eden Businesses
- Climate Change
- Biodiversity
- Flood prevention and management
- Sustainable Waste Service with Services Portfolio Holder
- Home Improvement Agency with Housing & Health Portfolio Holder
- Building Regulations and Building Control
- Development Management with the Leader
- Environmental Enhancement
- Conservation Areas

#### **5. Housing and Health Portfolio**

**Portfolio Holder:** Councillor Judith Derbyshire

Portfolio of responsibilities:

- Council's responsibilities as local housing authority
- Well-being & public health
- Delivery of housing provision to fit all housing needs, including bringing empty houses back into use
- Delivery of better quality homes, existing and new, for all residents
- Statutory homelessness
- Improving housing stock, reducing energy use and emissions, with Green Growth portfolio holder

- Home Improvement Agency, including Disabled Facilities grant
- Environmental health protection, food safety and housing standards
- Embedding public health aims in wider council functions

## **6. Resources Portfolio**

**Portfolio holder:** Councillor Karen Greenwood

Portfolio of responsibilities

- Financial management and planning, including ensuring a balanced budget with the Leader
- Financial Services
- Revenues and Benefits
- Procurement and Procurement Strategy
- Policy on General Fund Reserves
- Land and Asset Management Resource Implications
- Office Accommodation Resource Implications
- Information Technology
- Oversight of establishing other methods of Service Delivery (incl. commercial entities)
- The organisational structure and management processes of the Council
- The Management of Succession
- Legal
- Information Governance, Data Protection and Freedom of Information
- Equality and Diversity
- Human Resources
- Staff and Member Training
- Customer Services
- Democratic Services
- Regulatory and Licensing Policy

## **7. Services Portfolio**

**Portfolio holder:** Councillor Michael Tonkin

Portfolio of responsibilities:

- Waste collection and recycling
- Joint working with the County Council and other authorities on waste
- Devolution of functions to Town and Parish Councils
- Street cleansing and ground maintenance
- Cemeteries and closed churchyards
- Public Toilets
- Off-street parking