

<b>Report of:</b>	The Mayor – Andy Preston
<b>Submitted to:</b>	Council – 7 July 2021
<b>Subject:</b>	Executive Scheme of Delegation

**Summary**

<b>Proposed decision(s)</b>
The Mayor is required to report any changes to his Executive Scheme of Delegation to Council.
The report on the Mayor’s revised Executive Scheme of Delegation is to be noted.

<b>Report for:</b>	<b>Key decision:</b>	<b>Confidential/Exempt:</b>	<b>Can be called-in:</b>
Information	No	No	No

<b>Contribution to delivery of the 2021-24 Strategic Plan</b>		
<b>People</b>	<b>Place</b>	<b>Business</b>
Not applicable	Not applicable	The Mayor is required to report to Full Council any changes to his Executive Scheme of Delegation

<b>Ward(s) affected</b>
Not applicable

**What is the purpose of this report?**

1. The report sets out to Members, as required by the Constitution, details of the revised Executive Scheme of Delegation for inclusion in the Council’s Scheme of Delegation.

**Why is this report necessary?**

2. The report is necessary as the Mayor is required to submit a report to Council, following any changes to his Executive Scheme of Delegation. .

## **What decision(s) are being asked for?**

3. That the Mayor's revised Executive Scheme of Delegation be noted.
4. The Mayor is responsible for determining his Scheme of Delegation and this covers the following areas of delegated powers: the Executive collectively, individual Executive Members, officers and joint arrangements. When he considers it appropriate however, the Mayor may still take any decision regardless of whether it has been delegated within his Scheme. The general responsibilities of the Mayor and Executive Members including their portfolios are detailed at Appendix A. The membership of the Mayor's Executive is detailed at Appendix B.
6. The composition of the Executive is as follows:
  - The Elected Mayor (who will also have responsibility for the Adult Social Care and Public Protection and Children's Services Safeguarding portfolios).
  - Deputy Mayor and Executive Member for Culture and Communities
  - Executive Member for Education
  - Executive Member for Environment and Finance and Governance
  - Executive Member for Regeneration

### **The Executive collectively**

7. 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: -
  - The delegation of authority to take Executive decisions when there are public meetings of the Executive, convened in accordance with the relevant legislation.
  - Proposals which will be submitted to the Council as part of the annual budget and policy framework together with significant in year departures from the framework.
  - 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.
  - The principles and funding of significant management restructuring involving more than one department.
  - Compulsory redundancies arising directly in connection with proposals falling into the 2 preceding categories.
  - Broad programme allocations together with proposals and overall expenditure levels, for projects with significant corporate implications, including those for which it is proposed to let a contract.
  - Any matters relating to bids for funding, which are financially or strategically significant and have not been provided for within the financial and policy framework.

- Council-wide strategic performance and financial management / monitoring together with associated action.
- Strategic and significant decisions arising from service reviews.
- Key decisions, not delegated to an Executive Committee, Executive Member, officer or joint arrangement.
- Sensitive Council-wide matters which are not key decisions.
- All reports referred to the Executive by the Overview and Scrutiny Board and its Scrutiny Panels.
- Responsibility for issues relating to Corporate Risk Management.
- **All issues that were previously considered by the Executive Sub Committee – Grants to Voluntary Sector (which has been disbanded) including:**
  - To determine the criteria under which grants will be awarded from the Grants to Voluntary Sector budget.
  - That working within the existing frameworks and allocated resources, determine on an annual basis, the allocation of grant aid from the Grants to Voluntary Sector budget.
  - To determine ‘in year’ changes to those allocations should it become necessary.
  - To monitor and evaluate the use of grant aid once allocated.
  - Subject to available resources within the Budget, to determine ‘in year’ one off applications for grant aid.
  - To consider and determine all issues relating to charities, which identify the Council as being Trustee and which are not specifically delegated to another body.
  - To consider and determine policy issues in relation to Grants, Trusts and the Voluntary and Community sector not specifically delegated to another body.
- **All issues previously considered by the Executive Sub Committee for Standing Orders (which has been disbanded) including:**
  - To determine requests to waive standing orders, which fall within the remit of the Executive, relating to contracts. No exemptions can be used if EC procurement procedures apply.

