

## CHAPTER 5.2 – THE EXECUTIVE - COMPOSITION AND AREAS OF RESPONSIBILITY

### 5.2.1 Current Membership

The Executive will consist of the Leader of the Council together with those Councillors as stated below:

Currently, neither the Leader nor members of the Executive have any onward limits on delegations.

The Executive for the 2022/23 Municipal Year consists of the following Members:

Councillor	Portfolio
Clive Jones	Leader of the Council and Business and Economic Development
Stephen Conway	Deputy Leader of the Council and Housing
Lindsay Ferris	Executive Member for Planning and Local Plan
Prue Bray	Executive Member for Children's Services
Paul Fishwick	Executive Member for Active Travel, Transport and Highways
David Hare	Executive Member for Health & Wellbeing and Adult Services
Sarah Kerr	Executive Member for Climate Emergency and Resident Services
Ian Shenton	Executive Member for Environment, Sport and Leisure
Imogen Shepherd-Dubey	Executive Member for Finance
Rachel Bishop-Firth	Executive Member for Equalities, Inclusion and Fighting Poverty

Further details of each Executive Member's area of responsibility can be found within this chapter. Details of each Executive Member's address and ward information can be found on the Council's [website](#)

### 5.2.2 Executive Delegation Arrangement

The Scheme of Delegation as set out below is designed to enable efficient and effective decision making.

#### 5.2.2.1

Determination of whether or not any matter lies within the delegated powers of the Executive shall rest solely with the Chief Executive or in his/her absence the appropriate Director:

- a) delegated powers shall be exercisable only in accordance with approved policies of the Council, except that when a Committee (i.e. Licensing and Appeals or Planning) is acting in a quasi-judicial capacity, regard shall be taken of the approved policies of the Council but each matter must be determined on its merits;

- b) in exercising delegated powers, except as provided in Financial Regulations, the Executive shall not incur expenditure other than for which provision has been made in the approved budget for the relevant financial year;
- c) delegated powers include the power to institute legal action and/or proceedings as necessary to effect the discharge or regulation of the function.

### **5.2.3 Matters Reserved Solely To The Council**

The following matters are reserved solely to the Council and any decisions by the Executive or the Overview and Scrutiny Committees regarding any of the matters set out below shall be submitted as recommendations or stand referred to the Council for decision:

- a) adopting the Constitution and subsequent changes to it;
- b) adopting the local authority's Code of Conduct;
- c) agreeing the local authority's Policy Framework and Budget;
- d) taking decisions in respect of functions which are not the responsibility of the Executive;
- e) taking decisions in respect of functions which are not the responsibility of the Executive and which have not been delegated by the Council to Committees, Sub-committees or Officers;
- f) making appointments to Committees, negotiating forums with staff and trades unions and the Standards Committee;
- g) making appointments to the Executive where executive arrangements in the Constitution so provide;
- h) confirming the appointment of the Head of Paid Service.

### **5.2.4 Scheme of Delegation to The Executive**

Subject to the general reservation of powers to the Council, the Terms of Reference of the Executive shall be as follows and it shall have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the following functions.

#### **5.2.4.1 Financial Responsibilities:**

- a) to recommend to the Council the overall Budget and the level of Council Tax;
- b) to identify issues, which represent a major change in financial policy for reference to the Council;
- c) to recommend to the Council the allocation of resources to service areas;
- d) to approve the level of discretionary fees and charges to be levied in any financial year;

- e) to recommend approval of the Capital Programme and Capital Strategy to the Council.

#### **5.2.4.2 Policy Formulation and Development**

- a) to exercise overall responsibility for the corporate working of the Council and its performance;
- b) to consider any amendments to the Council's Vision, Values and corporate or service objectives;
- c) to consider matters relating to the Council's image, profile and reputation;
- d) to commission and consider reports on consultation with residents and partner agencies;
- e) to be responsible for the community planning process and the action resulting from it;
- e) to be responsible for business planning throughout the Council ensuring that service and financial planning are integrated;
- f) to approve service plans;
- g) to consider and make recommendations to the Council on all statutory plans and others which must, according to the Constitution, be approved by the Council;
- h) to approve Service Improvement Plans and implement and monitor actions;
- i) to be responsible for performance management, monitoring and evaluation;
- j) to determine and agree proposals for the market testing and/or outsourcing of services.

#### **5.2.4.3 Procedural Matters**

To recommend to the Constitution Review Working Group on the making, revocation or modification of Rules of Procedure, Terms of Reference, Financial Regulations and Procurement and Contract Regulations and Delegated Powers.

#### **5.2.5 General Responsibilities of Executive Members**

##### **5.2.5.1**

As directed by the Executive, to be the Lead Member for the development and implementation of key projects and plans within their remit.

