

## ANNUAL COUNCIL

### **DISTRICT COUNCIL OF SEVENOAKS**

Minutes of the Annual Council of the held on 24 May 2011 commencing at 7.00 pm

Present: Cllr. R Orridge (Chairman) (Chairman)

Cllr. Mrs D Morris (Vice-Chairman)

Cllr. L Abraham, Cllr. Mrs B Ayres, Cllr. L Ayres, Cllr. L Ball, Cllr. I Bosley, Cllr. Mrs P Bosley, Cllr. Mrs E Bracken, Cllr. R Brookbank, Cllr. C Brown, Cllr M Butler, Cllr. Ms I Chetram, Cllr. Mrs C Clark, Cllr. C Clark, Cllr Mrs A Cook, Cllr Mrs J Davison, Cllr. R J Davison, Cllr. Mrs A Dawson, Cllr. C Dibsdall, Cllr. M Dickins, Cllr. J Edwards-Winser, Cllr. A Eyre, Cllr. Mrs A Firth, Cllr. M Fittock, Cllr. P Fleming, Cllr J Gaywood, Cllr. Mrs A George, Cllr. J Grint, Cllr. M Horwood, Cllr. Mrs A Hunter, Cllr. J London, Cllr Ms M Lowe, Cllr. K Maskell, Cllr. P McGarvey, Cllr. Mrs F Parkin, Cllr. A Pett, Cllr. R Piper, Cllr. Mrs E Purves, Cllr. G Ryan, Cllr. Mrs J Sargeant, Cllr. J Scholey, Cllr. T Searles, Cllr. Miss L Stack, Cllr. J Thornton, Cllr. P Towell, Cllr. J Underwood, Cllr. R Walshe and Cllr. G Williamson

Apologies for absence were received from Cllr. K S Bayley, Cllr. P Cooke, Cllr. R Hogarth, Cllr. S Raikes and Cllr. B Ramsey

#### **1. ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that Cllr. Orridge be elected Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Orridge be elected Chairman of the Council for the ensuing municipal year.

Cllr. Orridge then made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for his election and announced that his Escort for the year would be his wife, Mrs Sylvia Orridge, who unfortunately was unable to attend the meeting as she had a bad cold.

He also advised Members that he had asked Father Stephen Mitchell to serve as his Chaplain for the forthcoming year but that it was unlikely that Father Mitchell would take up his duties until the Council meeting in October.

The new Chairman led the Council in expressing thanks to the outgoing Chairman, Mr Keith Loney, for his service to the Council and to the District.

He presented Mr Loney with a plaque of the official badge, the past Chairman's badge and a glass goblet. This was strongly supported by other Members who commented on Mr Loney's exemplary service as Chairman in supporting local organisations and in promoting the profile of the Council both within the District and across Kent.

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In response Mr Loney commented on the many events he had attended during the year and thanked Members and Officers for their support. He offered particular thanks to his driver, Russell Meek, and to his personal assistant Margaret Hagger who he presented with a bouquet of flowers.

### **2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL**

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that Cllr. Mrs Morris be elected Vice-Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Mrs Morris be appointed Vice-Chairman of the Council for the ensuing municipal year.

Cllr. Mrs Morris then made the declaration of acceptance of office and expressed her thanks to the Council for her appointment.

The Chairman of the Council then presented the new Vice-Chairman's Escort, Mr Ray Morris, with his badge of office.

### **3. MINUTES OF THE LAST MEETING**

The Chairman proposed that the Minutes of the meeting of the Council held on 29<sup>th</sup> March 2011 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 29<sup>th</sup> March 2011 be approved and signed by the Chairman as a correct record.

### **4. DECLARATIONS OF INTEREST**

No declarations were made.

### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed Members that in view of the significant budgetary savings necessitated by reductions in Government funding the Civic budget had also been reduced and that he intended to preside over a year of "Civic frugality". He had therefore asked that his personal Chairman's allowance should be retained within the Civic budget in order to provide minimal administrative support to the Civic role. He further announced that the Annual Dinner at Penshurst Place would not take place but in order to ameliorate the loss of this opportunity to recognise and mark the support provided by local charities and voluntary organisations it was his and the Vice-Chairman's intention to focus their activities on these areas. However it was still intended to hold a Civic Service which had provisionally been booked to take place at Edenbridge Parish Church at 3pm on Sunday 9<sup>th</sup> October.

