

# Executive Scheme of Delegation

Under s.9E of the Local Government Act 2000 (as amended), the Elected Mayor (as “the senior executive member”) determines how and by whom executive functions are exercised. The Elected Mayor may either exercise any or all of the executive functions personally or may delegate the power to one or more of the following:

- the Executive (the Elected Mayor & Executive) collectively,
- an Executive member individually,
- an Executive committee,
- an area committee (N.B. there are no area committees currently in Middlesbrough),
- an officer (or officers) of the Authority,
- under joint arrangements with one or more other authorities *or*
- another local authority.

## **Executive Scheme of Delegation**

The Executive (the Mayor and their Executive Members) will be collectively responsible for determining matters in respect of all or any functions which fall within the Executive terms of reference (below).

The Executive collectively, and individually, will drive the Council strategically relying on relevant senior officers to deliver those priorities through any strategy, plan or policy within their relevant service portfolio.

## **The Executive Terms of Reference (collectively)**

The Executive (the Mayor, Deputy Mayor and Executive portfolio holders) will be responsible collectively for determining the following matters in respect of all or any functions which fall within the Executive terms of reference:

- a) To take Executive decisions when there are public meetings of the Executive, convened in accordance with the relevant legislation.
- b) Key Decisions, not delegated by the Mayor to an Executive Committee, an Executive Member, an Officer or a Joint Arrangement.
- c) Strategic and significant decisions arising from Service reviews.
- d) Proposals, which will be submitted to the Council as part of the annual Budget and Policy Framework, together with in-year departures from the Budget and Policy Framework.
- e) Save for matters reserved for Full Council, new policies and procedures and changes to existing policies and procedures likely to have a significant impact on Service provision or the organisation of the Council.
- f) Allocation of funding within the budgetary framework, together with proposals and overall expenditure levels, for projects with significant corporate implications, including those for which it is proposed to let a contract, in accordance with Financial Procedure Rule D.

- g) Council-wide strategic performance and financial management / monitoring together with associated action.
- h) Significant Council-wide matters which are not Key Decisions.
- i) All reports referred to the Executive by the Overview and Scrutiny Board and its Scrutiny Panels.
- j) Ownership of risk management and regular review of the strategic risk register.

### **Executive Terms of Reference (Individual Executive Members)**

Individual portfolio holders will normally be responsible for the following matters in relation to the functions and service areas within the scope of their own portfolio.

- a) Minor variations to existing policies and procedures.
- b) Oversight of departmental service plans, having regard to the Budget and Policy Framework.
- c) Monitoring of Service performance information.
- d) Oversight of Executive Portfolio Service reviews, including, improvement plans, external inspection, reviews and non-strategic corporate matters.
- e) Oversight of plans and strategies, which are not part of the Budget and Policy Framework.
- f) Decisions which are within the Executive Portfolio Holder's remit.
- g) Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the Executive or as part of the Budget and Policy Framework.

### **Decision Making by Joint Bodies**

The following body will exercise executive functions in accordance with the terms of the agreement currently in operation:

#### **Joint Archives Committee**

## THE MAYOR

*DIRECTOR: CHIEF EXECUTIVE/ FINANCE  
LEGAL AND GOVERNANCE SERVICES*



### CHRIS COOKE

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### Relevant Service Areas

- Human Resources
- Legal Services
- Marketing and Communications
- Policy, Governance, and Information
- Strategy Business and Customer
- ICT
- Democratic Services

## PORTFOLIO OVERVIEW

The Mayor has overall responsibility for delivering the Mayor's Priorities and associated initiatives. The Mayor will also be the lead Member on the Council's Transformation journey.

The Mayor has overall responsibility for executive functions together with those general responsibilities detailed above. Service responsibilities have been delegated to the Executive Members.

The Mayor is the first citizen of the town and will promote the town as a whole and act as a focal point for the community. He will also take precedence with regard to any civic duties, but these may be delegated to the Chair/Vice-Chair of the Council.