### **Individual Executive Members**

8. 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.

- Major variations to existing policies and procedures.
- Approval of departmental service plans.
- Monitoring of service performance information.
- Portfolio service reviews, including, improvement plans, external inspection, reviews and non-strategic corporate matters.
- Policies, plans and strategies, which are not part of the financial and policy framework.
- Key decisions which are portfolio specific.
- Sensitive non-key decisions, which are portfolio specific.
- 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 financial and policy framework.

#### **Deputy Mayor and Executive Member for Culture and Communities– Delegated Authority**

9. The Deputy Mayor and Executive Member for Culture and Communities has delegated powers:
  - a. To appoint to outside bodies, made by the Executive or jointly with Council.
  - b. To appoint to Executive Advisory Bodies (Excluding membership to the Full Executive)

#### **Executive Sub-Committee for Property**

10. When not referred to the Mayor, Executive or Executive Member to determine, the Executive Sub-Committee for Property is delegated the following powers:
  - To determine the Council's corporate property priorities.
  - To approve the allocation of resources from the Small Scheme Allocation budget.
  - To be consulted upon the capital programme.
  - To determine 'in year' changes to the new start investment programme and small scheme allocation projects should it become necessary.
  - To consider and determine the acquisition and disposal of assets (including land and buildings), other than equipment, plant and machinery for resale, in accordance with the requirements of Financial Regulations and Contract Standing Orders.
  - To be consulted upon planning brief proposals.

- To establish effective communication channels to cascade the Council's corporate property priorities.

11. The Membership of the Executive Sub-Committee for Property is as follows:

- All Members of the Executive

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

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

Joint Archives Committee

### **OFFICER DELEGATED AUTHORITY**

13. **Decision Making by Chief Executive**

The Chief Executive of the Council, or any officer nominated by the Chief Executive as his Deputy in this regard, will have delegated authority to make Executive decisions of a policy, financial and operational nature in response to the Covid-19 emergency.

### **DECISIONS BY OFFICERS**

14. Officers have the power to undertake without reference to Council, the Executive, or to any of the Council's committees, matters of day-to-day management and associated activities. Subject to the provisions within the Mayor's scheme of delegation above, officers can take executive non-key decisions. Unless specifically delegated by the Mayor and his Executive, officers do not have the delegated powers to take key decisions.

## **General responsibilities of the Mayor**

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

Duties and responsibilities of the Mayor include: -

1. Providing strong and visible leadership in relation to the Council, citizens, stakeholders and partners of the Council.
2. Leading on partnerships and strategic matters of significance to Middlesbrough on a local, sub-regional, regional and national basis.
3. Promoting, wherever possible, public engagement in the work of the Council.
4. Leading in promoting the core values and objectives of the Council.
5. Leading on promoting proposals in relation to the Council's Budget and Policy Framework.
6. Leading on the delivery of continuous improvement in Council services.
7. Promoting the highest standards of conduct and ethics within the Council.
8. Making appointments to the Executive, determining portfolios and chairing the Executive.
9. Determining the Executive Scheme of Delegation.
10. Responsibility for the Armed Forces Covenant.
11. Responsibility for Marketing and Communications.
12. Responsibility for the portfolio of Adult Social Care and Public Protection
13. Responsibility and Lead Member for portfolio of Children's Safeguarding

## **General responsibilities of the Deputy Mayor and Executive Member for Culture and Communities**

To support the Mayor in the development and promotion of Council activities, policies and performance and to lead on managing the business of the Council.