The Chairman announced that it was his intention over the next twelve months to raise the profile of local volunteers and charitable organisations and, in view of the Paralympic Games coming to the District in 2012, to promote organisations which provided and encouraged sport for the disabled. He also advised Members that his

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Charity for the year would be the Salvation Army in recognition of the important assistance that it delivered to vulnerable people in society.

### **6. ELECTION OF LEADER OF THE COUNCIL**

Cllr. Mrs. Davison proposed and Cllr. Mrs. Bracken seconded that Cllr. Fleming be elected Leader of the Council for the next four years.

Resolved: That Cllr. Fleming be elected Leader of the Council for the next four years.

### **7. PROPOSED AMENDMENTS TO THE CONSTITUTION**

Cllr. Fleming proposed and Cllr. Mrs Davison seconded that the proposed amendments to the Constitution contained in the report circulated with the agenda be agreed.

Resolved:

- (a) that the provisions contained in paragraphs 3.1 and 3.2 of Part 6 of the Constitution and paragraphs 5.7 and 5.8 of Part 5 of the Constitution relating to the Chairmanship and Vice-Chairmanship of the Performance & Governance Committee and the Select Committees be deleted for the reasons outlined in the report;
- (b) that paragraph 4(h) of Part 6 of the Constitution be deleted to remove the overview of the Council's Constitution from the remit of the Performance and Governance Committee to avoid duplication with the role of the Modern Local Government Group; and
- (c) that paragraph 4(a) of Part 6 of the Constitution be deleted as there is no longer a need to consider the Comprehensive Area Self Assessment Self Improvement Plan.

### **8. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES FOR THE ENSUING YEAR**

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that the Chairmen, Vice-Chairmen and Membership of Committees be appointed as specified in the papers tabled at the meeting. Cllr. Fittock explained that his Group had some reservations about the officer support arrangements for the Select Committees and Cabinet but would accept the arrangements for the coming year.

Resolved: That the Chairmen, Vice-Chairmen and membership of Committees for the ensuing municipal year be as set out in Appendix A to these minutes.

### **9. SCHEME OF DELEGATIONS**

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that the delegations to Committees and Officers be agreed and that the delegations of executive functions

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by the Leader of the Council, and appointments to the Cabinet and the composition of the Cabinet Portfolios attached to the minutes at Appendix B be noted. The report also explained the intention of the Leader of the Council to appoint a Deputy Leader which would be reported at a future meeting.

Resolved:

- (a) that the delegations to Committees and Officers be approved; and
- (b) that the arrangements for the appointment by the Leader of the Deputy Leader, all other appointments to the Cabinet made by the Leader and the delegations of executive functions made by the Leader be noted.

**10. CALENDAR OF MEETINGS 2011/12**

Cllr. Fleming moved and Cllr. Mrs. Davison seconded that the Calendar of Meetings for 2011/12 be agreed.

Resolved: That the Calendar of Meetings for the ensuing Municipal Year circulated with the agenda be agreed.

**11. APPOINTMENT OF REPRESENTATIVES ON OTHER ORGANISATIONS**

Cllr. Fleming moved and Cllr. Mrs. Davison seconded that the appointment of representatives on outside organisations for the ensuing Municipal Year be as set out in item 11 of the papers tabled at the meeting. Cllr. Fittock moved an amendment to change the listed representative from his Group to serve on Age Concern Darent Valley to himself. This was agreed.

Resolved: That the appointment of representatives on Outside Organisations for 2011/12, as amended and contained in Appendix C to these minutes, be approved.

**12. REPORT OF THE RETURNING OFFICER**

Cllr Orridge moved from the Chair and Cllr Fleming seconded that the report of the Returning Officer on the outcome of the election of Sevenoaks District Councillors held on Thursday 5<sup>th</sup> May 2011 be noted.

Resolved: That the Returning Officer's report be noted.

**13. OUTGOING CHAIRMAN'S REPORT**

The report was noted.

