

**CABINET
28TH JUNE 2016**

**HEAD OF DEMOCRATIC AND
CUSTOMER SERVICES' REPORT
NO. DCS1603**

REVIEW OF PORTFOLIOS

1. INTRODUCTION

- 1.1 Following a request from the Leader, a review has been carried out of the Cabinet portfolios, taking account of the comparative workloads. This Report sets out the changes for 2016/17 which have been agreed by the Leader.

2. BACKGROUND AND CHANGES

- 2.1 The basic portfolio structure has been in place since the Cabinet system was introduced in 2001. A number of adjustments have been made over the years within this structure. Responsibilities have evolved and, at the current time, it is clear that some portfolios have a more extensive range of responsibilities and functions than others. It is recognised though that, at any one time, some projects or issues may generate considerable work for a Cabinet Member.
- 2.2 A discussion has been held with the Leader and Deputy Leader and some changes have been made to the portfolios for 2016/17 and the list is attached. The changes made have been highlighted. No adjustments to the responsibilities of Policy and Review Panels are proposed at the current time, although the Corporate Services Panel has an outstanding commitment to review the panel structure.
- 2.3 The Cabinet has made an undertaking to re-assess the Council's priorities. Once this has been completed, it is likely that a further review of the Cabinet portfolios will be carried out.

3. RECOMMENDATION

- 3.1 The Cabinet is requested to note and endorse the action taken in making changes to the portfolios for 2016/17.

**Andrew Colver
Head of Democratic and Customer Services**

Background Papers:
None

PORTFOLIO STRUCTURE 2016/17

LEADER

(Cr David Clifford)

Overall political direction and specific responsibilities relating to:

- Strategic Objectives
- Revenue and Capital Budgets
- Corporate Performance Plan
- **Public relations**

CORPORATE SERVICES

(Cr. Paul Taylor)

The provision, planning, management and performance of all issues in the Borough relating to:

- management of corporate property portfolio
- matters relating to financial administration
- issues relating to human resources strategies and policies
- Internal organisation and support services including IT, customer services and land charges
- services to Members
- audit and corporate governance
- corporate performance issues

HEALTH AND HOUSING

(Cr. Barbara Hurst)

The provision, planning, management and performance of all issues in the Borough relating to:

- statutory housing responsibilities including:
 - housing strategy
 - homelessness
 - private sector renewal and grants
 - housing register and allocations policy
 - registered social landlords
- housing association liaison
- health services

LEISURE AND YOUTH

(Cr. Sue Carter)

The provision, planning, management and performance of all issues in the Borough relating to:

- Leisure Services:
- sport and recreation
 - parks and open spaces
 - tourism and heritage
 - childcare and play
 - arts and entertainment
 - monitoring of leisure contracts
 - youth matters
 - education and lifelong learning
 - Rushmoor in Bloom
 - town twinning
 - special events and competitions in the Borough

ENVIRONMENT AND SERVICE DELIVERY

(Cr. Martin Tennant)

The provision, planning, management and performance of all issues in the Borough relating to:

- **regeneration**
- **planning policy**, including Local Development Framework and strategic transport
- parking and traffic management
- grounds maintenance and street cleansing
- waste management and recycling
- public space and street scene (including decorations for shopping areas)
- contracts related to the portfolio

BUSINESS, SAFETY AND REGULATION

(Cr Ken Muschamp – Deputy Leader)

The provision, planning, management and performance of all issues in the Borough relating to:

- **economic development**
- community safety, including anti-social behaviour
- **development management**
- **building control**
- environmental health policy relating to:
 - licensing
 - Hackney carriage fares
 - food safety
 - health and safety
 - pollution, environmental control, dogs, pests
- **public conveniences**
- **travellers**
- **cemeteries and crematoria**
- caravan sites

CONCESSIONS AND COMMUNITY SUPPORT

(Cr Gareth Lyon)

The provision, planning, management and performance of all issues in the Borough relating to:

- Applications for rate and rent relief
- Grants and financial assistance to voluntary organisations
- liaison with community groups
- democratic renewal and community involvement
- electoral issues
- benefits policy
- **care in the community**
- access for people with disabilities
- concessionary fares
- **civil emergencies**