Duties and responsibilities of the Deputy Mayor and Executive Member for Culture and Communities -

1. Chairing meetings of the Executive in the absence of the Mayor.
2. If for any reason the Mayor is unable to act, the Deputy Mayor will act in his place until the Mayor is again able to act.
3. Co-ordination and promotion of liaison between the Mayor, Executive and non-Executive Members.
4. Leading on corporate issues in connection with the Council's performance.
5. Leading on corporate external inspection and assessments.
6. Promotion and development of Member accountability especially in relation to Members performance.
7. Ensuring that there is effective liaison and co-ordination between the Executive and Scrutiny.
8. Promotion and development of non-Executive Member involvement in Council policy at the initial stages of policy formulation.
9. To undertake such duties as may be directed by the Mayor.

## **General responsibilities of Executive Members**

1. To be the principal spokesperson on issues relating to their portfolios.

2. To lead on the development and delivery of policies within their portfolio remit.
3. To commission scrutiny, when appropriate, to assist in policy development and attend scrutiny meetings when invited.
4. To report to Council on activities they have undertaken and to be held to account by Councillors and the Mayor.
5. To respond to appropriate questions received in the Council's public question time.
6. To represent the Council on outside bodies.
7. To monitor service performance specific to their portfolio (including the budget).
8. To participate in service reviews and inspections as appropriate.
9. To agree responses to Government and other strategic consultation documents.
10. Promote appropriate non-executive member involvement in portfolio activities
11. In accordance with agreed procedures, to take decisions as authorised under the Executive Scheme of Delegation.
12. To maintain effective working relationships with officers.
13. To attend meetings of the Executive.
14. To promote health issues specific to their portfolio.

## Schedule 2: Executive Portfolios

<b>Executive Portfolio:</b>	<b>The Elected Mayor of Middlesbrough and Executive Member for Adult Social Care and Public Protection and Lead Executive Member for Children’s Safeguarding</b>
<b>Portfolio Holder:</b>	Andy Preston
<b>Lead Officer:</b>	The Chief Executive

### SCOPE OF PORTFOLIO

The Mayor has overall Executive responsibility for all Policy Framework documents, although individual Executive Members take the lead for those documents which may come under their respective portfolios. The Mayor has overall responsibility for delivering the Mayor’s Priorities and associated initiatives.

#### **Service areas and Functions**

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

The Mayor is the Council’s representative to the Combined Authority and will sit in the Tees Valley Combined Authority.

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.

The Mayor exercises the Council’s rights as shareholder in MHomes (Middlesbrough) Limited.

The Mayor will also have responsibility for Marketing and Communications.

The Mayor also has responsibility for the Armed Forces Covenant.

The Mayor also has responsibility for the portfolio of Adult Social Care and Public Protection.

The Mayor has responsibility for the portfolio of Children’s Safeguarding.

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.



<b>Executive Portfolio:</b>	<b>The Mayor (in respect of his portfolio of Children's Safeguarding)</b>
<b>Portfolio Holder:</b>	Andy Preston
<b>Lead Officer:</b>	Chief Executive, Director of Children's Services
<b>SCOPE OF PORTFOLIO</b>	
<p>The Mayor will be the Lead Member for Children's Safeguarding, 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.</p> <p><b>Policy Framework</b></p> <ul style="list-style-type: none"> <li>• NHS Commissioning and Delivery Plans</li> <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> <p><b>Other Plans and Strategies</b></p> <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>• Statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services</li> <li>• Youth Employment Strategy</li> </ul> <p><b>Service Functions</b></p> <ul style="list-style-type: none"> <li>• Children's assessment and care planning teams</li> <li>• Looked after children / Children's homes</li> <li>• Children with disabilities</li> <li>• Fostering services</li> <li>• Adoption services</li> <li>• Leaving care services</li> <li>• Independent review</li> <li>• Quality improvement</li> <li>• Advisory Service</li> <li>• Early Help / Family Casework / Partnership Early Help/Early Help Hub</li> <li>• Participation (Youth Voice/Parliament)</li> <li>• School Readiness (including Children's Centres)</li> <li>• Work Readiness (NEET)</li> </ul>	