**THE MEETING WAS CONCLUDED AT 7.36 PM**

**CHAIRMAN**

**CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2011-12**

**Environment Select Committee**

(19 Members: 16 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent)

**Chairman:** Bosley

**Vice-Chairman:** Grint

Cllrs. Abraham, Ayres, Butler, Mrs. Bayley, Ms. Chetram, Cooke, Dibsdall, Edwards-Winsler, Eyre, London, Maskell, Ryan, Mrs. Purves, Mrs. Sargeant, Scholey, Searles and Williamson

**Services Select Committee**

(19 Members: 16 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent)

**Chairman:** Davison

**Vice-Chairman:** Brown

Cllrs. Abraham, Mrs. Ayres, Ball, Butler, Dibsdall, Edwards-Winsler, Mrs. Firth, Mrs. George, Hogarth, Horwood, Mrs. Parkin, Pett, Piper, Raikes, Scholey, Towell and Walshe.

**Social Affairs Select Committee**

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Mrs. Cook

**Vice-Chairman:** Ms. Lowe

Cllrs. Ayres, Ball, Bosley, Brookbank, Ms. Chetram, Eyre, Mrs. George, Horwood, Maskell, Mrs. Morris, Pett, Mrs. Purves, Raikes, Searles, Miss. Stack, Miss. Thornton and Towell.

**Performance and Governance Committee**

(14 Members: 12 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Fittock

**Vice-Chairman:** Walshe

Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Mrs. Firth, Gaywood, Grint, Hogarth, London, McGarvey and Piper

**Modern Local Government Group**

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brookbank, Mrs. Bracken, Mrs. Cook, Mrs. Davison, Fittock, Fleming, Mrs. Hunter, Piper, Scholey and Walshe

*(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)*

**Development Control Committee**

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Mrs. Dawson

**Vice-Chairman:** Williamson

Cllrs. Mrs. Ayres, Brookbank, Brown, Clark, Cooke, Davison, Dickins, Gaywood, McGarvey, Ms. Lowe, Mrs. Parkin, Piper, Ryan, Scholey, Miss. Thornton, Underwood and Walshe.

**Standards Committee**

(7 District Council Members (4 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent) + 5 independent {non-Councillor}, 5 (parish/town council representatives)

Cllrs. Mrs. Bracken, Dibsdall, Dickins, Eyre, Mrs. Morris, Mrs. Purves and Underwood.

Independent Members: Mr. J. Henderson, Mr. K. Newman, Mr. J. Reece. Mr. A. Riddell and Mr. A. Smith.

Town/Parish Council Representatives: To be advised by the Kent Association of Local Councils

*(Please note that a meeting of Standards Committee cannot take place without the presence of one of the independent (non-councillor) Members and one of the parish/town council representatives. Therefore the election of the Chairman and Vice-Chairman will take place at the first meeting of the Committee in the municipal year.)*

**Appointments Committee**

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brown, Mrs. Cook, Fittock, Fleming, Gaywood, Walshe + 4 appropriate Portfolio Holders

*(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)*

**Electoral Arrangements Committee**

(10 Members: 9 Conservative, 1 Labour)

Cllrs. Mrs. Bayley, Bosley, Brookbank, Mrs. Clark, Mrs. Davison, Fleming, Grint, Mrs. Hunter, Ms. Lowe and Mrs. Sargeant.

*(Please note the election of the Chairman will take place at the first meeting of the Group in the municipal year.)*

**Sevenoaks Joint Transportation Board**

(7 Members: 6 Conservative, 1 Labour)

**Chairman:** James London

Cllrs. Mrs. Davison, Edwards-Winser, Searles, Towell, Underwood and Williamson

County Councillors: Messrs. Brazier, Brookbank, Chard, Gough, Lake, John London and Parry.

*(Please note the election of the Chairman will take place at the first meeting of the Board in the municipal year.)*

**Licensing Committee**

(15 Members: 13 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Pett

Cllrs. Abraham, Mrs. Ayres, Ayres, Clark, Cooke, Davison, Mrs. Dawson, Mrs. Firth, Fittock, Hogarth, Mrs. Parkin, Piper, Raikes and Walshe.

