

## **Part Four – The Executive**

### **Section One – The Leadership Team and Executive Authority**

#### **RESPONSIBILITIES**

- I.01 The Leadership Team is the Council’s executive, which is the part of the Council responsible for most of the major service, financial and policy decisions. In fact it is responsible for undertaking all of the Council’s functions, except for those functions that the law specifies are the responsibility of full Council or which are delegated by the Council to committees, sub-committees (if any) or officers.

#### **THE LEADER OF THE COUNCIL**

- I.02 The Leader is a Councillor who is elected by the Council to the position of Leader of the Council, in normal circumstances at the Annual Council Meeting immediately following the Borough Elections every four years. The Leader holds office until:
- (a) he or she resigns from the office;
  - (b) he or she is suspended from being a Councillor (although he or she may resume office at the end of the period of suspension);
  - (c) he or she is no longer a Councillor;
  - (d) he or she is removed from office by resolution of the Full Council; or
  - (e) 6.30pm on the day of the Annual Council Meeting immediately following the next Borough Elections after his or her election as Leader.

#### **THE DEPUTY LEADER**

- I.03 The Leader will appoint one of the Lead Members to be his or her deputy. The Deputy Leader holds office until:
- (a) he or she resigns from office;
  - (b) he or she is suspended from being a Councillor (although he or she may resume office at the end of the period of suspension);
  - (c) he or she is no longer a Councillor;
  - (d) he or she is removed from office by the Leader; or
  - (e) the end of the term of office of the Leader.

#### **LEAD MEMBERS**

- I.04 The Leader appoints the Leadership Team, which can comprise up to a maximum of ten councillors (including the the Leader), and must notify the Director of Governance and Co-Ordination of any such appointments. Notice of the appointment will be made public within two working days, at which point the appointment becomes effective.

- I.05 Individual Councillors who are members of the Leadership Team are known as Lead Members and they hold office until:
- (a) they resign from office; or
  - (b) they are suspended from being Councillors (although they may resume office at the end of the period of suspension); or
  - (c) he or she is no longer a Councillor; or
  - (d) he or she is removed from office by the Leader; or
  - (e) the end of the term of office of the Leader.
- I.06 As circumstances require, and to cover planned and unplanned absences, the Leader may assign executive portfolio responsibilities from one Lead Member to another and will notify the Director of Governance and Co-Ordination accordingly.

#### **DEPUTY LEAD MEMBERS**

- I.07 Other members of the Council may, from time-to-time, be designated by the Leader (and notified as such to the Director of Governance and Co-Ordination) as a ‘Deputy Lead Member’ for a particular activity or range of activities. Such a councillor will not be a member of the Leadership Team and cannot make executive decisions, but will work with and support the relevant Lead Member.
- I.08 A Deputy Lead Member can attend the public part of any Leadership Team meeting in the same way as any other non-executive councillor and can speak with the permission of the chair (but not vote).
- I.09 Deputy Lead Members should not be involved in scrutinising issues or policies in which they have been actively involved which will in normal circumstances mean that they should not serve on the scrutiny committee charged with scrutinising that service area.

#### **THE LEADERSHIP TEAM**

- I.10 The Leadership Team usually meets on a monthly basis, but the Leader keeps this arrangement under review. The Leader or, in his/her absence, the Deputy Leader chairs the meetings.
- I.11 Councillors who are not members of the Leadership Team cannot make any executive decisions, nor can they act as substitutes for Lead Members. In the absence of Lead Members, the Leader (and/or Deputy Leader in the Leader’s absence) will act on their behalf or determine which Lead Member will cover an absent colleague’s responsibilities.

#### **THE DELEGATION OF EXECUTIVE AUTHORITY**

- I.12 The functions set out in Part 4, Section 2 of this Constitution have been delegated by the Leader to the Lead Member and/or executive director or director.
- I.13 If for any reason the Leader is unable to act or the office of Leader is vacant the Deputy Leader will act in his or her place.
- I.14 The Leader keeps the Executive’s scheme of delegation under review and notifies the Director of Governance and Co-Ordination of any alterations. The latter will ensure that:

- (i) all Councillors are informed of those alterations;
- (ii) the Constitution is amended accordingly;
- (iii) the alterations are published; and
- (iv) a report is made annually to the full Council on the changes that have been made during the previous twelve months.

