

CIVIC AFFAIRS COMMITTEE-13 MAY 2019

UPDATE REPORT

As referred to in para 1.1 of agenda item 6, information received today updates what was published on 2 May.

Recommendation 2.1 (i)

Environment and Community Scrutiny Committee 8 (5 Labour + 3 Lib Dem)

Smart, Barnett, Hadley, Collis, Davies

Summerbell, Martinelli, Payne

Alternates – O'Reilly, Page-Croft

Planning and Transport Scrutiny Committee 9 (5 Labour + 3 Lib Dem + 1Independent)

Smart, Sheil, Hadley, Green, Baigent

Bick, McGerty, Chadwick

Hipkin

Alternates – McQueen, Bird, Lord

Housing Scrutiny Committee 8 (5 Labour + 3 Lib Dem)

Todd-Jones, Bird, Thittala, Collis, Sheil

Cantrill, Lord, Porrer

Alternates – Barnett, O'Reilly, McGerty

Strategy and Resources Scrutiny Committee 5 (3 Labour + 2 Lib Dem)

Davey, Baigent, Green

Bick, Dalzell

Alternates – Davies, Lab TBC, Cantrill

Civic Affairs Committee 6 (4 Labour + 2 Lib Dem)

McPherson, Sargeant, Davey, Thornburrow

Dalzell, Chadwick

Alternate – Lab TBC, Martinelli

Employment (Senior Officer) Committee 6 (4 Labour +2 Lib Dem)

Sargeant, Thornburrow, Herbert, Sheil

Bick, Nethsingha

Licensing Committee 11 (7 Labour+ 4 Lib Dem)

Bird, Thittala, McQueen, Massey, Moore, McPherson, Sargeant

Pippas, Gehring, Porrer, Summerbell

Alternates – Johnson, Page-Croft

Planning Committee 8 (5 Labour+ 3 Lib Dem)

Smart, McQueen, Green, Baigent, Sargeant

Tunnacliffe, Lord, Page-Croft

Alternates – Thornburrow, Nethsingha

Cambridge City Joint Area Committee (with County Council) 6 (4 Labour + 2 Lib Dem)

Sargeant, Smart, Massey, Robertson

Payne, Martinelli

Alternates – Bird, Lord

Cambridgeshire and Peterborough Combined Authority - 1 seat

Herbert

Alternate - Sargeant

Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee 1 Labour + 1 Lib Dem

Price, Gehring

Alternates – Lab TBC, Summerbell

Cambridgeshire and Peterborough Audit and Governance Committee 1 Labour + one alternate

Lab TBC

Alternate – Lab TBC

Greater Cambridge Partnership Joint Assembly 3 (2 Labour + 1 Lib Dem)

Davey, Massey, Bick

Joint Development Control Committee - Cambridge Fringes 6 (4 Labour+ 2 Lib Dem)

Thornburrow, Baigent, Sargeant, Smart

Tunnacliffe, Page-Croft

Alternates- Price, Lab TBC, Porrer

Recommendation 2.1 (ii)

Nominations for Chairs and Vice Chairs 2019/20

	Chair	Vice Chair
Environment and Community Services	Smart	Barnett
Planning and Transport	Smart	Sheil

Housing	Todd-Jones	Bird (nb. Tenant/Leaseholder is Chair of Part 1 of the meeting)
Strategy & Resources	Davey	Baigent
Civic Affairs	McPherson	Sargeant
Licensing	Bird	Thittala
Planning	Smart	McQueen
JDCC	Thornburrow as Lead Cllr	

Recommendation 2.1 (iii) Constitution Changes

Revisions to the Executive Councillor Portfolios Part 3 discharge of Council functions, Section 2 are indicated by:

- red shows new text
- blue shows text which has moved from the Deputy Leader
- purple shows text which has moved from Executive Councillor for Streets and Open Spaces
- green shows text which has moved from from Executive Councillor for Planning Policy and Transport
- brown shows text which has moved from from Executive Councillor for Communities.

A clean version of the Executive Councillor Portfolios follows.

2.3 The Leader and Executive Councillor for Strategy and External Partnerships

2.3.1 The Leader shall be responsible for exercising functions on behalf of the Executive in the circumstances set out in the Council's Executive Procedure Rules in Part 4 of this Constitution.