As the town's First Citizen, the Mayor promotes Middlesbrough in the sub-region, region and nationally.

Duties and responsibilities of the Mayor include: -

- Providing strong and visible leadership in relation to the Council, citizens, stakeholders and partners of the Council.
- Leading on partnerships and strategic matters of significance to Middlesbrough on a local, sub-regional, regional and national basis.

- Promoting, wherever possible, public engagement in the work of the Council.
- Leading in promoting the core values and objectives of the Council.
- Leading on the development of the budget.
- Leading on promoting of relevant proposals in relation to the Policy Framework.
- Leading on the delivery of continuous improvement in Council services.
- Promoting the highest standards of conduct and ethics within the Council.
- Making appointments to the Executive, determining portfolios and chairing the Executive.
- Delivering Best Value for the Council.
- Determining the Executive Scheme of Delegation.
- Responsibility for the Armed Forces Covenant.
- The Mayor (or whoever he decides to nominate) to exercise the Council’s rights as a shareholder in BCCP Limited on behalf of the Teesside Pension Fund

As part of the Legal and Governance element of their portfolio the Mayor will take the lead on ensuring the Council operates efficiently, openly and fairly.

**Transformation Theme: Target Operation Model**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Council Plan (Overview)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Transformation</li> <li>➤ Corporate Governance Improvement Plan</li> <li>➤ Corporate Equality and Diversity Policies</li> <li>➤ People Strategy</li> <li>➤ Digital Strategy</li> <li>➤ Strategic Risk Register</li> <li>➤ Corporate Business Continuity Plan</li> <li>➤ Member Development Strategy</li> <li>➤ Information Strategy</li> <li>➤ ICT Strategy</li> <li>➤ Estates Strategy</li> <li>➤ Pay Policy Statement</li> <li>➤ Surveillance Policy</li> <li>➤ Risk and Opportunity Management Policy</li> </ul>

**ENVIRONMENT AND SUSTAINABILITY**

*DIRECTOR: ENVIRONMENT AND COMMUNITY SERVICES*



**COUNCILLOR PETER GAVIGAN**

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**Relevant Service Areas**

- Area Care and Arboriculture Services.
- Fleet Services
- Highways
- Transport and Infrastructure
- Waste Services
- Winter Maintenance

**PORTFOLIO OVERVIEW**

The Executive Member for Environment and Sustainability has responsibility for ensuring a safer environment for Middlesbrough – ensuring Middlesbrough is cleaner and more resilient to a changing climate.

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Relevant Environment and Waste Policies and Strategies</li> <li>• One Planet Living and Assisted Energy Strategies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Environment Service Plan (where relevant to the portfolio)</li> <li>➤ Carbon Reduction and Climate Adaptation (CRACA) Plan</li> <li>➤ Waste Management Plan</li> <li>➤ Environment Service Plan (where relevant to portfolio)</li> <li>➤ Public rights of way</li> <li>➤ Surface water management</li> </ul>

**ADULT SOCIAL CARE AND PUBLIC HEALTH**

*DIRECTOR: ADULT SOCIAL CARE AND HEALTH INTEGRATION/  
JOINT DIRECTOR OF PUBLIC HEALTH*



**COUNCILLOR JAN RYLES**

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**Relevant Service Areas**

- Access and Safeguarding
- Public Health (South Tees)
- Prevention, Provider and Support
- Specialist and Lifelong Services

**PORTFOLIO OVERVIEW**

The Executive Member for Adult Social Care and Public Health leads on the delivery of ensuring vulnerable adults are protected and ensuring Middlesbrough is a healthier place to live.