### **THE COUNCIL'S BUDGETARY AND STRATEGIC FRAMEWORK**

- I.15 The Leadership Team is responsible for the preparation of the Council's budget and the various plans and strategies that constitute the Council's strategic framework.
- I.16 In preparing the Council's budget and strategic plans, the Leadership Team will consult with relevant stakeholders, partner agencies and local people.
- I.17 The Leadership Team is also required to consult with the Overview and Scrutiny Committee as it draws up its budgetary and strategic plans, and to give proper consideration to any responses. In this respect, the Leadership Team needs to give advance notification to that Committee to allow the consideration of draft plans and strategies to be built into the Annual Scrutiny Work Programme.
- I.18 Having considered the views and recommendations of the Overview and Scrutiny Committee and other interested parties including local people, the Leadership Team will then present the budget, plans and/or strategies to the full Council for adoption.

### **KEY DECISIONS AND EXECUTIVE DECISIONS**

- I.19 Executive decisions (i.e. decisions that do not, by law, have to be taken by full Council or one of its committees) are taken either by the full Leadership Team, an individual Lead Member or by an officer who has the constitutional authority to make that decision.
- I.20 Those executive decisions which fall within the following definition are known as Key Decisions and, unless specifically delegated by the Leader, will be taken by the Leadership Team or by a Lead Member (as provided in Section 2 below):

A Key Decision is an executive decision which is likely:

- (a) to result in significant income or expenditure as follows:
    - contracts, capital expenditure and/or the disposal of property or interests in property (e.g. leases) with a total value of £1.5 million or more;
    - revenue expenditure or income of £500,000 or more; and
    - the making of individual grants of £50,000 or more; and/or
  - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.
- I.21 A decision will be a Key Decision by virtue of its 'significant local impact' (as per paragraph I.20(b) above) if the impact is felt across two or more wards and it satisfies one or more of the following criteria:
    - (i) it is contentious, i.e. a proposal to which a substantial number of local people and/or their local councillors are already known to object; and/or

- (ii) it entails demonstrable social, economic or environmental impact to a substantial number of local people, or significant risks for the Council; and/or
- (iii) it entails the closure or significant change to the provision of any Council service, school or education facility which impacts principally on one or more vulnerable groups.

**Notes:**

- (a) *In normal circumstances ‘substantial number’ is interpreted as hundreds (rather than tens) of people (across two or more wards).*
- (b) *Any disputes over the interpretation of these criteria will be determined by the Head of Governance Services and the Monitoring Officer jointly. Where a challenge is made but the decision properly remains an officer decision, the senior officer responsible for the service will make all reasonable efforts to engage with interested councillors and residents before the decision is made.*
- (c) *Other than in the circumstances envisaged at paragraph 1.21(iii) above, where a decision is only likely to have a significant impact on a small number of people the matter will not be a Key Decision but the decision-maker should ensure those people and their ward councillors are informed of the forthcoming decision in sufficient time to give their views. Decisions on the sale of property interests with a value of £1.5million or more will always be Key Decisions. Those below this will not be, other than in exceptional circumstances based on the criteria above.*

1.22 Any matter that does not fall within the above definition is delegated to the relevant Council officer (in accordance with Part 7, Section 2 of the Constitution), albeit that any officer can, where he/she sees fit to do so, consult with the relevant Lead Member prior to taking any decision falling within his/her delegated authority. Furthermore the Leader or any Lead Member can give notice that they wish themselves to take, or for the Leadership Team to take, any executive decision within their portfolio that would otherwise fall within an officer's delegated authority (i.e. ‘recall’ a specific delegated matter) subject to the usual requirements around advance publicity on the Forward Plan (see more below).

1.23 Executive decisions (see paragraph 1.19 above) that do not fall within the Key Decision definition above but which involve income or expenditure of £100,000 or more - or, in the case of contracts, of a value of more than £189,330 - will be taken by the relevant Executive Director (and are referred to as ‘Executive Decisions’).