##### **5.2.5.2**

To ensure that appropriate reports are brought to the Executive to:

- a) monitor and evaluate progress on key projects;
- b) monitor and evaluate performance of services within their remit;

c) consider service improvement plans.

**5.2.5.3**

To attend meetings of the Overview and Scrutiny Management Committee and its Committees as reasonably required.

**5.2.5.4**

To foster good working relations with the Chief Executive and Directors where issues cover more than one service area to foster collaborative working.

**5.2.5.5**

To hold the Chief Executive and Directors to account for the performance of the Council's departments and the execution of the Council's policies.

**5.2.5.6**

To ensure oversight and sign-off of draft reports and papers within Executive Members' portfolios.

**5.2.5.7**

To engender good working relations with external partners, involving those partners in decision making wherever appropriate.

**5.2.5.8**

To seek to implement the corporate policies of the Council, integrating the Council's overall objectives into the work falling within their remit.

**5.2.5.9**

To oversee the production of service plans, ensuring that service and financial planning are integrated.

**5.2.5.10**

To oversee and agree consultation arrangements with residents, service users and other stakeholders on major projects falling within their remit.

**5.2.5.11**

To seek to ensure that the highest standards of probity are achieved in the work covered by their remit.

**5.2.5.12**

To seek to ensure that policies and strategies meet the needs of all residents/service users and that minority groups are not excluded from participating in Council activities or accessing Council services.

**5.2.5.13**

To be the point of contact for all press enquiries relating to areas covered by their portfolio.

**5.2.5.14**

To be responsible for mentoring, supporting and developing their Deputy Executive Members if any are appointed.

**5.2.5.15**

To establish, monitor and report monthly on high level performance indicators.

## **Specific Responsibilities of Executive Members**

### **5.2.6 Leader of The Council**

#### **5.2.6.1**

To take responsibility and provide leadership for all the Council's activities.

#### **5.2.6.2**

To appoint up to nine members of the Executive and Deputy Executive members as required (appointments to be on an annual basis).

#### **5.2.6.3**

To make all other appointments as required.

#### **5.2.6.4**

To make changes to the composition of the Executive within the municipal year as necessary.

#### **5.2.6.5**

To make changes and reallocations in the responsibilities of Executive and Deputy Executive Members within the municipal year as necessary.

#### **5.2.6.6**

To give specific responsibilities, targets, strategies and objectives to Executive Members, monitor their performance and make changes as necessary.

#### **5.2.6.7**

To present to the Executive the Forward Programme of Executive business covering no less than four months.

#### **5.2.6.8**

To ensure that the Forward Programme is updated monthly in accordance with statutory requirements.

#### **5.2.6.9**

To oversee and be responsible for policy co-ordination and strategy and for the preparation of the Council's Corporate Strategy and Plan and its enumeration in the medium term financial plan, for both the development of future Corporate Strategy and the operationalising and delivery of the current strategy as set out in the Corporate Delivery Plan, across the Council. To be responsible for the development, analysis and interpretation of both internal and external Insights that will enable the Council to make informed decisions for the delivery and continued relevance of the strategy to the residents and businesses across Wokingham Borough.

#### **5.2.6.10**

To work with the Chief Executive, Directors, Assistant Directors, staff, Executive (and Deputy Executive Members if appointed) to achieve the Council's Service Plans and meet the Council's financial targets.

#### **5.2.6.11**

To be responsible for overseeing the production of the service plans of the Communications Service.

**5.2.6.12**

To promote and oversee the Council's Communications and Marketing Strategy.

**5.2.6.13**

To seek to raise the profile of the Council in both a county, regional and national framework.

**5.2.6.14**

To lead on Member training and mentoring.

**5.2.6.15**

With the Chief Executive, to develop the Council's organisation and to take responsibility for approving it.

**5.2.6.16**

To ensure that there is an appropriate level of consultation, communication and participation by residents, community groups, businesses and public sector.

**5.2.6.17**

To oversee the operation of all Council owned companies and their subsidiaries by working with the Holding Company.

**5.2.6.18**

To oversee and develop the Economic Development Strategy and build good working relationships with local businesses.

**5.2.6.19**

To oversee the implementation of the Council's Investment Strategy, including oversight of the Council's Investment Portfolio, in conjunction with the Executive Member for Finance and Housing and the Executive Member for Business and Economic Development.

**5.2.6.20**

To hold the Chief Executive to account for performance and implementation across the Council, including the actions of officers, whilst ensuring that, together with the Chief Executive, there is a healthy and productive relationship between Members and officers.

**5.2.6.21**

To hold regular meetings with the Chief Executive, Directors and Assistant Directors to monitor their performance and the Council's overall performance.

