3. Responsibility for Executive functions

(A) CABINET RESPONSIBILITIES

PORTFOLIO: LEADER

Councillor Richard Cooper
Flat 1
107 East Parade
Harrogate HG1 5LR
Member for Harrogate Central Ward

Main role

To provide political leadership on behalf of residents, stakeholders and partners in the co-ordination of Council policies, strategies and service delivery.

To promote the core values and objectives of the Council.

To lead the development of local, regional and sub-regional policy and strategic partnerships.

To develop partnerships with residents and stakeholders to deliver our strategic objectives and provide good quality services.

To chair Cabinet

Duties and responsibilities

1. To be the Cabinet Member having strategic responsibility for decision making in the following areas:-

   a. Policy initiatives including publication of the Council’s Corporate Plan.

   b. Ensuring value for money and demonstrating that in external and internal assessments.

   c. Communicating the Council’s vision, values and objectives to Councillors, staff and the Unions and to residents and other stakeholders.

   d. Relevant Local Enterprise Partnerships and other regional and national agencies.
e. Policy in respect of the Harrogate Convention Centre and the Council’s relationship with the Management Board.

f. Strategic risk management.

g. Political leadership of the Council’s own improvement agenda.

2. To take up membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Council’s own initiatives.

3. To be the Cabinet Member with overall responsibility for strategic risk management and decision-making in respect of Executive functions and operational risk management in respect of functions within this portfolio.

4. Co-ordination of the implementation of policies and strategies especially in relation to cross-cutting issues to achieve a corporate approach.

5. Implementation of an effective performance management framework including co-ordinating and monitoring the implementation of corporate policies through:
   a. Strategic monitoring of the content and production of the Corporate Delivery Plan.
   b. Leading on the setting of corporate objectives and performance indicators.
   c. Establishing the implementation and monitoring of systems, in liaison with other Cabinet Members, to ensure that management and departmental performance plans are consistent with corporate strategies and policies.

6. To ensure that systems exist to appraise the performance of senior managers.

7. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:
   b. Grant funding.

8. To have overall responsibility, at the political level, for ensuring that financial, staffing and other resources are adequate both in the functions listed at 6 above and generally across the Authority to meet the Council’s obligations, aims and objectives.

9. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.
10. To consider and report to the Council in respect of any Notice of Motion duly referred.

11. To be responsible for preparing budget estimates and a draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.
PORTFOLIO: HOUSING & SAFER COMMUNITIES

Councillor Mike Chambers
Kirkdale
Littlethorpe Lane
Ripon
HG4 1UB
Member for Ripon Spa Ward

Main role

Co-ordinating the activities of Council relating to housing management, operational property and safer communities.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to housing by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be responsible for operational risk management, procurement and decision-making in the following areas:-
   a. all operational property including housing, both public and private sector, within the Borough including all functions relating to Council Housing Management; homelessness; management of the Housing Revenue Account; and providing political management in respect of affordable housing.
   b. Environmental Protection including Public Health Complaints, Dog Wardens, Contaminated Land, Industrial Pollution Control and Private Water Supplies.
   c. Community safety.
   d. CCTV.
   e. Food Safety including Infectious Disease Control and Public Water.
   f. Fixing the maximum hire charges for Hackney Carriage and Private Hire Vehicles.
g. Fixing of Scrap Metal Dealers licences fees.

h. Emergency Planning and Civil Contingencies.

i. Any other matters closely related to areas (a) - (h) above not being functions which, by law, are not to be the responsibility of the executive.

3. To be the Council’s representative on the North Yorkshire Police and Crime Panel.

4. To be the Cabinet Member having overall responsibility for Parish, Christmas and decorative lighting.

5. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

6. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

7. To consider and report to the Council in respect of any Notice of Motion duly referred.

8. To be responsible for authorising the submission of applications for planning permission and other similar applications in relation to housing land of the authority.

9. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

10. See also Local Choice Functions at Section 1.
PORTFOLIO: CULTURE, TOURISM & SPORT

Councillor Stanley Lumley
Lyndene
Beverley
Pateley Bridge
Harrogate
HG3 5HS
Member for Pateley Bridge and Nidderdale Moors Ward

Main role

Co-ordinating the activities of the Council which contribute toward Corporate objectives in respect of Culture, Tourism, Leisure and Sport.

Duties and responsibilities

1. To be responsible for monitoring the implementation of Council objectives relating to culture, tourism and sports by:
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and policy issues in decision-making in the following areas:-
   a. Sport and Leisure (including all facilities and associated projects).
   b. Museums and Arts.
   c. Community Centres.
   d. Business, Holiday and Leisure Tourism.

3. To represent the Council at the Visit Harrogate Board.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.
5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.
PORTFOLIO: PLANNING

Councillor Rebecca Burnett
4 Belmont Grove
Harrogate
HG2 7JL
Member for Harrogate St Georges Ward

Main role

To be the political focus and driving force for the preparation and continual updating of the Development Framework (the “Development Plan”).

To act as guardian of the Development Plan and ensure that it is consistently applied to development control decisions.

To coordinate the Council’s activities towards achieving Council objectives relating to all planning and building control issues.

Duties and Responsibilities

1. To have responsibility for monitoring the implementation of the Council objectives relating to planning issues by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and policy issues in decision-making for all aspects of Planning including:-
a. Preparation and formal modification of development plan policies and proposals for approval by Council prior to publication/submission stage and formal adoption by the Council.
b. Adoption of Conservation Areas.
c. Schemes of grant aid.
d. Dangerous buildings and building regulations.
e. Areas of special control for advertisements.
f. Simplified planning zone schemes.
g. Consultations on draft legislation, circulars and planning policy statements, proposals for SSSI’s and other national designations and plans of adjacent planning authorities except those forming part of the Development Plan.
h. Approval of Development Plan Documents for consultation prior to publication/submission draft stage.
i. Authority to amend Statutory Plans in the light of the Secretary of State’s response.
j. Design guidance – issue for consultation and final approval for publication.
k. Approval of Local Development Documents which do not form part of the development plan.
l. Management of any issues arising from the Land Charges Register or local searches.