**Note:** *The Council's Contract Regulations provide that decisions in connection with contracts with a value of up to £189,330 are delegated to the relevant director. This European Union threshold applies from 1 January 2020 and is reviewed on 1 January every second year. The Contract Regulations, the Scheme of Delegation and this note will be updated by the Monitoring Officer to incorporate any change to the EU services threshold.*

**THE FORWARD PLAN**

1.24 The Council will give at least 28 calendar days notice of any Key Decision or Executive Decision. The Council publishes these notices in a document called 'The Forward Plan'. [The Forward Plan is available on the Council website](#) and contains the following information:

- (i) the subject matter of the decision to be made;

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- (ii) where the decision-taker is an individual Lead Member, that Lead Member's name, and title; where the decision maker is the Leadership Team or another executive decision-making body, its name and a list of its members; and where the decision maker is an officer his/her name and title;
- (iii) if a meeting at which the decision is to be taken is to be held in private, the reasons for that;
- (iv) the date on which, or the period within which, the decision is to be made;
- (v) a list of the documents submitted to the decision maker for consideration in relation to the decision to be made;
- (vi) the address from which copies of, or extracts from, any document listed is available;
- (vii) other documents relevant to those matters that are to be submitted to the decision maker; and
- (viii) the procedure for requesting details of those documents (if any) as they become available.

I.25 The Forward Plan is updated on an ongoing basis by the addition or amendment of new items which will be the subject of future decisions or by the deletion of planned decisions that will no longer be required. At the point that a new item is added to the Forward Plan, at least 28 days before the decision is to be taken, there will rarely be any written report drafted or available.

### **LEADERSHIP TEAM MEETINGS AND DECISIONS**

I.26 Where a Leadership Team decision is required, officers will first ensure that notice of this has been added to the Forward Plan. After that the following procedure applies:

- (i) The item is placed on the agenda for an upcoming Leadership Team meeting. In due course the agenda is then published giving five clear working days notice of the meeting, and all Councillors are notified.
- (ii) Any councillor can attend a Leadership Team meeting and the the Leader may:
  - (i) permit them to speak; or
  - (ii) where the Overview and Scrutiny Committee so requests, refer the matter to the relevant scrutiny committee.
- (iii) The decision is then made (or not made) by the Leadership Team.
- (iv) Up until 5.00pm on the day following the Leadership Team meeting, the decision can be called-in by the Overview and Scrutiny Committee (see Part 5, Section 3 of the Constitution). If the Director of Governance and Co-Ordination receives no call-in requisition, then the decision will be implemented.
- (v) Where a decision is called-in, the Director of Governance and Co-Ordination notifies the Chair of the Overview and Scrutiny Committee and implementation of the decision will be deferred for five days to allow the Overview and Scrutiny Committee to arrange for consideration of the matter. If Scrutiny has not considered the matter within this period, the Leadership Team can implement the decision. Where the Overview and Scrutiny Committee (or a Scrutiny Committee charged by the Overview and Scrutiny Committee) does consider the matter it can decide whether or not to recommend reconsideration or may,

where the proposal is contrary to the Council's budgetary and strategic framework, refer the matter to full Council.

- (vi) Where Scrutiny or the full Council recommends reconsideration, the decision will be placed on the agenda for the next Leadership Team meeting and the Overview and Scrutiny Committee (or the Scrutiny Committee that was charged by the Overview and Scrutiny Committee to consider the issue) is invited to make representations at that meeting before the final decision is made.
- (vii) The minutes of Leadership Team meetings provide the formal written statement of the executive decisions taken at such meetings and these will include, in part by reference to the report upon which the decision was based:
  - a record of the decision, including the date it was made;
  - a record of the reasons for the decision;
  - details of any alternative options considered and rejected by the decision-making body at the meeting at which the decision was made;
  - a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and
  - in respect of any declared conflict of interest, a note of dispensation granted by the Chief Executive.