**5.2.6.22**

To attend whatever meetings are being held in the Council as the Leader deems necessary in order to gain understanding of all that is taking place

**5.2.6.23**

To be responsible for overseeing the Council's Asset Strategy regarding all Council owned property, to take a lead role in acquisition and/or disposal of assets in line with Council policies, and to advise other Members of Council policy and targets in respect of asset management.

**5.2.6.24**

To oversee the implementation of the Council's Investment Strategy, including oversight of the Council's Investment Portfolio.

**5.2.6.25**

To oversee the development and implementation of the Council's Lettings Strategy, including the Town Centre Regeneration Lettings Strategy.

**5.2.6.26**

To chair the board of Wokingham Borough Council (Holdings) Limited.

**5.2.6.27**

To oversee and work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

**5.2.6.28**

To oversee the Economic Development Strategy and develop good working relationships with local businesses.

**5.2.6.29**

To lead on the Local Enterprise Partnership.

**5.2.6.30**

To lead on economic recovery within the Borough.

**5.2.6.31**

To act as the primary press spokesperson on all matters relating to the whole of the Business and Economic Development portfolio and matters relating to Regeneration.

**5.2.6.32**

To ensure that decisions and policies within the Business and Economic Development portfolio are in accordance with the Council's Equal Opportunities Policy.

**5.2.6.33**

To cover the development and implementation of the Town Centre Lettings Strategy.

**5.2.6.34**

To oversee the implementation of the Council's Investment Strategy, including oversight of the Council's Investment Portfolio.

**5.2.6.35**

To develop the Council's Communications and Marketing Strategy.

**5.2.6.36**

To deputise for Executive Members as and when required.

## **5.2.7 Deputy Leader and Executive Member for Housing**

### **5.2.7.1**

To deputise for the Leader of the Council in all his or her responsibilities, undertake all the Leader's statutory functions in his/her absence, and deal with specific tasks allocated by the Leader.

### **5.2.7.2**

To oversee the work of the Council's Housing Services and ensure they are carried out efficiently and effectively.

### **5.2.7.3**

To lead on the Commissioning Strategy for Housing.

### **5.2.7.4**

To take responsibility for the development of new or revised Housing policies with due regard to corporate objectives, including equal opportunities and social inclusion.

### **5.2.7.5**

To develop the Council's strategy for the delivery of housing to meet different demographic needs, including affordable housing schemes.

### **5.2.7.6**

To develop a strategy to ensure the availability of sites for a pipeline to supply the Council's housing companies, including seeking external funding for development opportunities.

### **5.2.7.7**

To take responsibility for overseeing the Affordable Housing Strategy and implementing the Council's statutory housing functions; including responsibility for the overall management of the housing stock.

### **5.2.7.8**

To liaise with and advise the Affordable Housing Working Group as to requirements.

### **5.2.7.9**

To take responsibility for the preparation for and implementation of agreed action plans from inspections including Housing Inspectorate reviews.

### **5.2.7.10**

To be responsible for Tenant Services including monitoring liaison with tenants through discussion with the Council's representatives on the Tenant and Landlord Improvement Panel.

### **5.2.7.11**

To ensure an effective communication and stakeholder engagement framework is built into each housing development scheme.

### **5.2.7.12**

To be responsible for the Borough's housing companies in order to deliver the Council's ambition for the delivery of social housing and housing for residents on a median income and below to aspire to rent or buy.



### **5.2.7.13**

To take responsibility for overseeing the development of the contract procurement strategy within the Finance and Housing portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;
  - i) outsourcing;
  - ii) market testing;
  - iii) public/private partnerships or the Private Finance Initiative;
  - iv) joint working with other public bodies;
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

### **5.2.7.14**

To act as the primary press spokesperson on all matters relating to the whole of the Housing portfolio.

### **5.2.7.15**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

### **5.2.7.16**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

## **5.2.8 Executive Member for Children's Services**

### **5.2.8.1**

To liaise with school governors, headteachers and other relevant stakeholders including teachers, parents and diocesan representatives, as well as with Government, and regional and national bodies.

### **5.2.8.2**

To oversee the work of the Education Service and ensuring that it meets the needs of schools, colleges, academies and other stakeholders and is provided efficiently and effectively.

### **5.2.8.3**

To review the Council's Children's Services policies and strategies and advising the Executive, and where appropriate making recommendations to Council.

**5.2.8.4**

To take responsibility for overseeing transitional arrangements when children become adults, in conjunction with the Executive Member for Health, Wellbeing and Adult Services.

**5.2.8.5**

To ensure that schools are fully consulted on changes in policy and practice.

**5.2.8.6**

To ensure the continued work and development of the Council as a provider and commissioner of Early Years and Childcare services and children's centres.

**5.2.8.7**

To oversee the Council's youth service and activities and, as required, to represent the interests of the youth service on Children's Partnership Boards.

