

Appendix C

Executive Portfolios

Overview

Executive Member portfolios have been constructed to achieve a balance between financial responsibilities, strategic management responsibilities (as opposed to operational Directorate management roles) and the number and variety of Service Plan areas and issues covered by each portfolio.

Leader

The Leader will have authority over, lead, chair and make recommendations on corporate and strategic budgetary and financial issues to the Executive. The Leader will also have a personal portfolio consisting of an overview of the following departments/units of the organisation and will ensure the delivery of those services for which they are responsible.

Service plan areas	EMAP	Responsible Director
Policy & Development (including the Chief Executive's Office)	<i>City Strategy</i> ¹	Chief Executive
Civic, Democratic & Legal Services	City Strategy ¹	<i>Chief Executive</i>
Marketing & Communications	<i>City Strategy</i> ¹	Chief Executive ¹
Performance & Improvements (including Safer City ²)	<i>City Strategy</i> ¹	<i>Chief Executive</i> ¹
Human Resources	<i>City Strategy</i> ¹	<i>Chief Executive</i> ¹
Economic Development & Strategic Partnerships	City Strategy	City Strategy

¹ ***Please note the items shown in italics may change subject to final decisions being made as to which EMAP these parts of the organisation will report to***

² ***There is currently no separate Service Plan for Safer City/Community Safety so this item has been included here for completeness***

Executive Member for City Strategy

This portfolio is designed to reflect the strategic links between the regulation of the built environment and transport, to as to ensure the effective and joined up delivery of the services set out below. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Service plan area	EMAP	Responsible Director
Planning	City Strategy	City Strategy
City Development & Transport	City Strategy	City Strategy
Waste Management Strategy (Client)	City Strategy	City Strategy
Resources and Business Management	City Strategy	City Strategy

Executive Member for Corporate Services³

This portfolio will oversee the work of the Resources Directorate and will ensure the delivery of those services for which the Directorate is responsible. The portfolio holder will have an overview of the following departments/units of the organisation and will ensure the delivery of those services for which they are responsible. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Service plan area	EMAP	Responsible Director
Audit & Risk management	Corporate Services	Resources
Strategic Finance	Corporate Services	Resources
Business Management	Corporate Services	Resources
IT&T	Corporate Services	Resources
Public Services	Corporate Services	Resources
Property Services	Corporate Services	Resources

³ *Please note the scope of this portfolio may change subject to final decisions being made further to note 1 above*

Executive Member for Neighbourhood Services

This portfolio is designed so as to ensure the delivery of a range of related environmental issues. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Functional area	EMAP	Responsible Director
Environmental Health & Trading Standards	Neighbourhoods	Neighbourhood Services

Licensing & Regulation	Neighbourhoods	Neighbourhood Services
Neighbourhood Pride Unit	Neighbourhoods	Neighbourhood Services
Street Scene	Neighbourhoods	Neighbourhood Services
Cleansing Services	Neighbourhoods	Neighbourhood Services
Waste Collection Services	Neighbourhoods	Neighbourhood Services
Building Cleaning Services	Neighbourhoods	Neighbourhood Services
Highways Maintenance Services	Neighbourhoods	Neighbourhood Services
Business Support Services	Neighbourhoods	Neighbourhood Services
Street Environment	Neighbourhoods	Neighbourhood Services
Bereavement Services	Neighbourhoods	Neighbourhood Services

Executive Member for Housing and Adult Social Services

This portfolio is designed to ensure the delivery of the following services. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Service plan area	EMAP	Responsible Director
Housing Landlord	Housing & Adult Social Services	Housing & Adult Social Services
Housing General	Housing & Adult Social Services	Housing & Adult Social Services
Corporate Services	Housing & Adult Social Services	Housing & Adult Social Services
Adults Learning Disability	Housing & Adult Social Services	Housing & Adult Social Services
Adults Older People and people with physical and sensory impairment	Housing & Adult Social Services	Housing & Adult Social Services
Adults Mental Health	Housing & Adult Social Services	Housing & Adult Social Services

Executive Member for Leisure & Culture

This portfolio is designed to ensure the delivery of the following services. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Service plan area	EMAP	Responsible Director
Arts & Cultural services	Leisure & Culture	Learning, Culture & Childrens' Services
Libraries & Heritage Services	Leisure & Culture	Learning, Culture & Childrens' Services
Parks & Open Spaces	Leisure & Culture	Learning, Culture & Childrens' Services
Sport & Active Leisure	Leisure & Culture	Learning, Culture & Childrens' Services
ICT Client	Leisure & Culture	Learning, Culture & Childrens' Services
Directorate Financial Services	Leisure & Culture	Learning, Culture & Childrens' Services
Directorate HR Services	Leisure & Culture	Learning, Culture & Childrens' Services

Executive Member for Children's Services

This portfolio is designed to ensure the delivery of the following services. The portfolio holder will also be responsible for corporate and strategic issues considered by the Executive which arise from the work of the Directorate other than those corporate and strategic matters which are the responsibility of the Leader.

