

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 2016/17 Municipal Year consists of the following Members:

Councillor	Portfolio
Keith Baker	Leader of the Council
Charlotte Haitham Taylor	Executive Member for Children’s Services
Anthony Pollock	Executive Member for Economic Development and Finance
Angus Ross	Executive Member for Environment
Julian McGhee-Sumner	Deputy Leader Executive Member for Health and Wellbeing
Mark Ashwell	Executive Member for Planning and Regeneration
Pauline Jorgensen	Executive Member for Resident Services
Malcolm Richards	Executive Member for Highways and Transport

Further details of each Executive Member’s area of responsibility can be found within this chapter.

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

5.2.5.6

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

5.2.5.7

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

5.2.5.8

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

5.2.5.9

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

5.2.5.10

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.

5.2.5.11

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

5.2.5.12

To be responsible for mentoring, supporting and developing their Deputy Executive Member.

5.2.5.13

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

Specific Responsibilities of Executive Members

5.2.6 Leader of The Council

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

5.2.6.1

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

5.2.6.2

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

5.2.6.3

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

5.2.6.4

To be responsible for policy co-ordination and strategy and to oversee the production of the Council's Corporate Plan.

5.2.6.5

To oversee the Council's external funding strategy in order to maximise income from government, EU and other sources.

5.2.6.6

To work with other Executive Members in the co-ordination of the Council's Service Plans and advise the Executive on meeting the Council's financial targets.

5.2.6.7

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

5.2.6.8

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

5.2.6.9

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

5.2.6.10

To lead on Member training and mentoring.

5.2.6.11

To work with the Chief Executive on the Council's organisational programme.

5.2.6.12

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

5.2.6.13

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

5.2.6.14

To lead on engagement with the community and voluntary sector.

5.2.7 Deputy Leader

5.2.7.1

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

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 and Wellbeing.

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 (academic results).

5.2.8.12

To oversee school development and refurbishment plans.

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 act as the primary press spokesman on all matters relating to the whole of the Children's Services portfolio (including aspects that are delegated to the Deputy Executive Member for Children's Services).

5.2.8.18

To set the policy direction for all aspects of Children's Services based on best evidence, including those that are delegated to the Deputy Executive Member for Children's Services.

5.2.8.19

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.

5.2.8.20

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

5.2.8.21

To undertake the statutory responsibility for the academic outcomes of children in the local authority area from school readiness, to adulthood and the associated destination planning. To take responsibility for learning opportunities for children and young adults, as well as the Adult Learning portfolio.

5.2.8.22

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

5.2.8.23

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.

5.2.8.24

To mentor, support and develop the Deputy Executive Member.

5.2.9 Executive Member for Economic Development and Finance

5.2.9.1

To be responsible for overseeing the preparation of the Council's 3 year rolling budget and its presentation to Council.

5.2.9.2

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.

5.2.9.3

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

5.2.9.4

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.

5.2.9.5

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

5.2.9.6

To oversee the preparations for setting the Council Tax.

5.2.9.7

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.

5.2.9.8

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

5.2.9.9

Responsible for the financial monitoring of WBC-owned companies.

5.2.9.10

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

5.2.9.11

Responsible for monitoring the Council's Revenues and Benefits function.

5.2.10 Executive Member for Environment

5.2.10.1

To oversee the work of the Environment Service and all of the Council's environmental functions within that service.

5.2.10.2

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.

5.2.10.3

To oversee waste collection and recycling services, to develop the Borough's Waste Strategy, and to represent the Council on the Re3 Joint Waste Disposal Board.

5.2.10.4

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

5.2.10.5

To take the leading role in developing partnerships with other agencies, especially the Towns and Parishes, and to make representations to central government, regional government etc. as appropriate.

5.2.10.6

To oversee the Leisure and Sports Development strategies.

5.2.10.7

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.

5.2.10.8

To oversee the Council's Tree Policy.