## **CONSIDERATION OF PRIVATE MATTERS AT LEADERSHIP TEAM MEETINGS**

- I.27 At least 28 days clear notice is given of any meeting or part of a meeting to be held in private, stating the reasons for that meeting or part of that meeting to be held in private. This is done as and when each decision item is added to the Forward Plan, identifying the date the decision will be taken and whether or not the report will include any exempt or confidential papers which might call for consideration in private session.
- I.28 At least 5 clear working days before a private meeting, the Leadership Team must give notice at its offices and on its website of its intention to hold the meeting in private. This notice must state the reasons the meeting is to be held in private and detail any representations received by the Leadership Team about why the meeting should be open to the public, together with its response to any such representations.
- I.29 Where compliance with these requirements is impracticable the meeting may still proceed, provided the Chair of the Overview and Scrutiny Committee agrees that the business is urgent and cannot reasonably be deferred. A notice must be published on the Council's website and made available at the Town Hall setting out the reasons why the business is urgent and cannot reasonably be deferred.

## **DECISIONS BY INDIVIDUAL LEAD MEMBERS**

- I.30 Where an individual Lead Member Key Decision is required, the relevant senior officer will first ensure it has been added to the Forward Plan. After this the following procedure applies:

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- (i) The report dealing with the matter upon which the decision is needed will be produced and published at least five clear days before the decision is to be taken.
- (ii) The Overview and Scrutiny Committee will be notified and will have no less than the above five clear working days to comment on the matter to the relevant Lead Member and/or senior officer.
- (iii) Provided 28 days has elapsed, and subject to (i) and (ii) above, a decision is then made by the Lead Member; and
- (iv) As soon as reasonably practicable after an individual Lead Member has made an executive decision, the Council will produce a written statement of that decision which includes the following:
  - a record of the decision including the date it was made;
  - a record of the reasons for the decision;
  - details of any alternative options considered and rejected by the Member when making the decision;
  - a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision; and
  - in respect of any declared conflict of interest, a note of dispensation granted by the Chief Executive or an officer authorised by him.
- (v) The decision is not implemented for a further five working days, during which time it can be called-in by the Overview and Scrutiny Committee. Decisions not called-in are then implemented.
- (vi) Where a decision is called-in, the Head of Governance notifies the relevant scrutiny committee chair and Lead Member, who defers implementing the decision for a further five working days to allow the scrutiny committee to consider the matter. If the scrutiny committee has not considered the matter within this period, the Lead Member can implement the decision. Where the scrutiny committee has considered the matter, it can decide whether or not to recommend reconsideration or may, in some circumstances, refer the matter to full Council.
- (vii) Where the scrutiny committee or the full Council recommends reconsideration, the decision is placed on the agenda for the next Leadership Team meeting and the scrutiny committee is invited to make representations at that meeting before the final decision is made.

#### **EXECUTIVE DECISIONS TAKEN BY OFFICERS**

- I.31 Please see paragraph I.23 above, and I.24-I.25 which cover the notice given to such decisions.
- I.32 The report dealing with the matter upon which the decision is needed will be produced and published at least five clear days before the decision is to be taken.
- I.33 As soon as reasonably practicable after an individual officer has made an Executive Decision, the Council will produce a written statement of that decision which includes the following:

- a record of the decision including the date it was made;
- a record of the reasons for the decision;
- details of any alternative options considered and rejected by the officer when making the decision;
- a record of any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and
- in respect of any declared conflict of interest, a note of dispensation granted by the Chief Executive or an officer authorised by him.

## **URGENCY PROVISIONS**

### **Standard Urgency Procedure ('General Exception')**

- I.34 Where, on the grounds of urgency, publication of the intention to make a Key Decision is impracticable, that decision may still be made provided:
- the chair of the Overview and Scrutiny Committee has been informed in writing (or, if there is no such person, each member of the Overview and Scrutiny Committee) of the matter about which the decision is to be made;
  - a copy of the notice given to the Chair of the Overview and Scrutiny Committee (or, in his or her absence, the vice-chair) has been made available at the Council offices and published on the Council's website; and
  - five clear working days have elapsed following the day on which the notice was made available.
- I.35 As soon as reasonably practicable after this has been done the Council will publish a notice at the Council offices and on its website setting out the reasons why this urgency provision has been used (i.e. why compliance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 is impracticable).