**Homelessness Review Board**

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing and Balanced Communities to be Chairman of the Board and the membership to be drawn from the Council.



## **Scheme of Delegations of Executive Functions by the Leader of the Council (May 2011)**

### **1. Scope of the Scheme of Delegations of Executive Functions by the Leader of the Council**

This Scheme of Delegations is made pursuant to paragraph 9.2 of Part 2 of the Council's Constitution which requires that a written record of delegations of executive functions be presented by the Leader of the Council at the first meeting of the Council following whole Council elections.

Thereafter this Scheme of Delegations of Executive Functions may be amended at any time by the Leader of the Council on written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any body, Committee or the Cabinet as a whole. The changes will be reported to the next ordinary meeting of the Council.

This Scheme of Delegations has regard to the Council's Constitution and should be read in the context of the procedure rules contained in Part 4 of the Constitution. Should there be any conflict between this Scheme of Delegations and the Council's Constitution then the Constitution will prevail.

### **2. Role**

- 2.1 The Cabinet (the Executive) will carry out all of the District Council's functions which are not the responsibility of any other part of the District Council, whether by law or under the Constitution. Please see table below for those functions delegated to Officers of the Council:

<b>Function</b>	<b>Delegation of functions</b>
Any function relating to contaminated land.	Community and Planning Services Director
The discharge of any function relating to the control of pollution or the management of air quality.	Community and Planning Services Director
The service of an abatement notice in respect of a statutory nuisance.	Community and Planning Services Director
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.	Community and Planning Services Director
The inspection of the Authority's area to detect any statutory nuisance.	Community and Planning Services Director
The investigation of any complaint as to the existence of a statutory nuisance.	Community and Planning Services Director
The obtaining of information under section 330	Community and Planning

Function	Delegation of functions
of the Town and Country Planning Act 1990 as to interests in land.	Services Director
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	All Directors

### 3. Form and Composition

- 3.1 The Cabinet will consist of the Leader of the Council together with a further 6 Members appointed by the Leader of the Council (the Leader). The membership of the Cabinet and individual portfolios will be reported to the Annual Meeting of the Council.

### 4. Leader

- 4.1 The Leader will be a Member elected to the position of Leader by the Council at the first meeting of the Council following whole Council elections. The Leader will chair the Cabinet (if present) and will hold office until:

he/she resigns from the office; or

he/she is suspended from being a Member under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

he/she is no longer a Member; or

the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or

he/she is removed from office by resolution of the Council.

In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

### 5. Other Executive Members

- 5.1 The Leader will appoint one member of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:

(a) he/she resigns from the office; or

(b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c) he/she is no longer a Councillor; or

(d) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.

Where a vacancy occurs, the Leader will appoint another Deputy Leader.

If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.

If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Executive shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.

Other Cabinet members shall be appointed by the Leader who shall notify the Council of their appointment and they shall hold office until:

(a) they resign from office; or

(b) they are suspended from being Members under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or

(c) they are no longer Members; or

(d) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

## **6. Delegation to Executive and Portfolio Holders**

### Introduction

6.1 The Cabinet and Portfolio Holders or Officers must take all decisions within the context of the Budget and Policy Framework.

### Who may Make Executive Decisions?

6.2 All key decisions will be taken by the Executive as a whole.

- 6.3 Individual members of the Cabinet may take decisions which are not key decisions.

### Principles of Delegation

- 6.4 The Executive should focus on:

- (a) co-ordination of decisions with a corporate-wide implication;
- (b) major or key decisions;
- (c) decisions which are recommendations on change in policy – and hence need Council approval;
- (d) monitoring progress on key tasks; and
- (e) developing new policy.

- 6.5 Portfolio Holders have full delegated authority from the Executive to take all decisions within the remit of their portfolio (outlined in the Annex to Appendix H of the Constitution (attached to this scheme of delegations)) except:

- (a) key decisions which:
  - (i) result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or
  - (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the District Council.
- (b) decisions outside the agreed policy framework;
- (c) decisions which cut across two or more portfolios; and
- (d) proposals for new or amended policies or strategies.

Note: The fact that a decision could be made by a Portfolio Holder would not preclude that individual bringing the matter to the Cabinet for decision.