2.3.2 The Leader shall have the power to determine which Executive Councillor shall have responsibility for the exercise of executive functions in cases of doubt or in cases for which provision has not been made in the Constitution. Where the Leader decides to lead,

or to co-ordinate work with one or more Executive Councillors, or take decisions on a matter within another executive portfolio (e.g. a major project), it will be identified in the Forward Plan

2.3.3 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
- programmes which give direction to, and co-ordinate, the implementation of the Council's corporate policies and priorities.
- 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 devolution Combined Authority, City Deal, and the expansion of joint working with other councils, the Universities and other partners
- 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:

- Data protection and freedom of information.

Functions and Services

The exercise of the Council's functions and the delivery of services in respect of the areas listed in Paragraph 1 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 and other partnerships with local authorities overseas
 - 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.

2.4 Deputy Leader

- 2.4.1 The responsibilities of the Deputy Leader are set out in the Executive Procedure Rules in Part 4 of this Constitution. ~~In additional as a Deputy Leader function – Council communications and consultancy strategy and delivery, including the Council's website.~~

2.5 Executive Councillor for Finance and Resources

- 2.5.1 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.

- corporate implementation of improvements and efficiency reviews, and the development and monitoring of core performance indicators and targets
- Business Transformation-internal service reviews and responsibility for leading plans, where not otherwise delegated, for new externally facing shared services, trusts , service reviews and joint projects involving other councils and organisations. The creation of new external shared services, or joint structures including trusts and joint projects with other councils and organisations which involve the responsibilities of more than one other Executive Councillor
- Corporate and support services as exemplified 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).
- The policy and management of moorings

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

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
- Council's evolving digital strategy and the benefits it will deliver for residents, and also to staff in helping them do their jobs better and more easily

Property Matters

- Leadership on corporate and cross-portfolio major capital projects and oversight of the council's overall capital programme, including 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
 - those parts of council sites developed for housing including new council housing, and dwellings held within the Housing Revenue Account and 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, which shall be the responsibility of the Executive Councillor for Housing.
- The acquisition (by purchase or lease) of property by the Council.
- Management of the Council's office accommodation
- The Council's Land Charges service.

Shared Services and Service Reviews, and Employee and Management Matters

To be responsible for:

- corporate service reviews and other efficiency and effectiveness reviews which involve the responsibilities of more than one other Executive Councillor, or have not been otherwise delegated.

- the performance of corporate and other shared services in meeting financial performance objectives in business plan, except that responsibility for operational matters in relation to non-corporate shared services shall be the responsibility of the appropriate other Executive Councillor.

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

- 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.

The relevant exercise of compulsory purchase powers.

2.6 Executive Councillor for Housing

2.6.1 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 and the construction of new council homes
- 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, including lead responsibility for city centre homelessness working with appropriate Executive Councillors in relation to their relevant responsibilities
- The Council's responsibilities in respect of private sector housing
- 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

The relevant exercise of compulsory purchase powers.

2.7 Executive Councillor for **Climate Change Environmental Services and City Centre**

2.7.1 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
- Environmental Health and licensing (excluding those functions which are the responsibility of the Executive Councillor for Housing or Licensing Committee).
- City strategies including on the city centre, economic development and training, tourism, and partnerships with the Universities.
- Climate change

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.

Functions and Services

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

- **Co-ordinating work by all Executive Councillors and Committees on Climate change (environmental considerations to specifically include Climate Change)**
- Contaminated land; radioactive substances
- Refuse collection, waste disposal and recycling

- Monitoring and control of water, air and noise pollution, including lead for the Council on reducing air pollution in the city centre from vehicles
- Control of pests and nuisances
- Street trading, subject to compliance with the planning policy framework set by the Executive Councillor for Planning Policy and Transport
- Markets
- Tourism policy, including work with the Destination Management Organisation (DMO)
- City Centre Management and working with the Business Improvement District (BID)
- Hackney carriage and private hire vehicles
- Fleet management.
- Neighbourhood enterprise co-ordination
- street cleansing and maintenance
- work with the County Council on street lighting ~~and on shared responsibilities relating to the portfolio~~
- public toilet provision
- environmental enforcement
- control of dogs and other animals and all matters concerned with animal welfare

The relevant exercise of compulsory purchase powers.

