

Appendix 1

REVISED PORTFOLIOS FOR SEVEN EXECUTIVE COUNCILLORS

LEADER – STRATEGY AND TRANSFORMATION

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

- corporate objectives, policies and strategies of the Council subject, where necessary, to the approval of the Council and excluding those objectives, policies and strategies which are the responsibility of another Executive Councillor
- corporate implementation of improvements and efficiency reviews, and the development and monitoring of core performance indicators and targets
- programmes which give direction to, and co-ordinate, the implementation of the Council's corporate policies and priorities, including detailed oversight of race equality, disability equality and equal opportunity in service delivery and Council policy
- the need for, and the development of, new services and policy not within the terms of reference of other Executive Councillors
- matters falling substantially within the Terms of Reference of more than one other Executive Councillor, where not otherwise delegated.

The exercise of the Council's functions and the delivery of services including

- Strategy and Partnerships - including the City Deal, and the expansion of joint working with other councils, the Universities and other partners
- Business Transformation - shared services, trusts, changing the way the council works and service reviews, and joint projects with other councils and organisations which involve the responsibilities of more than one other Executive Councillor
- All matters concerning national local government associations and corporate projects with Government, including council-wide bids for resources
- The giving of any guarantee or incurring of any other commitments not specifically referred elsewhere
- The exercise of compulsory purchase powers except where these are allocated to Executive Councillors relating to their portfolio responsibilities.

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES

Strategic control of the use of the financial resources of the Council, (subject to the necessary financial approvals of the Council)

Treasury Management including for the Housing Revenue Account

Insurance and banking services

The approval of Council contributions towards projects being funded from the National Lottery

Supervision of the borrowing of money and management of the Council's cash flow

Management of other income and specific reserves

Other detailed financial management matters, including the writing off of debts except where the responsibility of the Executive Councillor for Housing

Collection and management of Council Tax, National Non-Domestic Rates and Housing Benefit.

Strategic information technology issues, information technology projects which either have implications for the Council as a whole or which fall significantly within the remit of more than one Executive Councillor.

Property Matters

- The freehold or leasehold disposal of land or property and the terms for disposal, except for Right to Buy dwellings sold under the Housing Act 1985, properties in shared equity schemes and other land or property held for housing purposes or for the provision of facilities and amenities for local residents or tenants.
- The development, redevelopment, change of use or other major change to land or property owned by the Council considered by the Chief Executive to be major, significant or sensitive in terms of the Council's policies and priorities.
- Any realisation of assets programme which may be considered necessary to generate capital receipts for the Council.
- The approval of any proposal to re-allocate land between functions and any formal appropriation of land or property from one purpose to another.
- Management of all land and buildings held by the Council, except for:
 - property in use for specific operational purposes which fall within the responsibility of another Executive Councillor
 - dwellings held within the Housing Revenue Account
 - land held by the Council for housing purposes used for or in connection with the provision of facilities or amenities for local tenants or residents
- The acquisition (by purchase or lease) of property by the Council.
- Management of the Council's office accommodation
- The exercise of compulsory purchase powers
- The Council's Land Charges service.

- The improvement and maintenance of dwellings and associated facilities funded from the Housing Revenue Account.
- The management of the Housing Revenue Account, including debts owed to it by tenants and former tenants, working with the Executive Councillor for Finance and Resources on their overall treasury management responsibility
- The making of loans for house purchase and improvement
- The giving of aid and advice in respect of housing
- The Council's powers and responsibilities under homelessness legislation. The powers and responsibilities of the Council in relation to private sector housing, including enforcement of standards and allocation of grants.
- The exercise of compulsory purchase powers
- Liaison with, and funding of, Housing Associations and other relevant outside bodies and agencies in pursuance of the housing objectives of the Council
- Formulating and implementing programmes of environmental improvements in housing estates or other land falling within the Housing Revenue Account.

The relevant exercise of compulsory purchase powers.

EXECUTIVE COUNCILLOR FOR ENVIRONMENT, WASTE AND PUBLIC HEALTH

The Executive Councillor shall be responsible for the exercise of Executive functions in the areas listed in this section.

Plans, policies and strategies

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

- Waste management and recycling
- Street services
- Environmental Health (excluding those functions which are the responsibility of the Executive Councillor for Housing).