5.2.10.9

To develop a Minerals and Waste Plan.

5.2.11 Executive Member for Health and Wellbeing

5.2.11.1

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

5.2.11.2

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

5.2.11.3

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, CQC, and Housing Inspectorate reviews;
- e) developing a range of partnerships and initiatives in liaison with community groups, e.g. the Carers' Strategy.

5.2.11.4

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

5.2.11.5

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

5.2.11.6

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

5.2.11.7

To oversee the production and development of the Council's future strategy for Social Care, specifically concerning Putting People First.

5.2.11.8

Responsible for overseeing Optalis, the Council's Social Care Company from a service perspective.

5.2.11.9

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

5.2.11.10

To lead on the Commissioning Strategy.

5.2.11.11

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

5.2.11.12

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

5.2.12 Executive Member for Planning and Regeneration

5.2.12.1

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.

5.2.12.2

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

5.2.12.3

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

5.2.12.4

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

5.2.12.5

To oversee Planning and Development consultations.

5.2.12.6

To oversee S106, CIL and any other developer contributions.

5.2.12.7

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

5.2.12.8

To oversee the projects relating to the regeneration of the Borough's Town Centres.

5.2.12.9

To be responsible for overseeing the Council's Asset Strategy with regard to 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.

5.2.12.10

To take responsibility for Town Centre Regeneration.

5.2.13 Executive Member for Resident Services

5.2.13.1

Responsible for overseeing the Council's IT function.

5.2.13.2

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

5.2.13.3

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

5.2.13.4

To oversee the production of the service plans for Shared Legal Services and Governance and Improvement Services (including Electoral and Democratic Services).

5.2.13.5

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

5.2.13.6

To oversee all aspects of the Council's human resources function, making recommendations for the improvement of the service.

5.2.13.7

To be responsible for the monitoring of traded and shared services and for the exploration of opportunities for joint working with a view to achieving economies of scale and/or greater efficiency.

5.2.13.8

To take forward the Council's Equal Opportunities Policy and practices and lead on the development of best practice throughout the Council.

5.2.13.9

To have overall responsibility for the efficient and effective management of the Council's Public Protection Service.

5.2.13.10

Responsible for overseeing the development of the Council's Culture and Library Services.

5.2.13.11

To oversee strategies for developing arts, leisure and cultural activities in the Borough.

5.2.13.12

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

5.2.13.13

To be responsible for overseeing the Health and Safety, Environmental Health, Building Control, Licensing and Trading Standards functions.

5.2.13.14

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

5.2.13.15

Responsible for monitoring the Council's Procurement function.

5.2.13.16

To take responsibility for overseeing the development of the Council's contract procurement strategy with particular regard to the following:

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

- 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.

5.2.13.17

To take responsibility for overseeing the delivery of planned savings.

5.2.13.18

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

5.2.14 Executive Member for Highways and Transport

5.2.14.1

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.

5.2.14.2

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

5.2.14.3

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

5.2.14.4

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.

5.2.14.5

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

5.2.14.6

To take responsibility for parking policy, implementation and management.

CHAPTER 5.3 – DEPUTY EXECUTIVE MEMBERS

5.3.1 Purpose

To support and assist the Executive in its role as identified in Chapter 5.2 and to inform the Executive's decision-making process.

5.3.1.1

The following Members will take on the roles of Deputy Executive Members for the 2016/17 Municipal Year:

Councillor	Role
Chris Smith	Deputy Executive Member for Children's Services
Stuart Munro	Deputy Executive Member for Economic Development and Finance
Parry Batth	Deputy Executive Member for Environment
Alistair Auty	Deputy Executive Member for Health and Wellbeing
Chris Bowring	Deputy Executive Member for Planning and Regeneration
Alison Swaddle	Deputy Executive Member for Resident Services
David Sleight	Deputy Executive Member for Highways and Transport

5.3.1.2

Each Executive Member will have a nominated Deputy Executive Member who will focus on specific tasks and projects as defined below. The postholders will report to the Leader of the Council via their Executive Member.