### Portfolios

- 6.6 Portfolio Holders should be aware that the allocation of functions indicates an area of responsibility but does not automatically grant decision-making powers in that area. It is within the remit of each Portfolio Holder to:

- (a) provide direction and support to Directors and Heads of Service in the

management of the resources supporting their respective portfolios – including approval for filling vacancies and other minor personnel changes within agreed budgets;

- (b) oversee partnership working and external relationships within their portfolio areas; and

keeping their colleagues informed of significant or important issues as they emerge and develop.

### Further Delegation of Executive Functions

- 6.7 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an executive function, they may delegate further to joint arrangements or an Officer.
- 6.8 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.
- 6.9 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 6.10 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 6.11 The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 6.12 Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- 6.13 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- 6.14 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but has a prejudicial interest in that matter as defined in the Members' Code of Conduct he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the

normal rules for declaration of interests at meetings shall apply.

### Conflicts of Interest

- 6.15 Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.16 If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.17 If the exercise of an executive function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct.

**PORTFOLIO HOLDERS 2011/12 (Annex to Appendix H of the Constitution - last revised May 2011)**

Cllr. Pat Bosley	Community Wellbeing	Art, Culture, Community Development, Community Grants, Community Plan (S), Healthy Living, Leisure, Localism (S), Older People, Olympics 2012, Tourism, Town and Parish Councils, Young People
Cllr. Elaine Bracken	Safe Community	CCTV, Community Plan (S), Community Safety, Emergency Planning, Environmental Health and Regulation, Equality, Freedom of Information, Food Hygiene, Legal and Democratic Services, Licensing, Localism (S)
Cllr. Carol Clark	Housing and Balanced Communities	Climate Change, Community Plan (S), Community Regeneration, Economic Development (S), Homeless, Housing Strategy, Housing Needs, Improvement Grants, Key Worker and Affordable Housing, Localism (S), Sustainable Development
Cllr. Jill Davison	Planning and Improvement	Community Plan (S), Conservation, Data Quality, Development Control, Economic Development (S), Highway related Issues, Internal Service Inspections (S), Local Development Framework, Localism (S), Local Strategic Partnership (S), Performance Management (S), Planning Policy, Transport Policy
Cllr. Peter Fleming	Leader	Communications & Consultation, Community Plan (S), Corporate Governance, Corporate Planning, Customer Services & Standards, Internal Service Inspections (S), IT and website, Localism (S), Local Strategic Partnership (S), Organisational Development, Partnership Working (S), Performance Management (S)
Cllr. Avril Hunter	The Cleaner and Greener Environment	Air Quality, Building Control, Clean Streets, Community Plan (S), Contaminated Land, Flooding, Grass Cutting, Localism (S), Open Spaces, Parking Management, Recycling, Refuse, Sustainability
Cllr. Brian Ramsay	Finance and Value for Money	Annual Efficiency Statement, Audit, Budget, Community Plan (S), Human Resources, Local Tax and Benefit, Localism (S), Payroll, Procurement Policies, Property, Risk Assessment, Use of Resources, Value for Money, Partnership Working (S)

## Minute Annex

Area	Portfolio Holder/Portfolio
Air Quality	Cllr Avril Hunter (The Cleaner and Greener Environment)
Annual Efficiency Statement	Cllr Brian Ramsay (Finance and Value for Money)
Art	Cllr Pat Bosley (Community Wellbeing)
Audit	Cllr Brian Ramsay (Finance and Value for Money)
Budget	Cllr Brian Ramsay (Finance and Value for Money)
Building Control	Cllr Avril Hunter (The Cleaner and Greener Environment)
CCTV	Cllr Elaine Bracken (Safe Community)
Clean Streets	Cllr Avril Hunter (The Cleaner and Greener Environment)
Climate Change	Cllr Carol Clark (Housing and Balanced Communities)
Communications & Consultation	Cllr Peter Fleming (Leader)
Community Development	Cllr Pat Bosley (Community Wellbeing)
Community Grants	Cllr Pat Bosley (Community Wellbeing)
Community Plan	Shared between all Portfolio Holders:  Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Community Regeneration	Cllr Carol Clark (Housing and Balanced Communities)
Community Safety	Cllr Elaine Bracken (Safe Community)
Conservation	Cllr Jill Davison (Planning and Improvement)
Contaminated Land	Cllr Avril Hunter (The Cleaner and Greener Environment)