**Transformation Theme: Adult Social Care**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Think Local Act Personal, The Direction for Social Care Services</li> <li>• Health and Social Care Reform.</li> <li>• LiveWell South Tees Health and Wellbeing Strategy (2024-2030)</li> <li>• Public Health South Tees Strategy (2023-26)</li> <li>• NHS Commissioning and Delivery Plans – Local, Regional and National</li> <li>• UK Health Security Agency and the NHS Office for Health Improvement and Disparities plans – local, regional and national</li> <li>• Social Value Policy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supporting People Strategy</li> <li>➤ Better Care, Higher Standards</li> <li>➤ National Health Service Long Term Plan</li> <li>➤ NENC Integrated Care Board strategy – “Better health and wellbeing for all”</li> <li>➤ Older Peoples’ Strategy</li> <li>➤ Physical Disabilities Strategy</li> <li>➤ Social Services’ Equalities Plan</li> <li>➤ Social Services’ Care Service Plan</li> <li>➤ Mental Health Strategy</li> <li>➤ Mental Health Champion</li> <li>➤ Learning Disabilities Strategy</li> <li>➤ No Secrets, Protection of Vulnerable Adults from Abuse</li> <li>➤ Joint Strategic Needs Assessment</li> <li>➤ Homelessness Strategy</li> </ul>

**DEVELOPMENT**

*DIRECTOR: REGENERATION*



**COUNCILLOR THEO FURNESS**

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**Relevant Service Areas**

- Community Learning and Employability
- Growth
- Planning
- Property
- Transport

**PORTFOLIO OVERVIEW**

The Executive Member for Regeneration will have responsibility for delivering the Mayor’s Priorities with regard to ensuring a fair access to high-quality homes, fair access to secure, well-paid jobs and meaningful training, strengthening and diversifying our local economy, and strengthening our transport links.

**Transformation Theme: Property**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• The Local Plan</li> <li>• Local Transport Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Investment Prospectus</li> <li>➤ Regeneration service plan</li> <li>➤ Policies and strategies for housing activity</li> <li>➤ Development briefs and master plans</li> <li>➤ Town Centre Plan</li> <li>➤ Housing Strategy</li> </ul>

**DEPUTY MAYOR AND EDUCATION & CULTURE**

*DIRECTOR: EDUCATION AND PARTNERSHIPS*



**COUNCILLOR PHILIPPA STOREY**

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**Relevant Service Areas**

- Culture
- Community Learning
- SEND and Vulnerable Learners
- Access to Education and Alternative Provision
- Achievement
- Partnerships (including Youth Justice, Missing and South Tees Safeguarding Partnership)

**PORTFOLIO OVERVIEW**

The Deputy Mayor and Executive Member for Education and Culture will Chair meetings of the Executive and act in place of the Mayor, if for some reason the Mayor is unable to act.

As part of the Education element of their portfolio the Executive Member for Education and Culture has responsibility to ensure that all children are provided with the opportunity to realise their educational attainment potential.

The Executive Member will also oversee the provision of educational statutory services to address the needs of all children and young people and adults who need services (including youth justice). As part of the Culture element of their portfolio, the Executive Member for Education and Culture also has responsibility for strengthening the town’s cultural sector.

<b>Policy Framework - Education</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• National Curriculum</li> <li>• Relevant Frameworks and Parliamentary Acts including:               <ul style="list-style-type: none"> <li>➢ Children &amp; Families Act 2014 (relevant to portfolio e.g. SEND)</li> <li>➢ School Finance Regulations 2013</li> <li>➢ Education Act 2011</li> <li>➢ Academies Act 2010</li> <li>➢ Education and Skills Act 2008</li> <li>➢ Education and Inspection Act 2006</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➢ Children and Young People’s Plan</li> <li>➢ Education and Priorities Strategy</li> <li>➢ School Effectiveness Strategy</li> <li>➢ Vulnerable Learners Strategy</li> <li>➢ Children’s Services Improvement Plan</li> <li>➢ Capital Strategy &amp; Asset Management Plan (Schools)</li> <li>➢ Scheme for Financing Schools</li> <li>➢ Youth Employment Strategy</li> <li>➢</li> </ul>