**5.2.8.8**

To be responsible for the planning and provision of school places and recommend changes in school organisation to the Council.

**5.2.8.9**

To establish New and Re-sited Schools as appropriate.

**5.2.8.10**

To oversee the School Admission Process

**5.2.8.11**

To oversee school improvement plans.

**5.2.8.12**

To oversee school development and refurbishment plans and their capital investments.

**5.2.8.13**

To be responsible for working with academies and free schools in the Borough.

**5.2.8.14**

To oversee the production of all statutory and service plans within the remit of the service.

**5.2.8.15**

To take responsibility for overseeing and preparing for inspections and reviews.

**5.2.8.16**

To report on evaluation and review of services as necessary.

**5.2.8.17**

To work closely with all relevant service areas to ensure the most cost effective home to school transport is provided.

**5.2.8.18**

To lead on the implementation of school development and delivery of the 0-16 school places sufficiency duty, as well as strategies including sufficiency of child-care places and post-16 places.

**5.2.8.19**

To ensure a fully-costed model of traded and support services to schools, colleges, academies and free schools is delivered.

**5.2.8.20**

To act as the primary press spokesperson on all matters relating to the whole of the Children's Services portfolio.

**5.2.8.21**

To set the policy direction for all aspects of Children's Services based on best evidence.

**5.2.8.22**

To undertake the statutory responsibility for Children's Services and Safeguarding, including early help and protection, children in care, care leavers, adoption and fostering, youth offending services, and services for children and young adults with disability.

**5.2.8.23**

To work collaboratively with the Executive Member for Health, Wellbeing and Adult Services to ensure the needs of young people, and children and young adults with disabilities and/or with their families are met.

**5.2.8.24**

To hold the Director of Children's Services, Assistant Directors and managers to account for the performance and improvement of the services and sufficiency duties.

**5.2.8.25**

To champion children-in-care leavers' needs and ensure that the importance of their wellbeing and educational attainment is recognised and owned across the whole Council and by all elected Members and Officers.

**5.2.8.26**

To oversee the Council's role in lifelong learning and playing a full part in the work of the Lifelong Learning Partnership.

**5.2.8.27**

To set strategic direction for the adult education offer.

**5.2.8.28**

To attend meetings of the Local Safeguarding Board.

**5.2.8.39**

To work with the relevant Directors, the Leader and the Executive Member for Finance to produce a 3-year rolling budget with the emphasis on the first 12 month which adequately cover the costs within the Executive Member's areas of responsibility.

**5.2.8.30**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

**5.2.8.31**

To ensure timely reporting of both over and under spend against agreed budget.

#### **5.2.8.32**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

#### **5.2.8.33**

To take overall responsibility for all financial matters within the portfolio.

#### **5.2.8.34**

To take responsibility for overseeing the development of the contract procurement strategy within the Children's Services portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including.
  - i outsourcing
  - ii market testing
  - iii public/private partnerships
  - iv joint working with other public bodies
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.8.35**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.8.36**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

### **5.2.9 Executive Member for Climate Emergency and Resident Services**

#### **5.2.9.1**

To oversee and develop the Council's approach to climate issues, including energy efficiency and the management of a Carbon Reduction Plan.

#### **5.2.9.2**

To develop, in conjunction with other Executive Members and Directors, the Council's approach to setting the strategy for playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030.

#### **5.2.9.3**

To take the lead in ensuring the carbon neutrality strategy is continuously developed and the elements within it are achieved

#### **5.2.9.4**

To take the lead in developing solar farms and other forms of renewable energy in the Borough.

#### **5.2.9.5**

To work with the Executive member for the Environment, Sport and Leisure to develop a coherent long-term strategy for waste collection and recycling in order to achieve 70% recycling, increasing recyclables whilst at the same time maintaining the budget envelope.

#### **5.2.9.6**

To work with the Executive member for Highways and Transport to ensure that electric vehicle charging points are available and increasing.

#### **5.2.9.7**

To develop a daily information base for the Leader and Chief Executive on residents' concerns and queries.

#### **5.2.9.8**

To be responsible for developing the Council's E-government strategy and for meeting government targets for electronic delivery of services.

#### **5.2.9.9**

To be responsible for advising the Executive on the development and performance of Customer Services.

#### **5.2.9.10**

To work with the relevant Directors and the Executive Member for Housing to produce a 3-year rolling budget with the emphasis on the first 12 month which adequately cover the costs within the Executive Member's areas of responsibility.

#### **5.2.9.11**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

#### **5.2.9.12**

To ensure timely reporting of both over and under spend against agreed budget.

#### **5.2.9.13**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

#### **5.2.9.14**

To take overall responsibility for all financial matters within the portfolio.