Functional area	EMAP	Responsible Director
Youth Offending Team	Children's Services	Learning, Culture & Children's Services
Early Years, Schools & Communities	Children's Services	Learning, Culture & Children's Services
Education Development Services	Children's Services	Learning, Culture & Children's Services
School Governance Service	Children's Services	Learning, Culture & Children's Services
Special Educational Needs	Children's Services	Learning, Culture & Children's Services
Adult Education	Children's Services	Learning, Culture & Children's Services
Management Information Services	Children's Services	Learning, Culture & Children's Services
Access	Children's Services	Learning, Culture & Children's Services
ICT Client	Children's Services	Learning, Culture &

Directorate Financial Services	Children's Services	Children's Services Learning, Culture & Children's Services
Directorate HR Services	Children's Services	Learning, Culture & Children's Services
Education Planning & Resources	Children's Services	Learning, Culture & Children's Services
Young People's Service	Children's Services	Leisure, Learning & Children's Services

The Executive Member for Children's Services

In addition to the functions and responsibilities held in common with the other Executive Members detailed above, the Executive Member for Children's Services has the following delegated authorities as set out in the table below.

Delegated authority	Conditions
Corporate	
To bring to the Executive the following draft plans, strategies and policies: <ul style="list-style-type: none"> The Children and Young People's Plan The Youth Justice Plan 	
To approve the fees and charges for services provided on behalf of children and young people.	
Education	
To consult on school organisation matters including school closures, change of character, and new schools (including nurseries)	
To approve the establishment of: <ul style="list-style-type: none"> A Standing Advisory Council for Religious Education (SACRE) A Local Admission Forum A Schools Forum 	
To approve the Local Authority scheme for Local Management of Schools (LMS) and	Subject to consultation with the Schools Forum.

the allocation formula.

To act as the Admission Authority giving delegation to school governing bodies as necessary (Including publications of admission arrangements)

To fix term dates and holidays for all community schools.,

To remove delegation from school governing bodies

Subject to compliance with statutory powers.

To respond to proposals from school governing bodies to federate according to the provisions of the Education Act 2002 and the policy established by the Local Authority

Delegated authority

Conditions

To decide the arrangements for nomination of Local Authority representatives on school governing bodies and to make appointments to vacancies.

Children's Services

To exercise the Council's functions on behalf of children as specified in the Children's Act 2004.

To determine the scheme for payment of allowances for adoption and fostering.

To approve the placement strategy for Looked After Children and Young People.

To receive the Annual Adoption Report.

To determine the Council's input to the Youth Offending Team

Youth Service

To make decisions on all matters arising in connection with the powers and duties of Council under the various acts and regulations relating to the Youth Service and to enforce and administer their provisions.

Except where the decision has been delegated in accordance with this Constitution.

To liaise with voluntary and community groups on issues relating to Youth.

The Executive Member for Leisure and Culture

In addition to the functions and responsibilities held in common with the other Executive Members detailed above, the Executive Member for Leisure and Culture has the following delegated authorities as set out in the table below.

Delegated authority	Conditions
Leisure and Culture	
Following transfer of the management of the Museums service to the York Museum and Gallery trust, to monitor and review the performance of the Trust and to take reports on that performance including issues which arise in connection with the agreement and other arrangements with the Trust and the funding of its activities	
To determine appeals against refusal of DRR	
To approve leisure events to be staged in the City in which the Council is participating if net cost exceeds £10,000 in each case and where such events are unplanned and not specified in the appropriate Service Plan.	Subject to budget provision
Social Inclusion	
To liaise with voluntary and community groups on issues relating to Social Inclusion.	

The Executive Member for Housing and Adult Social Services

In addition to the functions and responsibilities held in common with the other Executive Members detailed above, the Executive Member for Housing and Adult Social Services has the following delegated authorities as set out in the table below.

Delegated authority	Conditions
Housing Services	
To bring to the Executive the draft Housing Strategy.	

To authorise the acquisition of land and building for housing purposes, up to the value of £100,000

Subject to the advice given by the Head of Housing Services and the Chief Finance Officer

To authorise changes in the use of Council owned land and buildings

Where the change is within the housing programme area. Where the change in use affects the value by 10% or less. Subject to the advice given by the Head of Housing Services and the Chief Finance Officer

To authorise lease/rights/privileges of all Council owned housing land and/ or buildings to external bodies and to approve the terms and conditions (and variations thereto) governing such use

Where use by way of hire and for more than one calendar month. Where new leases tenancies, licenses, assignments and other agreements renewals and rent reviews have an annual rental or capital value of less than £100,000 subject to the advice of the Head of Housing Services and the Chief Finance Officer

To authorise the disposal of land and buildings appropriated for housing purposes.

Where the aggregate value of the property is less than £100,000 subject to the advice of the Head of Housing Services and the Chief Finance Officer

To approve variations to the:-

- Jobbing repairs policy
- Planned maintenance policy
- Rent collection policy
- Rent arrears recovery policies
- Policies in respect of allocations of private sector housing grants
- Estate management policies
- Housing allocation policies
- Housing association – nominations policy

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To write off irrecoverable housing and mortgage debts exceeding £2,000

Subject to and in accordance with advice given by the Head of Housing Services and the Chief Finance Officer

Adult Social Services

To bring to the Executive draft plans, strategies and policies as required relating to:

- Older people
- People with learning disabilities
- People with long term health conditions
- People with mental health problems

To exercise the social services functions of the Council with regard to the provision of services for adults, including older people.

Except where the legislation requires that a decision must be made by the Council

To exercise the social services functions of the Council with regard to community care responsibilities, liaison with health and housing authorities and community based organisations and services.

Except where the legislation requires that a decision must be made by the Council

To develop joint working, including joint commissioning of services with the relevant health authorities and trusts for the provision of social and health care.

To receive reports from the Commission for Social Care Inspection (or successor bodies) on service inspections or performance reviews and to approve action plans in relation to their findings.

To approve variations to the

- Discretionary charging policy
- Eligibility Criteria (Fair Access to Care Services) policy
- Continuing Care policy.