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Corporate Governance	Cllr Peter Fleming (Leader)
Corporate Planning	Cllr Peter Fleming (Leader)
Culture	Cllr Pat Bosley (Community Wellbeing)
Customer Services & Standards	Cllr Peter Fleming (Leader)
Data Quality Project Management	Cllr Jill Davison (Planning and Improvement)
Development Control	Cllr Jill Davison (Planning and Improvement)
Economic Development	Shared between Cllr Carol Clark (Housing and Balanced Communities) and Cllr Jill Davison (Planning and Improvement)
Emergency Planning	Cllr Elaine Bracken (Safe Community)
Environmental Health and Regulation	Cllr Elaine Bracken (Safe Community)
Equality	Cllr Elaine Bracken (Safe Community)
Flooding	Cllr Avril Hunter (The Cleaner and Greener Environment)
Food Hygiene	Cllr Elaine Bracken (Safe Community)
Freedom of Information	Cllr Elaine Bracken (Safe Community)
Grass Cutting	Cllr Avril Hunter (The Cleaner and Greener Environment)
Healthy Living	Cllr Pat Bosley (Community Wellbeing)
Highway related Issues	Cllr Jill Davison (Planning and Improvement)
Homeless	Cllr Carol Clark (Housing and Balanced Communities)
Housing Needs	Cllr Carol Clark (Housing and Balanced Communities)
Housing Strategy	Cllr Carol Clark (Housing and Balanced Communities)
Human Resources	Cllr Brian Ramsay (Finance and Value for Money)

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Improvement Grants	Cllr Carol Clark (Housing and Balanced Communities)
Internal Service Inspections	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
IT and website	Cllr Peter Fleming (Leader)
Key Worker and Affordable Housing	Cllr Carol Clark (Housing and Balanced Communities)
Legal and Democratic Services	Cllr Elaine Bracken (Safe Community)
Leisure	Cllr Pat Bosley (Community Wellbeing)
Licensing	Cllr Elaine Bracken (Safe Community)
Localism	Shared between all Portfolio Holders:  Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Local Development Framework	Cllr Jill Davison (Planning and Improvement)
Local Strategic Partnership	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Local Tax and Benefit	Cllr Brian Ramsay (Finance and Value for Money)
Older People	Cllr Pat Bosley (Community Wellbeing)
Olympics 2012	Cllr Pat Bosley (Community Wellbeing)
Open Spaces	Cllr Avril Hunter (The Cleaner and Greener Environment)
Organisational Development	Cllr Peter Fleming (Leader)
Parking Management	Cllr Avril Hunter (The Cleaner and Greener Environment)
Partnership Working	Shared between Cllr Peter Fleming (Leader) and Cllr Brian Ramsay (Finance and Value for Money)

## Minute Annex

Payroll	Cllr Brian Ramsay (Finance and Value for Money)
Performance Management	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Planning Policy	Cllr Jill Davison (Planning and Improvement)
Procurement Policies	Cllr Brian Ramsay (Finance and Value for Money)
Property	Cllr Brian Ramsay (Finance and Value for Money)
Recycling	Cllr Avril Hunter (The Cleaner and Greener Environment)
Refuse	Cllr Avril Hunter (The Cleaner and Greener Environment)
Risk Assessment	Cllr Brian Ramsay (Finance and Value for Money)
Sustainability	Cllr Avril Hunter (The Cleaner and Greener Environment)
Sustainable development	Cllr Carol Clark (Housing and Balanced Communities)
Tourism	Cllr Pat Bosley (Community Wellbeing)
Town and Parish Councils,	Cllr Pat Bosley (Community Wellbeing)
Transport Policy	Cllr Jill Davison (Planning and Improvement)
Use of Resources	Cllr Brian Ramsay (Finance and Value for Money)
Value for Money	Cllr Brian Ramsay (Finance and Value for Money)
Young People	Cllr Pat Bosley (Community Wellbeing)

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