<b>Policy Framework – Education Cont.</b>	<b>Other Plans and Strategies Cont.</b>
<ul style="list-style-type: none"> <li>➤ Children Act 2004 (relevant to portfolio)</li> <li>➤ Education Act 2002</li> <li>➤ School Standards &amp; Framework Act 1998 as amended</li> <li>➤ Education Act 1996 as amended</li> <li>➤ Statutory Framework for Early Years Foundation Stage</li> <li>➤ Apprenticeships, Skills, Children and Learning Act 2009</li> <li>➤ Early Years Foundation Statutory framework</li> <li>➤ Crime and Disorder Act 1998</li> </ul>	<ul style="list-style-type: none"> <li>➤ Special Educational Needs and Disability Reforms</li> <li>➤ School Improvement Strategy</li> <li>➤ Healthy Child Programme (5 – 19) (including School Nursing service)</li> <li>➤ School Improvement Strategy</li> <li>➤ SEND Strategy</li> <li>➤ Inclusion Strategy</li> <li>➤ Anti-Poverty</li> </ul>
<b>Policy Framework – Culture</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Cultural Strategy</li> </ul>	

**NEIGHBOURHOODS**

*DIRECTOR: ENVIRONMENT AND COMMUNITY SERVICES*



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**Relevant Service Areas**

- Public Protection
- Neighbourhoods
- North East Migration Partnership

**PORTFOLIO OVERVIEW**

The Executive Member for Neighbourhoods and Communities will be responsible for creating safer communities, in accordance with the Mayor’s Priorities. They will also have responsibility for community safety and development as well as empowering communities and individuals to access opportunities.

**Transformation Theme: Place Based Services**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Voluntary Sector</li> <li>• Strategic Approach to Addressing Poverty</li> <li>• Community Safety including Law and Order Issues</li> <li>• Community Development</li> <li>• Community Hub Development</li> <li>• Civil Contingencies Act 2004</li> <li>• Crime and Policing Act 2014</li> <li>• Human Rights Act</li> <li>• Licensing Authority Policy Statement 2003 Act</li> <li>• Statement of Principle Gambling (2005 Act)</li> <li>• Environmental Health and Trading Standards</li> <li>• Trading Standards (including Metrology)</li> <li>• Licensing (Inc. Taxi Licensing)</li> <li>• Selective Landlord Licensing</li> </ul>	

**CHILDREN'S SERVICES**

*DIRECTOR: CHILDREN'S SERVICES/CHILDREN'S SOCIAL CARE*



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**Relevant Service Areas**

- Children's Care
- Residential Services
- Prevention
- MACH Assessment and Pre-Birth Services
- Corporate Parenting
- SCP/ CWD

**PORTFOLIO OVERVIEW**

The Executive Member for Children's Services will be the Lead Member for Children's Social Care, ensuring that our children are protected, to safeguard their welfare and wherever possible, seek to enable or provide a safe environment that reduces dependency on services, including the most disadvantaged and vulnerable and their families and carers.

**Transformation Theme: Children**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• Statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services</li> <li>• General principles of UN convention on the rights of the child</li> <li>• Children Act 1989</li> <li>• Section 19 of the Children Act 2004</li> <li>• National Standards for Youth Justice Services</li> <li>• Children Act 2004</li> <li>• Ofsted policy Framework</li> </ul>	<ul style="list-style-type: none"> <li>➤ Children's Services Improvement Plan</li> <li>➤ Corporate Parenting Strategy</li> <li>➤ Middlesbrough Safeguarding Children Board Business Plan</li> <li>➤ Looked After Children Strategy</li> <li>➤ MSCB Business Plan</li> <li>➤ Children and Young People's Plan</li> <li>➤ Children's Services Partnership</li> <li>➤ Youth Employment Strategy</li> <li>➤ Youth Justice Plan</li> </ul>

**FINANCE**

*DIRECTOR: FINANCE (s151 Officer)*



**COUNCILLOR NICKY WALKER**

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**Relevant Service Areas**

- Financial Planning and Support
- Strategic Commissioning and Procurement
- Resident and Business Support
- Finance and Investment

**PORTFOLIO OVERVIEW**

The Executive Member for Finance has the responsibility of ensuring that the Council is financially sustainable, delivers value for money and operates openly and fairly in these respects. The Executive Member for Finance has oversight of all financial and budget management and monitoring. The Executive Member for Finance is also the Member Champion for Councillor Communications.