### **Special Urgency**

- I.36 Where an urgent Key Decision is required but compliance with the above is impracticable, the decision may still be made provided the decision maker has obtained the agreement of the Chair of the Overview and Scrutiny Committee (or, if there is no such person or if the Chair of the Committee is unable to act, the Mayor) that the making of the decision is urgent and cannot reasonably be deferred and, thereafter, published a notice at the Council offices and on the website setting out the reasons that the decision is urgent and cannot reasonably be deferred.
- I.37 The Leader reports quarterly to full Council on how often these urgency procedures are used, together with the details in each case.

### **Urgency in relation to Executive Decisions taken by Officers**

- I.38 Where, on the grounds of urgency, publication of the intention to make an officer Executive Decision is impracticable, that decision may still be made provided the chair of the Overview and Scrutiny Committee has been informed in writing (or, if there is no such person, each member of the Overview and Scrutiny Committee) of the matter about which the decision is to be made.

**OFFICER ADVICE, REPORTS AND BRIEFINGS**

- I.39 Officers are responsible for providing professional advice to the Leadership Team or Lead Member who will be taking a decision. This will usually take the form of a report setting out the issue, policy context, options available, results of consultation, any legal or financial considerations, and professional advice.
- I.40 Senior Council officers bringing forward reports for Leadership Team or Lead Member decision are expected to engage with service users, local people, ward councillors, scrutiny councillors and other stakeholders in the development of proposals as appropriate and to demonstrate that any feedback has been considered before any firm recommendation is developed.

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### Section Two – The Distribution of Executive Authority

2.01 The Leader of the Council is Cllr Elizabeth Campbell. Details of those Members she has appointed to her Leadership Team are published on the Council website and are available also by calling Governance Services on 020 7361 2265.

#### **DECISIONS BY THE FULL LEADERSHIP TEAM**

2.02 The Leadership Team makes decisions in the following circumstances:

- (a) matters reserved to the Leadership Team as set out in paragraph 2.03 below;
- (b) matters normally delegated to individual Lead Members where, in any particular case, the Leader directs that the decision should be made by the Leadership Team;
- (c) matters delegated to the individual Lead Member where the relevant Lead Member decides to refer any particular matter to the Leadership Team for decision; and
- (d) matters referred to the Leadership Team by individual Lead Members following call-in by Scrutiny - see Part Five, Section Three - of the Constitution.

2.03 The Leadership Team has overall responsibility for the preparation of the budget, and the policy and financial frameworks, which are to be agreed by the full Council. In carrying out these overall functions and responsibilities, the Leadership Team is responsible for the following:

- (a) Leadership in these areas:
  - (i) proposing policy development, changes and new policy;
  - (ii) articulating existing Council policy to other parties;
  - (iii) commenting on proposals from others on behalf of the Council, including through the media;
  - (iv) influencing others, including the media, in order to promote existing Council policy and associated matters; and
  - (v) ensuring the Council has a programme for continuous improvement of its services.

***Note:** if for any reason the Leader and Deputy Leader are both unable to act, or the offices of the Leader and the Deputy Leader are both vacant, the Leadership Team must act in the Leader's place or must arrange for a member of the Leadership Team to act in the Leader's place.*

- (b) Partnership working with:
  - (i) any or all other parties who can assist the Council to achieve its stated objectives or where collaboration benefits those who live in, work in or visit the Borough; and