5.3.2 Lines of Accountability

In accordance with the Local Government Act 2000 the Executive may not have formal substitute or deputy members who are not themselves members of the Executive. However Councillors may be nominated from outside the Executive to shadow an Executive Member, attend Executive meetings and speak on behalf of an absent Executive Member. Deputy Executive Members are not however able to take formal decisions i.e. vote on items at the Executive or exercise any delegated authority.

Deputy Executive Members will be held to account by their relevant Executive Member of the Council.

5.3.3 General Responsibilities of Deputy Executive Members

5.3.3.1

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

5.3.3.2

The lines of accountability ([Rule 5.3.2](#)) have to be adhered to at all times.

5.3.3.3

Support and assist their Executive Member as required.

5.3.3.4

Work with the relevant Executive Members to achieve their specific objectives.

5.3.3.5

Work with Officers as appropriate to produce information and recommendations to the Executive via their relevant Executive Member.

5.3.3.6

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

5.3.3.7

Co-ordinate workload with the relevant Executive Member.

Specific Responsibilities of Deputy Executive Members

5.3.4 Deputy Executive Member for Children's Services

5.3.4.1

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

5.3.4.2

To lead on the implementation of SDL 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.

5.3.4.3

To oversee capital investments for refurbishments/developments for Children's Services.

5.3.4.4

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

5.3.4.5

To oversee and be held accountable for the school admission arrangements.

5.3.5 Deputy Executive Member for Economic Development and Finance

5.3.5.1

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

5.3.5.2

To lead on the Local Enterprise Partnership.

5.3.5.3

To lead on the City Deal.

5.3.6 Deputy Executive Member for Environment

5.3.6.1

To oversee the Council's management of country parks, countryside services and activities, and have responsibility for environmental initiatives.

5.3.6.2

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

5.3.6.3

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

5.3.6.4

To implement a new waste strategy for the Borough.

5.3.7 Deputy Executive Member for Health and Wellbeing

5.3.7.1

Determine the locations required for Affordable Housing and bring forward clear recommendations to meet the Council's needs.

5.3.7.2

Be able to meet with Officers and Members to understand the potential sites available.

5.3.7.3

Be able to consider innovative ideas to achieve the Council's needs in relation to Affordable Housing.

5.3.7.4

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

5.3.7.5

Keep Officers, such as Planning Officers, advised of the Council's needs in relation to Affordable Housing.

5.3.7.6

Understand the importance of voluntary groups such as Age Concern UK and the Link Visiting Scheme.

5.3.7.7

Understand the sustainability issues and the services such people require to ensure proper locations are identified.

5.3.8 Deputy Executive Member for Planning and Regeneration

5.3.8.1

To oversee the creation and implementation of the Local Plan.

5.3.8.2

To deliver and oversee the Council's strategy on Planning Enforcement.

5.3.9 Deputy Executive Member for Resident Services

5.3.9.1

To oversee the Council's Human Resources work and make recommendations to the Executive Member for Internal Services

5.3.9.2

To oversee the Council's policy towards trading standards.

5.3.9.3

To oversee the Council's work on Environmental Health.

5.3.9.4

To ensure any project allocated to a Deputy is delivered on time, on budget, suitable quality, delivers the needed requirements including accessibility to all.

5.3.9.5

To ensure maximum flexibility is built in for other service areas to participate.

5.3.10 Deputy Executive Member for Highways and Transport

5.3.10.1

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

5.3.10.2

To draft responses to rail and aviation consultations.

5.3.10.3

To lead on developing access to railway stations.

5.3.10.4

To lead on surface access to airports.

5.3.10.5

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

5.3.10.6

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

5.3.10.7

To monitor community, school and subsidised bus service provision within the Borough and to advise the Executive Member for Highways on any potential changes to services.

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