## **Partnerships**

- Risk and Resilience/ Vulnerable Exploited Missing and Trafficked Groups
- Multi agency safeguarding arrangements / Local Safeguarding Children's Board
- Strategic and operational partnerships to improve outcomes for young people (e.g. Children's Trust)
- Children's Safeguarding Strategic Leaders Group

<b>Executive Portfolio:</b>	<b>The Mayor (in respect of his portfolio of Adult Social Care and Public Protection)</b>
<b>Portfolio Holder:</b>	Andy Preston
<b>Lead Officer:</b>	<ul style="list-style-type: none"> <li>• Director of Adult Social Care and Health Integration</li> <li>• Director of Public Health and Public Protection</li> </ul>
<b>SCOPE OF PORTFOLIO</b>	
<p>The Mayor will take the lead on the delivery of the Mayor's Priorities with regard to ensuring vulnerable adults are protected and pushing forward on the dementia-friendly agenda.</p> <ul style="list-style-type: none"> <li>• People with disabilities (adults)</li> <li>• Elderly and frail people</li> <li>• People with Learning Disabilities and Mental Health conditions (adults)</li> <li>• Adults with Social Care needs</li> <li>• Carer Support</li> <li>• Public Health</li> <li>• Health Service Quality</li> <li>• Health Protection</li> <li>• Health Improvement</li> <li>• Public Protection</li> <li>• Welfare Reform</li> </ul> <p><b>Policy Framework</b></p> <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>• Health and Well Being Strategy</li> <li>• NHS Commissioning and Delivery Plans – Local, Regional and National</li> <li>• Public Health England Plans – Local, Regional and National</li> <li>• Statement of Principle Gambling (2005 Act)</li> <li>• Licensing Authority Policy Statement 2003 Act</li> </ul> <p><b>Other Plans and Strategies</b></p> <ul style="list-style-type: none"> <li>• Supporting People Strategy</li> <li>• Better Care, Higher Standards</li> <li>• Prevention Strategy</li> <li>• National Health Service Plan</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>• NHS Health Check programme</li> <li>• Middlesbrough Health and Wellbeing Strategy</li> <li>• Public health advice to NHS commissioners</li> </ul>	

- Comprehensive sexual health services
- Health protection - incidents, outbreaks, emergencies and hazards
- Tobacco control and smoking cessation services
- Alcohol and drug misuse prevention, early intervention and treatment services
- Obesity and physical activity - lifestyle and weight management services
- Workplace health
- Public mental health and suicide prevention
- Oral health promotion and dental public health
- Accidental injury prevention
- Prevention and early diagnosis of cancer and long term conditions
- Preventing seasonal mortality
- Public health intelligence – JSNA and DPH annual report
- Annual Public Health Report
- NHS Health Check programme
- Environmental Health
- Environmental Health and Trading Standards
- Trading Standards (including Metrology)
- Licensing (Inc. Taxi Licensing)
- Homelessness Strategy

### **Service Functions**

- Health and Social Care Integration
- STP
- BCF
- BHP
- Specialist & Lifelong services
- Older people
- Adult Social Services
- Social Services Performance and Modernisation
- Social Services' Partnerships
- Older Persons' Champion
- Healthy Living Agenda
- Integrated Health Improvement Team
- Strategic and Corporate Public Health Issues
- Cross cutting Strategic NHS Issues
- Public Health Statutory Function
- Sport and Leisure
- Integrated Health Improvement Team
- Strategic and Corporate Public Health Issues
- Cross cutting Strategic NHS Issues
- Public Health Statutory Function
- Food Safety Service Plan Health Safety Service Plan
- Food health and safety
- Commissioned Services for Vulnerable Adults
- Travellers
- Homelessness
- Taxis Licensing Executive Issues

