

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

LEADER OF THE COUNCIL

Executive Councillors at LB Hammersmith & Fulham are appointed by the full Council 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).

Scope of Portfolio – Leader

This portfolio covers the following areas:

- 1. Leader's Functions**
 - 1.1 Ensuring collective deliberation with Cabinet Members.
 - 1.2 Representing and acting as ambassador for the Authority, providing community leadership (e.g. Borough Partnership), and the development of a Local Strategic Partnership and the approval of the Local Area Agreement.
 - 1.3 Strategic policy initiatives.
 - 1.4 Responsibility for the Strategic Partner for Information Technology.

- 1.5 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.
- 1.6 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.
- 1.7 Responsibility for the monitoring of revenue and capital budgets.
- 1.8 Responsibility for Pension Fund management.
- 1.9 Responsibility for Treasury Management.
- 1.10 Responsibility for organisational development.
- 1.11 Probity and financial monitoring.
- 1.12 Preparation of annual accounts.
- 1.13 Employee relations.
- 1.14 The content and production of the Authority's Community Strategy.
- 1.15 The provision of services in respect of electoral and other registration Services.
- 1.16 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.
- 1.17 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.18 The development, monitoring and implementation of the Authority's Communication Strategy.
- 1.19 The development, implementation and monitoring of the Authority's Public Consultation Strategy.
- 1.20 The strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.21 The Council's customer care and complaints policies.
- 1.22 Joint venture property/land developments with companies or statutory corporations.

- 1.23 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 1.24 The Leader may (notwithstanding any non-statutory provisions to the contrary in the Council's Constitution) take any decision likely to incur savings or expenditure of between £100,000 and £300,000 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.
- 1.25 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 Community 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 Cabinet Member for Strategy**
 - 3.1 Compulsory purchase of land for planning purposes.
4. **Area in which power is shared with the Cabinet Member for Community and Children's Services**
 - 4.1 Adult Learning and Skills Service (incorporating local learning and skills).
5. **Area in which power is shared with the Cabinet Member for Parks, Culture and Heritage**
 - 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 Cabinet Member for Residents Services and the Cabinet Member for Community and Children's Services**
 - 6.1 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
7. **Area in which power is shared with the Cabinet Member for Strategy**
 - 7.1 Physical regeneration.
8. **Area in which power is shared with the Cabinet Member for Community and Children's Services and the Cabinet Member for Housing**
 - 8.1 Social regeneration.

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

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