

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 involving external agencies, 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.
- Data protection and freedom of information.

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
- Leading Business Transformation, working with the Executive Councillor for Finance and Resources; specific responsibility for leading externally-facing shared services, trusts, service reviews and joint projects involving other councils and organisations or 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.

Functions and Services

The exercise of the Council's functions and the delivery of services in respect of the areas listed including, by way of illustration:

Corporate and Other Services

- The Independent Complaints Investigator Service
- The Council's emergency planning functions
- Democratic Services
- Other responsibilities which do not fall within the remit of another Executive Councillor

Civic functions (insofar as these are not within the remit of the Civic Affairs Committee)

- Matters relating to the democratic functions of the Council, including
 - The mayoralty
 - Civic hospitality and town twinning
 - Relationships, including the appointment or nomination of Council representatives, with outside organisations not directly related to the programme area of any committee or other Executive Councillor.

Community Safety

Including the Community Safety Partnership, work with the police and the CCTV system.

The relevant exercise of compulsory purchase powers.

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

- corporate implementation of improvements and efficiency reviews within the City Council, and the development and monitoring of core performance indicators and targets
- Corporate and support services under "Functions and Services" below.
- Procurement (at a strategic level - oversight of individual procurement exercises will remain with the portfolio-holder for the relevant service area).

Functions and Services

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

- Business Transformation – internal service reviews

Customer Services and ICT

- Delivery of quality customer services and the customer access centre

- Corporate telephony and IT systems to support joined up customer service delivery.
- The delivery of front line services to Council customers through the Council's reception areas and telephone services

Trading Services

- Council strategy to expand trading activities and additional income generation opportunities, including responsibility for those which do not fall within the remit of another Executive Councillor.

Employee and Management Matters

To establish, monitor and ensure funding for Council-wide employment and training policies

- To comply with all relevant employment legislation and the Council's corporate strategy, policies and objectives.
- To exercise strategic control of, and agree policies for, the use of the staffing, property and information technology resources of the Council.
- To co-ordinate and monitor the arrangements for employee Health and Safety at Work
- To oversee the provision of professional and central support services, including:
 - Corporate human resources support and information including training
 - Financial services
 - Legal services
 - Climate Change policy

The relevant exercise of compulsory purchase powers.

EXECUTIVE COUNCILLOR FOR HOUSING

Plans, policies and strategies

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

- The provision of housing in the City, including the Council's Housing Investment Programme
- The provision and management of housing accommodation and associated services under the Housing Acts, including the approval of the Housing Revenue Account and the fixing of rents for Council dwellings and garages
- The Council's responsibilities towards homeless people and people in housing need
- The Council's responsibilities in respect of private sector

- The Council's responsibilities in respect of social housing and Registered Providers
- The Council's responsibilities for residential caravan sites and travellers.

Functions and Services

The exercise of the Council's functions and the delivery of services in respect of the areas listed in above including:

- 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 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.
- Council communications and consultation strategy and delivery, including the Council's website.

The relevant exercise of compulsory purchase powers.

EXECUTIVE COUNCILLOR FOR ENVIRONMENT AND WASTE

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).
- Moorings

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

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

It also includes responsibility for making the Council's contribution to local, regional and national plans, policies and strategies formulated by other bodies or by joint bodies in which the Council participates.

Functions and Services

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

- Contaminated land; water pollution; radioactive substances
- Refuse collection, waste disposal and recycling
- Street and other public cleansing including on open spaces
- Public conveniences
- Abandoned vehicles
- Monitoring and control of air and noise pollution
- Control of dogs and other animals and all matters concerned with animal welfare and control
- Control of pests and nuisances
- Hackney carriage and private hire vehicles
- Fleet management
- Policy and management of moorings.

The relevant exercise of compulsory purchase powers.

EXECUTIVE COUNCILLOR FOR PLANNING POLICY AND TRANSPORT

Plans, policies and strategies

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

- Land use planning, including the new Local Plan and local planning briefs and supplementary planning guidance
- Conservation and urban design, and the sustainability of new development

- Transport and highways, working with the county council
- Tree strategy.

It also includes responsibility for making the Council's contribution to local, regional and national plans, policies and strategies formulated by other bodies or by joint bodies in which the Council participates.

Functions and Services

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

- Development control and building control services
- 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 COMMUNITIES

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 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
- The Sharing Prosperity Fund and the Anti-Poverty Strategy, including the powers and duties of the Council in respect of issues of welfare, disadvantage and provision of opportunities for individuals and communities in the City, including provision of advice relating to citizens' legal rights and responsibilities, welfare benefits, money advice, employment and immigration.

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
 - The Council's responsibilities for public health, working with the county council and health services
 - Health promotion

Progressing the objectives set out in this section by:

- direct provision
- grant aid and other financial assistance to voluntary sector and other agencies
- partnership, joint work and liaison with public, private or voluntary sector organisations, including community and joint use agreements, community primary school agreements and support for national lottery projects
- regenerating and encouraging the development of community life and enabling local communities to take action on their own behalf
- giving advice and guidance to other Executive Councillors and committees of the Council on community engagement addressing, in particular, the needs of those suffering some form of disadvantage
- advocacy.

The relevant exercise of compulsory purchase powers.

EXECUTIVE COUNCILLOR FOR CITY CENTRE AND PUBLIC PLACES

Plans, policies and strategies

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

- The city centre
- Economic development and employment opportunities
- Improvement of access within Cambridge for people with disabilities
- Training, information, advice and other means to improve employment opportunities and access to employment

- Street trading, subject to compliance with the planning policy framework set by the Executive Councillor for Planning Policy and Transport
- The City's Markets
- Open spaces, nature reserves, parks, recreation grounds, commons and closed churchyards, allotments, rivers and other water recreation areas
- Tourism
- Cemeteries and crematoria.

Functions and Services

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

- play facilities
- recreation grounds
- allotments
- closed churchyards
- 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).

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.