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- (ii) others involved in community planning and the formation of partnerships with other local public, private, voluntary and community organisations to address local needs.
- (c) Decision-making in the following areas:
- (i) the introduction of new, or the development or termination of existing services within the Borough;
  - (ii) the acquisition of any land, which involves the use of a compulsory purchase order;
  - (iii) the letting of any contract covering a number of Council's directorates (other than in service areas specifically reserved to the full Council or one of its committees as set down elsewhere in the Constitution);
  - (iv) any proposal to transfer £500,000 or more from one budget head to another;
  - (v) all disposals of land and buildings - by way of the grant, transfer, assignment or renewal of a leasehold interest or the transfer of the freehold – that are of a sensitive or controversial nature, or where substantive councillor objections have been raised (not including the disposal of domestic dwellings under Right-to-Buy legislation);
  - (vi) the disposal of assets, excluding property, of £1.5million or more;
  - (vii) proposals for major policy plans to be recommended to Council;
  - (viii) proposals for the annual revenue and capital budgets to be recommended to Council, including proposals for local taxation; and
  - (ix) the setting up of a local authority trading company.

### **RESPONSIBILITIES OF ALL LEAD MEMBERS**

- 2.04 There are occasions when matters affect more than one Lead Member's portfolio; on such occasions, the Lead Members concerned act together.
- 2.05 In undertaking the responsibilities delegated to him or her, a Lead Member must act lawfully. This means that the Lead Member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, this Constitution, Council policies and procedures and the *Councillors' Code of Conduct*.
- 2.06 Each Lead Member is responsible for:
- (i) deciding the overall strategy for the services for which they are responsible in accordance with the Council Plan;
  - (ii) the continuous improvement of the Council's services through a programme of work;
  - (iii) speaking up on matters of local concern and acting as the main Council spokesman on issues within their portfolio;
  - (iv) ensuring budget control;
  - (v) decisions proposed and made;

- (vi) liaison with the relevant Council scrutiny committee(s);
- (vii) supporting the Leader of the Council in ensuring the success of bi-borough and other joint or partnership working arrangements;
- (viii) ensuring adequate staffing, premises and other resources to secure agreed standards and target outcomes in the area of each portfolio;
- (ix) the efficient use of Council premises;
- (x) approving use of specific grants and/or funding from non-governmental sources, and any annual delivery plans and agreements in relation to such funding;
- (xi) the making of individual grants of £50,000 or more to voluntary and other organisations within their portfolio, and approving jointly with other Lead Members where the application affects more than one portfolio;
- (xii) the promotion of the Council's policies and communication with the public as appropriate through local and other media
- (xiii) proposing and responding to Government and its agents, the Greater London Authority, and to those sharing common cause and others on matters defined by their responsibilities;
- (xiv) approving waivers from Contract Regulations;
- (xv) giving approval to proceed to advertise or any other method of securing competition authorised by Contract Regulations for inviting and accepting tenders and quotations and for awarding contracts related to matters within their portfolio valued at £1.5million or more;
- (xvi) approving variations to contracts in accordance with the Contract Regulations;
- (xvii) making recommendations to the Lead Member for Finance concerning the disposal or acquisition of property; and
- (xviii) setting new charges and revising current ones.

2.07 In addition to the specific functions above, Lead Members:

- (a) should attend Scrutiny meetings or hearings when so requested;
- (b) are required to notify the Overview and Scrutiny Committee of their proposed decisions so that Committee members may comment if they so wish; and
- (c) are required to meet all reasonable requests for information that are made by Scrutiny members.

## **THE FUNCTIONS AND PORTFOLIOS OF INDIVIDUAL LEAD MEMBERS**

### **The Leader of the Council**

2.08 The scope of the Leader's responsibilities spans all portfolios, ensuring co-ordination and a coherent approach to the Council's decision-making. The Leader can make any decision which is delegated to an individual Lead Member or to the Leadership Team. In this role, the Leader is specifically responsible for leadership, strategic planning and

development, partnership working and decision making within the following policy and service areas:

- (i) overall strategy, policy and budgeting
- (ii) communications, as primary spokesperson for the Council
- (iii) good governance and decision making
- (iv) corporate transformation
- (v) people strategy and cultural change
- (vi) liaison with Government, the Greater London Authority and London Councils
- (vii) the Grenfell Tower Inquiry and other external examinations of the Council
- (viii) local strategic partnerships and relationships with partner agencies
- (ix) the Grenfell Recovery Strategy
- (x) emergency and civil contingency planning