#### **5.2.9.15**

To take responsibility for overseeing the development of the contract procurement strategy within the Climate Emergency and Resident Services with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;

- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;
  - i outsourcing
  - ii market testing
  - iii public/private partnerships
  - iv joint working
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.9.16**

To develop the arts and culture strategy of the Council and to oversee its implementation.

#### **5.2.9.17**

To be responsible for overseeing the Council's IT function and re-design of the website

#### **5.2.9.18**

To provide management direction for the following services areas; Libraries and Registrars.

#### **5.2.9.19**

To develop and manage the Council's approach to domestic violence.

#### **5.2.9.20**

To act as the primary press spokesperson on all matters relating to the whole of the Climate and Resident Services portfolio.

#### **5.2.9.21**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.9.22**

To work with Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

### **5.2.10 Executive Member for Environment, Sport and Leisure**

#### **5.2.10.1**

To be the primary lead on the work of the Environment Service and all the Council's environmental functions within that service.

#### **5.2.10.2**

To provide management direction for the following services areas; Community Environmental, Community Safety Partnerships (CSP) and Public Protection

#### **5.2.10.3**

To oversee waste collection and recycling services, in conjunctions with the Executive member for Climate Emergency and Resident Services to develop a coherent long-term

strategy for waste collection and recycling in order to achieve 70% recycling, increasing recyclables whilst at the same time maintaining the budget envelope.

#### **5.2.10.4**

To ensure that all enforcement functions across the council and partners are joined up to deliver the most effective outcomes for the residents of Wokingham Borough.

#### **5.2.10.5**

To develop and manage the Council's approach to antisocial behaviour.

#### **5.2.10.6**

To represent the Council on the Re3 Joint Waste Disposal Board with a view to getting the best value for money for the Borough's residents and increasing the recyclables.

#### **5.2.10.7**

To ensure that the staff organisation is correct so as to fully exploit the opportunities for recycling and waste collection, whilst achieving the highest levels of resident satisfaction.

#### **5.2.10.8**

To oversee appropriate open space, country parks, SANG and playground provision and maintenance.

#### **5.2.10.9**

To oversee the development of new country parks in accordance with the Core Strategy.

#### **5.2.10.10**

To oversee the Leisure and Sports Development strategies and to maintain the Borough's position as the Healthiest local Authority

#### **5.2.10.11**

To oversee the Public Rights of Way function, including Greenways. To ensure the Council is represented on the Local Access Forum and undertakes liaison with local interest groups.

#### **5.2.10.12**

To oversee and lead in the development and maintenance of play areas.

#### **5.2.10.13**

To oversee and lead in tree maintenance on Council land, Countryside services, grounds maintenance and street cleansing.

#### **5.2.10.14**

To take responsibility for monitoring gully and pavement maintenance plans.

#### **5.2.10.15**

To discharge the Council's functions in respect of community resilience and be responsible for advising the Executive in relation to such issues.

**5.2.10.16**

To assist the Executive Member for Climate Emergency and Resident Services in the Council's approach to climate issues, including energy efficiency and the management of a Carbon Reduction Plan.

**5.2.10.17**

To act as the primary press spokesperson on all matters relating to the Environment, Sport and Leisure portfolio.

**5.2.10.18**

To work with the relevant Directors and the Executive Member for Finance to produce a 3-year rolling budget with the emphasis on the first 12 months which adequately cover the costs within the Executive Member's areas of responsibility.

**5.2.10.19**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

**5.2.10.20**

To ensure timely reporting of both over and under spend against agreed budget.

**5.2.10.21**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

**5.2.10.22**

To take overall responsibility for all financial matters within the portfolio.

**5.2.10.23**

To take responsibility for overseeing the development of the contract procurement strategy within the Environment, Sport and Leisure portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;
  - i) outsourcing.
  - ii) market testing;
  - iii) public/private partnerships or the Private Finance Initiative;
  - iv) joint working with other public bodies;
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.



#### **5.2.10.24**

To develop and manage the Council's approach to:

- Travellers
- Flytipping
- Vermin
- Noise
- Bonfires

#### **5.2.10.25**

To take responsibility for overseeing the development of the contract procurement strategy within the Neighbourhoods and Communities portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;
  - i outsourcing
  - ii market testing
  - iii public/private partnerships
  - iv joint working
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.10.26**

To take the lead in reducing single use plastics within Wokingham Borough.

#### **5.2.10.27**

To work with the Executive Member for Planning and Local Plan to ensure that 300,000 trees are planted in the Borough with a coherent maintenance plan for their development.

#### **5.2.10.27**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.10.28**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

#### **5.2.10.29**

To identify the areas in the Borough where air quality is poor, measure it, create a strategy for improving it and monitor performance.