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

<b>Executive Portfolio:</b>	<b>Deputy Mayor and Executive Member for Culture and Communities</b>
<b>Portfolio Holder:</b>	Councillor Mieka Smiles
<b>Lead Officer:</b>	Director of Regeneration and Culture/Director of Environment and Community Services

### **SCOPE OF PORTFOLIO**

The Deputy Mayor and Executive Member for Culture and Communities, particularly in relation to the role of Deputy Mayor will support the Mayor in the development and promotion of Council activities, policies and performance and to lead on managing the business of the Council. The Deputy Mayor will Chair meetings of the Executive in the absence of the Mayor. If for any reason the Mayor is unable to act, the Deputy Mayor will act in his place until the Mayor is again able to act. A list of general responsibilities in relation to the role of Deputy Mayor is included at Page 6 of the report.

In relation to the responsibilities for Culture and Communities, the Deputy Mayor and Executive Member for Culture and Communities has responsibility for strengthening the town's cultural sector and creating safer communities, in accordance with the Mayor's Priorities. The Deputy Mayor and Executive Member for Culture and Communities will also have responsibility for:

- Services to support vulnerable people
- Community Safety and Community Development
- Empowering communities and individuals to access opportunities
- Supporting people into employment
- Cultural Strategy
- Migration and Asylum Seekers
- Welfare Rights
- Corporate Equality and Diversity Policy

#### **Policy Framework – Communities**

- Voluntary Sector
- Strategic Approach to Addressing Poverty
- Community Safety including Law and Order Issues
- Community Development
- Community Hub Development
- Civil Contingencies Act 2004
- Crime and Policing Act 2014
- Human Rights Act

- Cultural Strategy

### **Service Functions – Communities**

- Myplace
- Community Hubs
- Libraries and Archives
- Community Safety
- Street Wardens
- Neighbourhood Safety
- Migration and Asylum Seekers
- Volunteering
- Welfare Reform
- Diversity (including Asylum Seekers / Refugees and Community Cohesion)
- Neighbourhood Working
- Events Management
- Town Hall and Theatre
- Museums

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

<b>Executive Portfolio:</b>	<b>Executive Member for Education</b>
<b>Portfolio Holder:</b>	Councillor Stephen Hill
<b>Lead Officer:</b>	Executive Director of Children's Services/Director of Education, Prevention and Partnerships

### **SCOPE OF PORTFOLIO**

The Executive Member for Education 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 are in need of services (including youth justice).

Quality education is the key to good life chances for all. The Executive Member is responsible for the following:

- Access to Education
- Achievement
- Vulnerable learners and SEN
- School Readiness (including Children's Centres)
- Work Readiness
- School partnerships
- Adult and Community Learning
- Youth Offending

#### **Policy Framework – Education**

- National Curriculum
- Assessment & Accountability Framework 2020/21
- Children & Families Act 2014 – SEND Reforms
- Ofsted Framework
- School Finance Regulations 2013
- Education Act 2011
- Academies Act 2010
- Education and Skills Act 2008
- Education and Inspection Act 2006
- Children Act 2004(relevant to portfolio)

- Education Act 2002
- Crime and Disorder Act 1998
- School Standards & Framework Act 1998 as amended
- Education Act 1996 as amended
- Statutory Framework for Early Years Foundation Stage
- Apprenticeships, Skills, Children and Learning Act 2009
- Early Years Foundation Statutory framework
- Crime and Disorder Act 1998

#### **Other Plans and Strategies - Education**

- Children and Young People's Plan
- Education and Priorities Strategy
- School Effectiveness Strategy
- 14-25 Strategy
- Vulnerable Learners Strategy
- Children's Services Improvement Plan
- Capital Strategy & Asset Management Plan (Schools)
- Scheme for Financing Schools
- Adult Learning Plan
- Youth Employment Strategy
- Special Educational Needs and Disability Reforms
- School Improvement Strategy
- Healthy Child Programme (5 – 19) (including School Nursing service)
- School Improvement Strategy
- Youth Justice Plan
- SEND Strategy
- Inclusion Strategy