**Transformation Theme: Customer**

<b>Policy Framework</b>	<b>Other Plans and Strategies</b>
<ul style="list-style-type: none"> <li>• 2021 Teesside PF Pensions Administration Strategy &amp; Charging Policy</li> <li>• 2021 Teesside PF Risk Management Policy</li> <li>• 2021 Teesside PF Training Policy</li> <li>• Funding Strategy Statement 30-March-2023</li> <li>• Investment-strategy-statement-04-April-2021</li> <li>• Counter Fraud Strategy 2024-25</li> <li>• Anti Money-Laundering Policy</li> <li>• Whistleblowing Policy and Procedure</li> <li>• Anti Fraud Bribery and Corruption Policy</li> <li>• Capital Strategy 2024-25</li> <li>• Treasury Management Strategy 2024 - 2025</li> <li>• Supplier No PO No Pay Policy</li> <li>• Equality &amp; Diversity in Procurement Policy</li> <li>• Flight Booking Policy</li> <li>• Commissioning &amp; Consultant Policy</li> </ul>	<ul style="list-style-type: none"> <li>➢ Counter Fraud Strategy 2024-25</li> <li>➢ Anti Money-Laundering Policy</li> <li>➢ Whistleblowing Policy and Procedure</li> <li>➢ Anti Fraud Bribery and Corruption Policy</li> <li>➢ Capital Strategy 2024-25</li> <li>➢ Treasury Management Strategy 2024 - 2025</li> <li>➢ Supplier No PO No Pay Policy</li> <li>➢ Equality &amp; Diversity in Procurement Policy</li> <li>➢ Flight Booking Policy</li> <li>➢ Commissioning &amp; Consultant Policy</li> <li>➢ Purchasing Card Policy</li> <li>➢ Corporate Procurement Strategy</li> <li>➢ Business Welfare Strategy</li> <li>➢ Corporate Crisis Policy 2022</li> <li>➢ Corporate Food Poverty Policy</li> </ul>

<b>Policy Framework Cont</b>	<b>Other Plans and Strategies Cont</b>
<ul style="list-style-type: none"> <li>• Purchasing Card Policy</li> <li>• Corporate Procurement Strategy</li> <li>• Business Welfare Strategy</li> <li>• Corporate Crisis Policy 2022</li> <li>• Corporate Food Poverty Policy</li> <li>• Welfare Strategy</li> <li>• Empty Homes Strategy (Not on FWP - currently in design).</li> <li>• Problem Property Action Plan</li> <li>• Corporate Credit Note Policy</li> <li>• Debt Management Policy</li> <li>• Corporate Debt Write Off Policy</li> <li>• S13a Policy</li> <li>• Digital Inclusion Strategic Plan</li> <li>• Vulnerability Policy</li> <li>• ASC Non-Residential Charging Policy</li> <li>• ASC Residential Charging Policy</li> <li>• Discretionary Rate Relief</li> <li>• Residential Charging Policy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Welfare Strategy</li> <li>➤ Empty Homes Strategy</li> <li>➤ Problem Property Action Plan</li> <li>➤ Corporate Credit Note Policy</li> <li>➤ Debt Management Policy</li> <li>➤ Corporate Debt Write Off Policy</li> <li>➤ S13a Policy</li> <li>➤ Digital Inclusion Strategic Plan</li> <li>➤ Vulnerability Policy</li> <li>➤ ASC Non-Residential Charging Policy</li> <li>➤ ASC Residential Charging Policy</li> <li>➤ Discretionary Rate Relief</li> <li>➤ Residential Charging Policy</li> <li>➤ Customer Strategy</li> </ul>