## **5.2.11 Executive Member for Health, Wellbeing and Adult Services**

### **5.2.11.1**

To oversee the work of the Council's Adult Social Care and ensure they are carried out efficiently and effectively.

### **5.2.11.2**

To be the Executive Member responsible for:

- a) overseeing the production of all statutory and service plans within the remit of the service;
- b) joint working with health organisations and the voluntary sector;
- c) taking forward the Council's Better Government for Older People's Strategy;
- d) preparation for and implementation of agreed action plans from inspections including joint reviews and CQC reviews;
- e) developing a range of partnerships and initiatives in liaison with community groups, e.g. the Carers' Strategy.

### **5.2.11.3**

To be responsible for the development of new or revised Adult Social Services policies with due regard to corporate objectives, including equal opportunities and social inclusion.

### **5.2.11.4**

To advise the Council on forthcoming developments in the Health Legislation including Public Health responsibilities.

### **5.2.11.5**

To oversee the production and development of the Council's future strategy for Social Care.

### **5.2.11.6**

To be responsible for overseeing Optalis, the Council's Social Care Company from a service commissioning perspective.

### **5.2.11.7**

To represent the Council as determined by the Executive on outside bodies and in discussions/negotiations with regional, national and government bodies.

### **5.2.11.8**

To lead on the Commissioning Strategy for Adult Social Care and Health.

### **5.2.11.9**

Responsible for overseeing transitional arrangements when children become adults, in conjunction with the Executive Member for Children's Services.

#### **5.2.11.10**

To work collaboratively with the Executive Members for Children's Services and Finance and Housing to ensure the needs of young people, and children and young adults with disabilities and/or with their families are met.

#### **5.2.11.11**

To ensure that decisions and policies within the Adult Social Care, Health and Wellbeing portfolio are in accordance with the Council's Equal Opportunities Policy.

#### **5.2.11.12**

To hold the Director of Adult Services to account for the performance and improvement of the services and sufficiency duties.

#### **5.2.11.13**

To lead on engagement with the community and voluntary sector.

#### **5.2.11.14**

To act as the primary press spokesperson on all matters relating to the whole of the Adult Social Care, Health and Wellbeing.

#### **5.2.11.15**

To work with the relevant Directors and the Executive Member for Finance and Housing to produce a 3-year rolling budget with the emphasis on the first 12 month which adequately cover the costs within the Executive Member's areas of responsibility.

#### **5.2.11.16**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

#### **5.2.11.17**

To ensure timely reporting of both over and under spend against agreed budget.

#### **5.2.11.18**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

#### **5.2.11.19**

To take overall responsibility for all financial matters within the portfolio.

#### **5.2.11.20**

To take responsibility for overseeing the development of the contract procurement strategy within the Health, Wellbeing, Adult Social Care, portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;

- i outsourcing
- ii market testing
- iii partnerships
- iv joint working
- v insourcing

- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.11.21**

To oversee the Council's Tree Policy with the Executive Member for Planning and Local Plan

#### **5.2.11.22**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.11.23**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

### **5.2.12 Executive Member for Active Travel, Transport and Highways**

#### **5.2.12.1**

To take responsibility for monitoring highway maintenance plans, including street scene and signage, and winter road maintenance plan.

#### **5.2.12.2**

To minimise congestion through street works through the full implementation of the Street Works permit scheme and ensuring that road works are done at night.

#### **5.2.12.3**

To develop and implement the Council's congestion and intelligent traffic scheme strategies.

#### **5.2.12.4**

To re-establish a Highways Department and ensure the appointment of a director or assistant director of highways.

#### **5.2.12.5**

To oversee the production of a Community, School and Subsidised Transport Strategy in conjunction with other members of the Executive, including park and ride services, bus service provision, concessionary fares, and ticketing policy. To procure the best possible services for residents and service users.

#### **5.2.12.6**

To represent the Council, as determined by the Executive, on outside bodies and in discussions/negotiations with regional, national and government bodies.

**5.2.12.7**

To take responsibility for parking policy, implementation and management, including, but not limited to, keeping under review Civil Parking Enforcement, Traffic Regulation Orders and residents' parking permits.

**5.2.12.8**

To liaise with the Executive Member for Business and Economic Development to jointly resolve Highways issues that indirectly affect the regeneration of Wokingham Town Centre.

**5.2.12.9**

To liaise with the train operating companies, Network Rail and aviation bodies on strategic planning.

**5.2.12.10**

To draft responses to rail and aviation consultations.

**5.2.12.11**

To lead on developing access to railway stations.

**5.2.12.12**

To lead on surface access to airports.

**5.2.12.13**

To act as the Wokingham Borough Council representative on relevant rail and air transport bodies.

**5.2.12.14**

To oversee the production of the Council's Local Transport Plan.

