

Section 3B - Executive Members

1 Executive Members' Roles and Responsibilities

- 1.1 The Executive Leader and the other Executive Members are responsible to Full Council and to the citizens of York, for the performance of the Executive. The Council demands that this duty is discharged to the highest standards of probity and integrity consistent with retaining public confidence in the Executive [and in the Council](#). In so doing the Executive Leader will ensure that the Executive decision making arrangements are as clear and unambiguous as practicable and that the other Executive Members undertake their Executive responsibilities for the benefit of the City as a whole and do not give improper weight to their ward and its interests.
- 1.2 Executive Members have a collective responsibility to:-
- a) represent and promote the Council and the interest of its community to the outside world;
 - b) lead the community planning process to translate the wishes of the local community into action;
 - c) propose to Council the annual budget of the Council and the major strategic goals which underpin it;
 - d) lead the preparation of the Policy Framework and other strategies, plans and policies to achieve those goals;
 - e) ensure effective delivery of the budget and the Policy Framework;
 - f) take in-year decisions on priorities and the use of resources associated with those programmes and promote value for money;
 - g) work in partnership with all sectors of the community and beyond it for the local public good;
 - h) manage the Council's Executive business, ensuring the effective use of resources across the organisation;
 - i) take action collectively as specified in this Constitution or as otherwise required by law.

- 1.3 Each Executive Member also has a duty to advise the Executive on strategic or other significant decisions relating to their Executive portfolio which would help the Executive to:-
- a) develop proposals for the Council’s Budget and Policy Framework and other strategies, plans and policies;
 - b) decide what the Executive will, and will not, do in implementing the Council’s Budget and Policy Framework, and other strategies, plans and policies;
 - c) decide the level of resources that will be devoted to services and projects within the budgetary framework;
 - d) decide what things have priority over others;
 - e) decide what guidelines should govern the way the Council operates;
 - f) decide what indicators and measures will be used to set and assess performance standards;
 - g) review what is achieved in practice, to see if there is a need for change.
- 1.4 Individual Executive Members may make any decision relating to the functions within their portfolios with the exception of:
- a) Key decisions as defined in the Council’s Constitution;
 - b) Decisions which in the opinion of the Executive Member significantly ~~cross~~ cut across more than one portfolios;
 - c) Other decisions which the Leader determines should be made collectively by the Executive.
- 1.5 The Leader may exercise any function delegated to another Executive Member if that Member is unable or unwilling to act. The Leader may also exercise any function of the Executive where a decision cannot reasonably await the next meeting. This is subject to compliance with the urgency procedures laid out in the Constitution for key decisions.
- 1.6 The Deputy Leader may exercise any function of the Leader if the Leader is unable to act.

2 Executive Portfolios

2.1 Leader, and Executive Member for Policy, Strategy and Partnerships

Function
Policy, Strategy and Partnerships
Communications and Media
Legal, Democratic and Civic Support
Regional Matters

Deputy Leader, and Executive Member for Transport Deputises for the Leader as required.

Function
Civil Engineering and Highways
Cycling Infrastructure
Parking Services and Parking Strategy
Transport Strategy
Travel Planning
Highways Strategy
Taxi Licensing (in conjunction with Chair of Licensing)
Street Lighting
Digital Infrastructure

 Responsibility for Functions – Executive Members

Local, Regional and National Transport Infrastructure
Fleet Management
Emergency Planning

2.3 Executive Member for Environment and Climate Change

Function
Environmental Health and Food Hygiene
Flood Protection
Community Environment Team
Waste Management and Recycling
Street Environment
Environment Strategy
Green Infrastructure and Biodiversity
Air Quality
Climate Change and Sustainability
Parks and Open Spaces

2.4 Executive Member for Health and Adult Social Care

Function

 Responsibility for Functions – Executive Members

Function
Health and Social Care Integration
Public Health and Health Inequalities
Mental Health Services
Domestic Violence
Services for Carers
Adult Social Care and Safeguarding
Assessment and Personalisation
Residential, Home and Respite Care
Older People
Learning Disabilities

 2.5 **Executive Member for Culture, Leisure and Communities**

Function
Community Consultation and Engagement
Ward Committees
Community Centres
Volunteering
Equalities
Parish Council liaison
Leisure and Sport

Tourism
Arts, Culture and Heritage
Libraries
Adult Education and Lifelong Learning

2.6 Executive Member for Children, Young People and Education

Function
Children's Social Care
School Improvement and Organisation
Children and Families
Early Intervention and Local Area Teams
Youth Support Services
School Place Planning
Children's Safeguarding
Special Educational Needs
Children's Centres and Early Years
Youth Offending

2.7 Executive Member for Housing and Safer Neighbourhoods

Function
Housing
Tenant Engagement
Homelessness
Alcohol and Drugs Action
Fraud
Community Safety, Safer Neighbourhoods and Safer York Partnership
Police liaison
Anti-Social Behaviour
Licensing Policy (in conjunction with Chair of Licensing)
Community Cohesion
Financial Inclusion

2.8 Executive Member for Finance and Performance

Function
Customer Services
Bereavement and Registrar
Human Resources and Payroll
ICT
Information Management

 Responsibility for Functions – Executive Members

Financial Management and Strategy
Investment
Financial Procedures and Risk Management
Performance and Business Assurance
Procurement Services and Commissioning
Asset Management
Operational Accommodation
Facilities Management
Health and Safety Operational Standards
Major Project Delivery, including the Community Stadium and the Local Plan

2.9 Executive Member for Economy and Strategic Planning

Economic Development and Strategy
Regeneration
High Streets
Business Friendly Council and Business Support
Skills Development and Apprenticeships
Regulatory Enforcement
Health and Safety Enforcement
Public Protection and Trading Standards
Planning Policy, Conservation and Urban Design
Neighbourhood Planning

Responsibility for Functions – Executive Members

Planning and Development Management
Building Control