2.8 Executive Councillor for Planning Policy and Open Spaces

2.8.1 Plans, policies and strategies

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

- Land use planning, including implementing the adopted Local Plan and developing local planning briefs and supplementary planning guidance, and the development of future planning policy **including the Joint Local Plan**, working with South Cambridgeshire District Council and other partners
- Conservation and urban design, and the sustainability of new development
- ~~Transport and highway, working with the county council, with the~~

~~Leader in relation to the City Deal and the Combined Authority~~

- Tree strategy.
- Open spaces, nature reserves, parks, recreation grounds, commons and closed churchyards, allotments, rivers and other water recreation areas
- Cemeteries and crematoria.
- Inclusive access including for all ages, people with disabilities and ethnic minorities in Cambridge
- Biodiversity

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 through the development and management of shared services, and leading on all operational matters and improvement in relation to planning and building control
- 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, except secure cycle parking~~
- ~~Parking and off street parking, and working with the County Council to improve the integrated management of parking and policy~~
- ~~Schemes to provide better travel facilities for people with disabilities~~
- The Council's statutory responsibilities for drainage and sewerage.
- Open space maintenance
- play facilities
- recreation grounds including park paddling pools/splash pads
- allotments
- closed churchyards
- commons, nature reserves, parks and open spaces

- rivers and other water recreation areas, adopted watercourses and drainage, including work with the Cam Conservators and the Council's Conservator representatives
- events on public spaces
- nature conservation
- environmental improvement
- Biodiversity

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

Environmental Improvements programme management.

Capital expenditure on the public realm including relevant s106 budgets

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.

2.9 Executive Councillor for Communities

2.9.1 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 throughout the City.
- The provision, promotion and development of policies and programmes to provide children and young people to play and participate in community life, 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
- Anti-poverty initiatives and the Sharing Prosperity Fund, including the powers and duties of the Council in respect of issues relating

to tackling inequality and the provision of opportunities for individuals and communities in the City to overcome disadvantage

- The provision and promotion of advice relating to citizens' legal rights and responsibilities, social security benefits, money management, employment and immigration
- Supporting the Leader in the delivery of Equalities initiatives, and measures to tackle discrimination.
- Detailed oversight of race equality, disability equality and equal opportunity in service delivery and Council policy

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
- ~~Community Safety Including the Community Safety Partnership work with the police and the CCTV system and, working with the Leader, work with Cambridge police, the Police and Crime Commissioner and the Council's representative on the Police and Crime Panel.~~
- cemeteries and crematoria
- Public art
- Council communications and consultation strategy and delivery, including the Council's website

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 experiencing social or economic inequality
- advocacy.

The relevant exercise of compulsory purchase powers.

~~2.10 Executive Councillor for Streets and Open Spaces~~

~~2.10.1 Plans, policies and strategies~~

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

- ~~• Improvement of accessibility of the public realm within Cambridge for people with disabilities~~
- ~~• Training, information, advice and other means to improve employment opportunities and access to employment~~
- ~~• Open spaces, nature reserves, parks, recreation grounds, commons and closed churchyards, allotments, rivers and other water recreation areas~~
- ~~• Cemeteries and crematoria.~~

~~Functions and Services~~

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

- ~~• play facilities~~
- ~~• recreation grounds including park paddling pools/splash pads~~
- ~~• allotments~~

- ~~closed churchyards~~
- ~~commons, nature reserves, parks and open spaces~~
- ~~streets and open space cleansing and maintenance~~
- ~~work with the County Council on street lighting and on shared responsibilities relating to the portfolio~~
- ~~public toilet provision~~
- ~~control of dogs and other animals and all matters concerned with animal welfare~~
- ~~rivers and other water recreation areas, adopted watercourses and drainage, including work with the Cam Conservators and the Council's Conservator representatives~~
- ~~environmental improvement and protection partnerships, including in local shopping centres and communities~~
- ~~cemeteries and crematoria~~
- ~~events on public spaces~~
- ~~nature conservation~~
- ~~environmental enforcement~~
- ~~secure cycle parking provision.~~

~~Environmental Improvements programme management.~~

~~Capital expenditure on the public realm including s106 budgets~~

~~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).~~

~~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.~~

2.10 Executive Councillor for Transport and Community Safety

2.10.1 Plans, policies and strategies

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

- Lead on City Council contribution to transport projects impacting on Cambridge
- Public Transport and congestion plans including bus services and bus shelters, and role of rail and Metro proposals
- County Council roads, pavements and cycle route issues including maintenance and road safety

Functions and Services

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

- Schemes to provide better travel facilities for people with disabilities
- Cycling including secure cycle parking
- Parking and off-street parking,
 - working with the County Council to improve the integrated management of parking and policy
- Council lead on Cambridge Joint Area Committee
- GCP Assembly Member
- Member for the Council of the Combined Authority Transport Committee
- **Lead on Community Safety and Policing**
Council representative on the Community Safety Partnership and city policing priority setting,
Responsibility for the CCTV system
Work and regular meetings with Cambridge police, the Police and Crime Commissioner
Working with Lead Councillor on Community Safety who is expected to be the Council's representative on the Police and Crime Panel.