**5.2.12.15**

To work closely with all relevant service areas to ensure the most cost effective home to school transport is provided.

**5.2.12.16**

To act as the primary press spokesperson on all matters relating to the whole of the Highways and Transport portfolio.

**5.2.12.17**

To oversee the production of all statutory and service plans within the remit of Highways and Transportation Services, and to recommend to the Executive new or amended policies in respect to these services. To advise the Executive in relation to operational highways and transport policies and programmes.

**5.2.12.18**

To take responsibility for Strategic Highways Planning issues, overseeing the production and implementation of the Council's Highways Infrastructure Strategy.

#### **5.2.12.19**

To work with the relevant Directors and the Executive Member for Finance to produce a 3-year rolling budget with the emphasis on the first 12 months which adequately cover the costs within the Executive Member's areas of responsibility.

#### **5.2.12.20**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

#### **5.2.12.21**

To ensure timely reporting of both over and under spend against agreed budget.

#### **5.2.12.22**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

#### **5.2.12.23**

To take overall responsibility for all financial matters within the portfolio.

#### **5.2.12.24**

To take responsibility for overseeing the development of the contract procurement strategy within the Highways and Transport portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including:
  - i outsourcing
  - ii market testing
  - iii public/private partnerships
  - iv joint working
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.12.25**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.12.26**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

## **5.2.13 Executive Member for Planning and Local Plan**

### **5.2.13.1**

To take responsibility for Strategic Planning for the development areas of the Borough.

### **5.2.13.2**

To oversee the production of all documents included within the Local Plan.

### **5.2.13.3**

To oversee the production of all statutory and service plans within the remit of Planning, Planning Enforcement and Land Use. To recommend to the Executive new or amended policies in respect of these services.

### **5.2.13.4**

To identify and address flooding and drainage problems within the Borough, and to oversee the production of a flooding and drainage strategy and the link this has to the Core Strategy.

### **5.2.13.5**

To oversee the Council's Tree Policy with the Executive Member for Environment, Sport and Leisure.

### **5.2.13.6**

To be responsible for overseeing the Building Control functions.

### **5.2.13.7**

To develop and oversee the implementation of a Minerals and Waste Plan.

### **5.2.13.8**

To oversee the Council's strategic planning approach to gypsies and travellers.

### **5.2.13.9**

To develop rural housing and build a structure for applications to be undertaken and fulfilled.

### **5.2.13.10**

To oversee Planning and Development consultations.

### **5.2.13.11**

To oversee S106, CIL and any other developer contributions.

### **5.2.13.12**

To ensure high-quality and effective delivery of planning permissions that have been granted, ensuring compliance with planning conditions and utilising enforcement where necessary.

### **5.2.13.13**

To provide oversight of developments to ensure a minimum of disruption and inconvenience to residents, businesses, and those using private and public transport.

**5.2.13.14**

To ensure delivery of the current Local Plan, including monitoring the Five-Year Land Supply.

**5.2.13.15**

To represent the Council as determined by the Executive on outside bodies and in discussions/negotiations with regional, national and government bodies.

**5.2.13.16**

To hold the Director of Customer Services and Localities to account for the performance and improvement of the services and sufficiency duties.

**5.2.13.17**

To act as the primary press spokesperson on all matters relating to the whole of the Planning and Enforcement portfolio.

**5.2.13.18**

To work with the relevant Directors and the Executive Member for Finance to produce a 3-year rolling budget with the emphasis on the first 12 month which adequately cover the costs within the Executive Member's areas of responsibility.

**5.2.13.19**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

**5.2.13.20**

To ensure timely reporting of both over and under spend against agreed budget.

**5.2.13.21**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

**5.2.13.22**

To take overall responsibility for all financial matters within the portfolio.

**5.2.13.23**

To take responsibility for overseeing the development of the contract procurement strategy within the Planning and Enforcement portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including:
  - i) outsourcing;
  - ii) market testing;
  - iii) public/private partnerships or the Private Finance Initiative;
  - iv) joint working with other public bodies;



- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.13.24**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.13.25**

To oversee all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

### **5.2.14 Executive Member for Finance**

#### **5.2.14.1**

To be responsible for overseeing the preparation of the Council's three year rolling budget and its presentation to Council.

#### **5.2.14.2**

To act as the Member coordinator for:

- a) monitoring of the Council's budget in line with policy decisions;
- b) ensuring appropriate financial information is brought to the Executive for decision.

#### **5.2.14.3**

To oversee the production of the Council's budget timetable.

#### **5.2.14.4**

To oversee the workings of the Council's finance functions, advising the Shared Internal Audit and Investigations Service as appropriate and making appropriate recommendations to the Executive on improvements.

#### **5.2.14.5**

To oversee the production of the Council's annual review of fees and charges and the development of policy in this respect.