3. The Cabinet Member must refer to the Cabinet:

a. proposals for the acquisition or disposal of land for planning purposes;
b. policies and proposals which form part of the Development Plan including those prepared by other authorities or bodies.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

8. To be responsible for authorising the submission of applications for planning permission and other similar applications except for those involving the Housing Land of the Authority.

9. See also further delegation under Planning Scheme of Delegation relating to this Cabinet Member.
PORTFOLIO: ENVIRONMENT, WASTE REDUCTION & RECYCLING

Councillor Andrew Paraskos
16 Castle Street
Spofforth
Harrogate  HG3 1AP
Member for Spofforth with Lower Wharfedale Ward

Main role

Co-ordinating the activities of the Council which contribute towards the achievement of Council objectives relating to the protection of the environment.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to the environment by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision making in the following areas:-
   b. Street Cleansing Services and litter save that the designation of litter control areas under Section 90 of the Environmental Protection Act 1990 shall be determined by Cabinet.
   c. Cemeteries and Crematoria (including closed church yards)
   d. Bereavement Services
   e. Outdoor and Farmers Markets
   f. Parks and Open Spaces, Grounds Maintenance (including woodlands and the Stray)
   g. Arboriculture
h Conservation and management of the countryside

i. Any matters arising under the Harrogate Stray Act 1985 or Harrogate Borough Council Act 1986

3. To manage the Council’s relationship with the Nidderdale Area of Outstanding Natural Beauty Joint Advisory Committee and determine Executive matters arising from the existence of the Area of Outstanding Natural Beauty.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set changes for services within the ambit of the portfolio following the parameters of the budget strategy fixed by Council.

8. See also Local Choice functions at Section 1.
PORTFOLIO(S): DEPUTY LEADER AND RESOURCES, ENTERPRISE AND ECONOMIC DEVELOPMENT

Councillor Graham Swift
The Granary
Penny Pot Lane
Harrogate  HG3 2SA
Member for Harrogate Duchy Ward

Resources – main role

Co-ordination and planning of corporate resources, especially in relation to cross-cutting issues in order to achieve a corporate approach.

Resources - duties and responsibilities

1. To submit proposals to the Cabinet on the medium term financial strategy, capital programme and annual budget allocations.

2. To have responsibility for resource planning and management including:
   a. Employee relations and policies relating to staff employment.
   b. Equal opportunities policies relating to staff employment.
   c. The Council’s contract processes, including changes to procurement policy and the approved list of contractors.
   d. The strategic implementation of IT.
   e. Corporate land use and asset management.
   f. Monitoring expenditure.
   g. Implementing audit plans.

3. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:
   a. Information Technology
   b. Human Resources
   c. Finance matters
   d. Legal issues
   e. Asset Management
   f. Central Services (excluding Customer Services).
Enterprise and Economic Development - Main role

Coordinating the activities of the Council which contribute towards the achievement of Council objectives relating to the economy and enterprise.

Enterprise and Economic Development - duties and responsibilities

1. To be responsible for monitoring the implementation of Council objectives relating to tourism, economic development and enterprise by:
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision making in the following areas:
   a. Economic development and regeneration.
   b. Enterprise including the development of an entrepreneurial strategy for the delivery of Council services; and
   c. The development of income generating activities for the Council.
   d. The Council’s Office Accommodation Project.

Duties and responsibilities common to all roles

1. To work with other Cabinet Members to achieve the Council’s objectives.

2. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

3. To consider and report to the Council in respect of any Notice of Motion duly referred.

4. To be responsible for preparing budget estimates and draft capital programme and to set changes for services within the ambit of the portfolio following the parameters of the budget strategy fixed by Council.
PORTFOLIO: SUSTAINABLE TRANSPORT

Councillor Phil Ireland
47 Farfield Avenue
Knaresborough
HG5 8HD
Member for Knaresborough Aspin and Calcutt Ward

Main role

Co-ordinating the activities of the Council which contribute towards the achievement of corporate objectives relating to sustainable transport.

To be the representative of the Council and to lead in developing relationships with agencies, stakeholders and citizens that support the Council’s sustainable transport objectives.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to sustainable transport by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be responsible for operational risk management, procurement and decision-making in the following areas:-
   b. Central Transport.
   c. Fleet Management.
   d. Air Quality Management.

3. The Cabinet Member must refer to the Cabinet proposals for the acquisition or disposal of land for parking purposes.

4. To have responsibility for the Council’s Corporate Travel Plan and associated Parking Strategy.
5. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

6. To represent the Council at the North Yorkshire Local Transport Board, Harrogate Local Sustainable Transport Steering Group, Harrogate Cycle Forum, and any other relevant body related to sustainable transport initiatives. (Any cycling responsibilities must be fulfilled in conjunction with the Council’s Cycling and Walking Champion.)

7. To be the Cabinet Member responsible for the Council’s Cycling Action Plan or any other sustainable transport initiatives arising from the Tour de France Legacy Strategy. (Any cycling responsibilities must be fulfilled in conjunction with the Council’s Cycling and Walking Champion.)

8. To undertake any consultation or lobbying regarding strategic transport matters in so far as it relates to the Council’s objectives relating to sustainable transport.

9. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

10. To consider and report to the Council in respect of any Notice of Motion duly referred.

11. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

12. To be the Cabinet Member responsible for the Council’s Carbon Reduction Strategy.