**Deputy Leader, Grenfell, Housing and Property**

2.09 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) the housing elements of Grenfell recovery
- (ii) the improvement and refurbishment of Lancaster West Estate
- (iii) housing investment, including any other estate improvement and refurbishment
- (iv) housing strategy and policy
- (v) Council housing management services
- (vi) housing demand, including homelessness and allocations policy
- (vii) the Housing Revenue Account (HRA) business plan
- (viii) corporate property, including the management, acquisition, sale and letting of the Council's property assets

**Lead Member for Adult Social Care and Public Health**

2.10 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) public health; the promotion of positive health; prevention of ill-health and disease; and reduction in health inequalities
- (ii) adult social care, including safeguarding
- (iii) assessment and care management of social services for vulnerable adults in need
  - (a) elderly people services

- (b) services for people with learning disabilities
- (c) mental health services
- (d) physical disability services
- (e) transitions from children's services
- (iv) partnership working and service integration with the local NHS
- (v) Friends and Family Assistance Centre
- (vi) discretionary welfare provision and subsidised transport
- (vii) Health and Wellbeing Board (chair)

**Lead Member for Communities**

2.11 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) community engagement and empowerment
- (ii) the Council's voluntary and community sector (VCS) grants programme
- (iii) community assets
- (iv) Notting Dale Strategic Partnership (Grenfell Recovery Strategy)
- (v) the Mayoralty

**Lead Member for Culture, Leisure and Community Safety**

2.12 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) visitor strategy
- (ii) museums and galleries; public art; events and film
- (iii) the Council's role in supporting Notting Hill Carnival
- (iv) parks and open spaces
- (v) leisure services, including sports centres and sports development for adults
- (vi) community safety, reducing crime and the fear of crime
- (vii) Community Safety Partnership Board (chair)
- (viii) Mortuary and Coroners' Services, cemeteries

**Lead Member for the Environment**

2.13 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) waste management, street cleansing, public conveniences and recycling
- (ii) the vitality of high streets and retail strategy
- (iii) licensing policy
- (iv) trading standards and consumer protection
- (v) policy for street markets and street trading
- (vi) maintenance and improvement of highways and street lighting
- (vii) parking policy and operations, including fees and charges
- (viii) environmental health and private rental housing regulation
- (ix) the response to climate change, controlling pollution and air quality.

**Lead Member for Family and Children’s Services**

2.14 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) children’s services, including safeguarding
- (ii) looked-after children; and fostering and adoption
- (iii) youth services
- (iv) new educational provision and admissions
- (v) services for schools and pupils
- (vi) educational support for children and young people affected by Grenfell
- (vii) nursery schools and child care
- (viii) children’s centres
- (ix) unaccompanied asylum seeker children
- (x) humanitarian support for children and young people affected by Grenfell
- (xi) youth justice and the Youth Offending Team

**Lead Member for Finance**

2.15 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) revenue and capital budget planning and monitoring
- (ii) investments and treasury management

- (iii) Council Tax and benefits
- (iv) legal services, facilities and events management, electoral services, procurement policy
- (v) customer access
- (vi) digital strategy and website improvement
- (vii) Corporate health and safety

**Lead Member for Planning and Transport**

2.16 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) influencing the overall quality of the built environment
- (ii) transport strategy and transportation policies
- (iii) planning policy and planning briefs for individual development sites
- (iv) development control and enforcement; Community Infrastructure Levy (CIL) and Section 106 planning obligations
- (v) conservation areas and garden squares
- (vi) the Council's statutory responsibilities as Lead Local Flood Authority.

**Lead Member for Skills and Enterprise**

2.17 The scope of this portfolio is concerned with leadership, strategic planning and development, partnership working and decision making within the following policy and service areas:

- (i) social investment, enterprise and philanthropy
- (ii) economic development and employment
- (iii) local labour market and supply chain strategies
- (iv) apprenticeship programme within the Council and local partners and suppliers
- (v) alternative career pathways for residents 16+
- (vi) further and adult education, skills and job readiness
- (vii) the Libraries Service
- (viii) the Registrars and bereavement services

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