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.

Clean version of the proposed changes to the Executive Portfolios

2.3 The Leader and Executive Councillor for Strategy and External Partnerships

2.3.1 The Leader shall be responsible for exercising functions on behalf of the Executive in the circumstances set out in the Council's Executive Procedure Rules in Part 4 of this Constitution.

2.3.2 The Leader shall have the power to determine which Executive Councillor shall have responsibility for the exercise of executive functions in cases of doubt or in cases for which provision has not been made in the Constitution. Where the Leader decides to lead, or to co-ordinate work with one or more Executive Councillors, or take decisions on a matter within another executive portfolio (e.g. a major project), it will be identified in the Forward Plan

2.3.3 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
- programmes which give direction to, and co-ordinate, the implementation of the Council's corporate policies and priorities.
- 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 devolution Combined Authority, City Deal, and the expansion of joint working with other councils, the Universities and other partners

- 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:

- Data protection and freedom of information.

Functions and Services

The exercise of the Council's functions and the delivery of services in respect of the areas listed in Paragraph 1 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 and other partnerships with local authorities overseas
 - 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.

2.4 Deputy Leader

2.4.1 The responsibilities of the Deputy Leader are set out in the Executive Procedure Rules in Part 4 of this Constitution.

2.5 Executive Councillor for Finance and Resources

2.5.1 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.

- corporate implementation of improvements and efficiency reviews, and the development and monitoring of core performance indicators and targets
- Business Transformation-internal service reviews and responsibility for leading plans, where not otherwise delegated, for new externally facing shared services, trusts , service reviews and joint projects involving other councils and organisations. The creation of new external shared services, or joint structures including trusts and joint projects with other councils and organisations which involve the responsibilities of more than one other Executive Councillor
- Corporate and support services as exemplified 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).

- The policy and management of moorings

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

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
- Council's evolving digital strategy and the benefits it will deliver for residents, and also to staff in helping them do their jobs better and more easily

Property Matters

- Leadership on corporate and cross-portfolio major capital projects and oversight of the council's overall capital programme, including 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
 - those parts of council sites developed for housing including new council housing, and dwellings held within the Housing Revenue Account and 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, which

shall be the responsibility of the Executive Councillor for Housing.

- The acquisition (by purchase or lease) of property by the Council.
- Management of the Council's office accommodation
- The Council's Land Charges service.

Shared Services and Service Reviews, and Employee and Management Matters

To be responsible for:

- corporate service reviews and other efficiency and effectiveness reviews which involve the responsibilities of more than one other Executive Councillor, or have not been otherwise delegated.

- the performance of corporate and other shared services in meeting financial performance objectives in business plan, except that responsibility for operational matters in relation to non-corporate shared services shall be the responsibility of the appropriate other Executive Councillor.

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

- 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.

The relevant exercise of compulsory purchase powers.

2.6 Executive Councillor for Housing

2.6.1 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 and the construction of new council homes
- 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, including lead responsibility for city centre homelessness working with appropriate Executive Councillors in relation to their relevant responsibilities
- The Council's responsibilities in respect of private sector housing
- 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

The relevant exercise of compulsory purchase powers.

2.7 Executive Councillor for Climate Change Environmental Services and City Centre

2.7.1 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
- Environmental Health and licensing (excluding those functions which are the responsibility of the Executive Councillor for Housing or Licensing Committee).
- City strategies including on the city centre, economic development and training, tourism, and partnerships with the Universities.
- Climate change

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.

Functions and Services

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

- Co-ordinating work by all Executive Councillors and Committees on Climate change (environmental considerations to specifically include Climate Change)
- Contaminated land; radioactive substances
- Refuse collection, waste disposal and recycling
- Monitoring and control of water, air and noise pollution, including lead for the Council on reducing air pollution in the city centre from vehicles
- Control of pests and nuisances
- Street trading, subject to compliance with the planning policy framework set by the Executive Councillor for Planning Policy and Transport
- Markets
- Tourism policy, including work with the Destination Management Organisation (DMO)
- City Centre Management and working with the Business Improvement District (BID)
- Hackney carriage and private hire vehicles
- Fleet management.
- Neighbourhood enterprise co-ordination
- street cleansing and maintenance
- work with the County Council on street lighting
- public toilet provision
- environmental enforcement
- control of dogs and other animals and all matters concerned with animal welfare

The relevant exercise of compulsory purchase powers.