#### **Service Functions – Education**

- Advisory Service
- Special Educational Needs & Pupil Support
- Parent Partnership/Choice Advice
- Cleveland Unit nursery and child assessment centre



- Reduce first time entrants to criminal justice system (young people)
- Reduce reoffending (young people)
- Education Psychology
- Peripatetic Sensory Impairment Service (lead for joint arrangement)
- Pupil Referral Units
- Home & Hospital Education Service
- Virtual School for Looked After Children
- Ethnic Minority Achievement Service
- Traveller Education Service (lead for joint arrangement)
- Attendance & Child Employment Licensing
- School Admissions
- Governor Development Service
- School Business Relationship Management
- School Place Planning/School Organisation
- Capital Programme management (Schools)
- Middlesbrough Achievement Partnership support
- Community Learning and Employability
- Promote educational excellence for all children and young people
- Tackle underperformance
- Education of vulnerable children
- Special educational needs
- Strategic School place planning
- Liaison with education partners
- Skills Development
- School organisation
- Place planning
- Admissions
- Attendance
- Attainment
- SEN
- Cleveland Unit

- Sensory impairment
- Complimentary Education
- Adult and community learning

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

<b>Executive Portfolio:</b>	<b>Executive Member for Environment and Finance and Governance</b>
<b>Portfolio Holder:</b>	Councillor Barrie Cooper
<b>Lead Officer:</b>	In respect of portfolio of Environment - Director of Regeneration and Culture/Director of Environment and Community Services

### **SCOPE OF PORTFOLIO**

The Executive Member for Environment and Finance and Governance in respect of the portfolio of Environment, has the responsibility for ensuring a safer environment for Middlesbrough – ensuring Middlesbrough is cleaner and more resilient to a changing climate. The Executive Member for Environment and Finance and Governance will have responsibility for:

- Highways Maintenance
- Public buildings
- Parks and Open Spaces
- Commercial Services
- Environmental Sustainability
- Strategic lead health and Safety
- Winter maintenance
- Asset Management
- People Transport Services

#### **Policy Framework**

- Relevant Environment and Waste Policies and Strategies
- One Planet Living and Assisted Energy Strategies

#### **Other Plans and Strategies**

- Environment Service Plan (where relevant to the portfolio)
- Carbon Reduction and Climate Adaptation (CRACA) Plan
- Waste Management Plan
- Environment Service Plan (where relevant to portfolio)
- Trading Standards (Inc. Metrology)

#### **Service Functions**

- Bereavement Services
- Climate Change and Environmental Sustainability
- Architects and Design Services
- Streetscene (Includes: waste management and refuse collection, street cleansing, public toilets, fleet management and open spaces)
- Highways Maintenance
- Asset Management
- Fleet Management
- Integrated Transport Unit
- Winter Maintenance
- School catering
- Cleaning Services
- Environmental Enforcement
- Community Councils
- Direct commercial services