#### **5.2.14.6**

To oversee the preparations for setting the Council Tax.

#### **5.2.14.7**

To be responsible for the production and presentation to the Executive of the Council's Capital Strategy and three/five year Capital Programme, and for monitoring and evaluating performance against targets set by the Executive.

#### **5.2.14.8**

To monitor the financial impact of the organisational development of the Council including any structural changes or initiatives.

#### **5.2.14.9**

To be responsible for the financial monitoring of WBC-owned companies.

**5.2.14.10**

To be responsible for overseeing and monitoring the Treasury Management Strategy and alerting the Executive to issues of concern.

**5.2.14.11**

To be responsible for monitoring and ensuring the effective implementation of the Council's Revenues and Benefits function, including any new processes or initiatives.

**5.2.14.12**

To be responsible for monitoring the Council's Procurement function.

**5.2.14.13**

To take responsibility for overseeing the delivery of planned savings.

**5.2.14.14**

To oversee the Governance department including Legal Services, Internal Audit and Democratic and Electoral Services).

**5.2.14.15**

To ensure that services to Members are kept under review and that Members are provided with all the services they reasonably need.

**5.2.14.16**

To hold the Director of Resources and Assets to account for the performance and improvement of the services and sufficiency duties.

**5.2.14.17**

To act as the primary press spokesperson on all matters relating to the whole of the Finance.

**5.2.14.18**

To oversee the projects relating to the regeneration of the Borough's Town Centres and other related projects across the Borough.

**5.2.14.19**

To take responsibility for and maintain oversight of the Wokingham Town Centre Regeneration

**5.2.14.20**

To hold the Director of Resources and Assets to account for the performance and improvement of the services and sufficiency duties.

**5.2.14.21**

To work with the relevant Directors to produce a 3-year rolling budget with the emphasis on the first 12 month which adequately cover the costs within the Executive Member's areas of responsibility.

**5.2.14.22**

To ensure there is regular performance monitoring with directors against the agreed annual budget.

#### **5.2.14.23**

To ensure timely reporting of both over and under spend against agreed budget.

#### **5.2.14.24**

To ensure the preparation of supplementary budget estimates and justification for any overspend against agreed budget.

#### **5.2.14.25**

To take overall responsibility for all financial matters within the portfolio.

#### **5.2.14.26**

To take responsibility for overseeing the development of the contract procurement strategy within the Business and Economic Development portfolio, with particular regard to the following:

- a) ensuring corporate and consistent standards for monitoring and evaluation of contracts;
- b) examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) to examine potential new ways of procuring services including;
  - i) outsourcing.
  - ii) market testing;
  - iii) public/private partnerships or the Private Finance Initiative;
  - iv) joint working with other public bodies;
- d) monitoring and evaluating the performance and value for money of contracts that have been awarded.

#### **5.2.14.27**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

#### **5.2.14.28**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from Government and other sources.

### **5.2.15 Executive Member for Equalities, Inclusion and Fighting Poverty**

#### **5.2.15.1**

To oversee and take responsibility for the development of the Council's policy and strategic response to both Poverty and Equalities within the Borough. This will include their drafting, stakeholder engagement and buy-in, and gaining approval of the Council's Executive.

#### **5.2.15.2**

To develop and implement the Council's human resources strategy, to ensure that all employees have performance objectives and targets, career development plans and appraisals.

### **5.2.15.3**

To oversee all aspects of the Council's human resources function, including oversight of proposed reports for the Personnel Board at draft stage, making recommendations for the improvement of the service.

### **5.2.15.4**

To provide management direction for Community Engagement with all communities.

### **5.2.15.5**

To increase the profile of the service teams in the community, working in conjunction with the Voluntary Sector, Town and Parish Councils and wider stakeholders.

### **5.2.15.6**

To create a sense of shared purpose and vision with our Town and Parish councils, delivering a strong partnership approach to community and funding problems.

### **5.2.15.7**

To optimise all income streams across the service identifying further monetisation opportunities to support the Councils support of the community and customer requirements.

### **5.2.15.8**

To aid in managing, motivating, developing, coaching and appraising team members to maximise their individual and collective performance, fulfil their potential, embedding personal development to deliver a high-performance culture within the service(s).

### **5.2.15.9**

To act as the primary press spokesperson on all matters relating to the whole of the Equalities, Inclusion and Fighting Poverty portfolio.

### **5.2.15.10**

To take on or transfer any other function, responsibility or role which the Leader may deem from time to time appropriate.

### **5.2.15.11**

To work with all Executive Members to develop the Council's external funding strategy to maximise income from government and other sources.

## **CHAPTER 5.3 – DEPUTY EXECUTIVE MEMBERS**

No Deputy Executive Members have been appointed for the 2022/23 Municipal Year.