2.8 Executive Councillor for Planning Policy and Open Spaces

2.8.1 Plans, policies and strategies

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

- Land use planning, including implementing the adopted Local Plan and developing local planning briefs and supplementary planning guidance, and the development of future planning policy including the Joint Local Plan, working with South Cambridgeshire District Council and other partners
- Conservation and urban design, and the sustainability of new development
- Tree strategy.
- Open spaces, nature reserves, parks, recreation grounds, commons and closed churchyards, allotments, rivers and other water recreation areas
- Cemeteries and crematoria.
- Inclusive access including for all ages, people with disabilities and ethnic minorities in Cambridge
- Biodiversity

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 through the development and management of shared services, and leading on all operational matters and improvement in relation to planning and building control
- Optimising additional income and infrastructure funding generated by new development
- Powers of compulsory purchase relating to the areas listed in Paragraph 1
- The Council's statutory responsibilities for drainage and sewerage.
- Open space maintenance
- play facilities
- recreation grounds including park paddling pools/splash pads
- allotments
- closed churchyards
- commons, nature reserves, parks and open spaces

- rivers and other water recreation areas, adopted watercourses and drainage, including work with the Cam Conservators and the Council's Conservator representatives
- events on public spaces
- nature conservation
- environmental improvement
- Biodiversity

Tree management and planting, except for those under housing management which are within the remit of the Executive Councillor for Housing).

Environmental Improvements programme management.

Capital expenditure on the public realm including relevant s106 budgets

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.

2.9 Executive Councillor for Communities

2.9.1 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 throughout the City.
- The provision, promotion and development of policies and programmes to provide children and young people to play and participate in community life, 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
- Anti-poverty initiatives and the Sharing Prosperity Fund, including the powers and duties of the Council in respect of issues relating to tackling inequality and the provision of opportunities for individuals and communities in the City to overcome disadvantage

- The provision and promotion of advice relating to citizens' legal rights and responsibilities, social security benefits, money management , employment and immigration
- Supporting the Leader in the delivery of Equalities initiatives, and measures to tackle discrimination.
- Detailed oversight of race equality, disability equality and equal opportunity in service delivery and Council policy

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
- cemeteries and crematoria
- Public art
- Council communications and consultation strategy and delivery, including the Council's website

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 experiencing social or economic inequality
- advocacy.

The relevant exercise of compulsory purchase powers.

2.10 Executive Councillor for Transport and Community Safety

2.10.1 Plans, policies and strategies

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

- Lead on City Council contribution to transport projects impacting on Cambridge
- Public Transport and congestion plans including bus services and bus shelters, and role of rail and Metro proposals
- County Council roads, pavements and cycle route issues including maintenance and road safety

Functions and Services

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

- Schemes to provide better travel facilities for people with disabilities
- Cycling including secure cycle parking
- Parking and off-street parking,
 - working with the County Council to improve the integrated management of parking and policy
- Council lead on Cambridge Joint Area Committee
- GCP Assembly Member
- Member for the Council of the Combined Authority Transport Committee
- **Lead on Community Safety and Policing**

Council representative on the Community Safety Partnership and city policing priority setting,
 Responsibility for the CCTV system
 Work and regular meetings with Cambridge police, the Police and Crime Commissioner
 Working with Lead Councillor on Community Safety who is expected to be the Council's representative on the Police and Crime Panel.

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.

Consequent changes to Part 3 Discharge of Council Functions, section 6 of the Constitution

SECTION 6: OVERVIEW AND SCRUTINY COMMITTEES

The Council shall have the following Overview and Scrutiny Committees. Their role and functions are set out in Article 6 of Part 2 of this Constitution and their procedure is governed by the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution.

6.2 Environment and Community (Scrutiny) Committee

<p>Terms of Reference</p> <p>Overview and scrutiny of the functions for which the Executive Councillors for (i) Communities (ii) CLIMATE CHANGE, Environment at Services and City Centre are responsible for and; (iii) the community safety responsibilities of the EXECUTIVE COUNCILLOR FOR TRANSPORT AND COMMUNITY SAFETY Streets and Open Spaces are responsible</p> <p>As required by Section 19 of the Police and Justice Act 2006 to be the crime and disorder committee with the power to review or scrutinise decisions made by the Council or by the Crime and Disorder Reduction Partnership.</p>
--

6.3 Planning and Transport (Scrutiny) Committee

Terms of Reference

Overview and scrutiny of the functions for which the Executive Councillor for (i) Planning Policy and OPEN SPACES Transport is responsible for and (ii) the transport responsibilities of the EXECUTIVE COUNCILLOR FOR TRANSPORT AND COMMUNITY SAFETY