The Council's responsibilities for food and occupational safety i.e.

- Food hygiene and safety
- Health and safety
- Health Promotion
- Drinking water
- Sale of game
- Control of infectious diseases
- Acupuncture, tattooing, ear piercing and electrolysis.

- Optimising additional income and infrastructure funding generated by new development
 - Powers of compulsory purchase relating to the areas listed in Paragraph 1
 - Bus services and bus shelters
 - Cycling provision
 - Parking and off-street parking
 - Schemes to provide better travel facilities for people with disabilities
 - The Council's statutory responsibilities for drainage and sewerage.
- The relevant exercise of compulsory purchase powers.

N.B. In discharging responsibilities relating to the formulation and issue of planning briefs and planning guidance, the Executive Councillor should seek to consult the appropriate Committee.

EXECUTIVE COUNCILLOR FOR COMMUNITY, ARTS AND RECREATION

Plans, policies and strategies

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

- The local welfare and community development needs of all neighbourhoods and the special needs of the disadvantaged throughout the City.
- The development of policies and programmes to further the [childrens' play and participation](#) ~~Youth Development~~ objectives of the Council, including providing direction and advice to other committees of the Council in pursuance of these aims
- the provision and promotion of leisure, sporting, artistic and cultural activities

Functions and Services

The exercise of the Council's functions and the delivery of services including

- The powers and duties of the Council in respect of children's activities and youth facilities
- Community strategy including the powers and duties of the Council in respect of opportunities for individuals and communities in the City including:
 - education and self-development
 - play programmes
 - artistic, cultural, sporting and leisure activities and entertainments
 - the provision, maintenance and management of places of public entertainment, sport and recreation (including the Guildhall Halls)
 - council owned or operated community facilities
 - museums and art galleries.

- commons, nature reserves, parks and open spaces
- rivers and other water recreation areas
- cemeteries and crematoria.

Environmental Improvements.

Public Art delivery.

Tree management and planting (linked to tree strategy led by the Executive Councillor for Planning Policy and Transport, and except for those under housing management which are within the remit of the Executive Councillor for Housing).

Council communications [and consultation](#) strategy and delivery, including the Council's website.

City Centre Management and city resident engagement in city centre decisions.

Working with the Business Improvement District (BID).

Tourist Information Centre and other tourism services.

Progressing the objectives set out in this section by:

- direct provision
- grant aid or other assistance to voluntary bodies and external organisations
- partnership delivery.

The relevant exercise of compulsory purchase powers.

Terms of Reference

Overview and scrutiny of the following functions for which the Executive Councillor for Planning Policy and Transport is responsible:

The development including the assembly of necessary evidence base and monitoring of the Council's plans, policies and strategies relating to:

- Spatial planning, including the Local Development Framework, Supplementary Planning Documents and other planning guidance
- Transport
- Highways
- Climate Change
- Biodiversity
- Flooding and drainage
- Historic Environment.

It also includes responsibility for making the Council's contribution to National Planning Policy Guidance consultations, plans and studies of other bodies including Cambridgeshire County Council, local authorities in Cambridgeshire, and planning policy work relating to the City Deal.

NB. The final adoption of any plan, policy or strategy relating to the above Executive functions, or in any case where adoption is required by Council, will be within the Environment Scrutiny Committee's Terms of Reference

6.4 Housing Scrutiny Committee

Terms of Reference

A. Overview and scrutiny of the strategic and other housing functions for which the Executive Councillor for Housing is responsible, including responsibility for the development of housing strategies and policies, tackling homelessness, the Council's housing responsibilities with regard to the private rented sector, bringing vacant homes back into use, the development of new homes and partnership working with other housing providers.

B. Overview and scrutiny of functions relating to the management of the Council's housing stock.

C. To be the main discussion forum between the Council, its tenants and its leaseholders for all matters relating to the landlord function of Cambridge City Council.

Membership

City Councillors (Such number as shall be decided by the Council from time to time)

Six elected tenants and leaseholders of Cambridge City Council of whom at least five shall be tenants of Cambridge City Council.

Appointment of tenant and leaseholder members

Tenant and leaseholder members shall be co-opted by the Scrutiny Committee following the procedure for election set out in the Overview and Scrutiny