- Emergency Planning

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

<b>Executive Portfolio:</b>	<b>Executive Member for Environment and Finance and Governance</b>
<b>Portfolio Holder:</b>	Councillor Barrie Cooper
<b>Lead Officer:</b>	In respect of the portfolio of Finance and Governance - Director of Finance, Director of Legal and Governance Services
<b>SCOPE OF PORTFOLIO</b>	
<p>The Executive Member for Environment and Finance and Governance, in respect of the portfolio of Finance and Governance, has the responsibility of ensuring that the Council operates efficiently, openly and fairly. The Executive Member for Finance and Governance has oversight of budgetary issues. Areas falling within this portfolio are:</p> <ul style="list-style-type: none"> <li>• Human Resources/payroll</li> <li>• Legal Services</li> <li>• Democratic/Member Services</li> <li>• ICT</li> <li>• Business Continuity and Risk Management</li> <li>• Customer Services and Complaints and Compliments</li> <li>• Information Governance</li> <li>• Performance Management</li> <li>• Project and Programme Management</li> <li>• Financial Management</li> <li>• Procurement</li> <li>• Investment Strategy</li> <li>• Valuation and Estates</li> <li>• Teesside Pension Fund (as administering authority)</li> <li>• Business Rates</li> <li>• Housing Benefits</li> <li>• Council Tax</li> <li>• Borrowing Investments and Cash Management</li> <li>• Insurance</li> <li>• Information Security</li> <li>• Adult Commissioning</li> <li>• Social Care Commissioning</li> </ul> <p><b>Policy Framework</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan (Overview)</li> <li>• Council's Budget Strategy</li> <li>• Capital Strategy</li> <li>• Medium Term Financial Plan</li> <li>• Pay Policy Statement</li> </ul> <p><b>Other Plans and Strategies</b></p> <ul style="list-style-type: none"> <li>• Corporate Equality and Diversity Policy</li> <li>• People Strategy</li> <li>• Digital Strategy</li> <li>• Corporate Risk Management Strategy</li> <li>• Strategic Risk Register</li> </ul>	

- Corporate Business Continuity Plan
- Annual Audit and Inspection Letter
- Treasury Management
- Member Development Strategy
- Procurement Strategy
- Information Governance Strategy
- ICT Strategy
- Estates Strategy
- Customer Strategy

#### **Functions at Head of Service Level**

- Financial Governance
- Financial Planning
- Teesside Pension Fund
- Strategy Information and Governance
- Legal Services
- Democratic Services including Registrars and Coroners Services
- Revenues and Benefits
- Human Resources
- ICT

#### **Other Roles**

- Responsibility (jointly with Deputy Mayor for Digital City Business Trading Ltd including appointment of suitable Directors to act on the Council's behalf.
- Liaison with Internal and External Audit as necessary
- Representation at NEREO/NEPC
- Representation at NEPO
- Corporate governance/decision making

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

<b>Executive Portfolio:</b>	<b>Executive Member for Regeneration</b>
<b>Portfolio Holder:</b>	Councillor Eric Polano
<b>Lead Officer:</b>	Director of Regeneration and Culture

### **SCOPE OF PORTFOLIO**

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.

The Executive Member for Regeneration will be responsible for Council policy on:

- Transportation
- Inward investment
- Economic development
- Housing development
- Planning and Building Control

#### **Policy Framework**

- The Local Plan
- Local Transport Plan

#### **Other Plans and Strategies**

- Investment Prospectus
- Regeneration service plan
- Policies and strategies for housing activity
- Development briefs and master plans
- Public rights of way
- Surface water management
- Selective Landlord Licensing

#### **Service Functions**

- Economic Growth
- Capital Projects
- Housing Growth
- Development Control
- Planning Policy
- Building Control
- Transport
- Infrastructure

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.

## THE MAYOR'S EXECUTIVE:

<b>Portfolio</b>	<b>Name</b>	<b>Address</b>	<b>Ward</b>
Executive Member for Culture and Communities	Councillor Mieka Smiles	66 Mallowdale Nunthorpe Middlesbrough TS7 0RG	NUNTHORPE
Executive Member for Education	Councillor Stephen Hill	10 Cleveland Close Ormesby Middlesbrough TS7 9BX	PARK END AND BECKFIELD
Executive Member for Environment and Finance and Governance	Councillor Barrie Cooper	68 Hesleden Avenue Acklam Middlesbrough TS5 8RQ	NEWPORT
Executive Member for Regeneration	Councillor Eric Polano	2 Muston Close Acklam Middlesbrough TS5 7JR	ACKLAM