

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Leader	All	1. To lead on issues of regional and national importance including rural issues and relations with Whitehall, GOSE, KCC, Kent Districts, and Parishes etc	CHIEF EXECUTIVE	HEAD OF CORPORATE STRATEGY & COMMUNICATIONS
		2. To adjudicate and allocate lead responsibility on issues crossing portfolio boundaries		
		3. Within the overall policy framework to take the community leadership role in forming partnerships with other local public, private, voluntary and community sector organisations to address local needs and develop the Community Plan		
		4. To oversee the delivery of the Council's Corporate Plan		
		5. To lead on issues relating to duty to involve		
		6. To lead on the development of shared services and partnership/joint back office initiatives	CORPORATE SERVICES DIRECTOR	HEAD OF SERVICE RELEVANT TO FUNCTION
		7. To lead on any matters requiring Member involvement referring to local elections, electoral registration, provisions of electoral boundaries, orders in respect of Parishes and related matters pertaining to the Borough or Parish Councils	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL
		8. To ensure Members and Officers comply with the code of conduct for standards and ethical behaviour		
		9. To lead on any matters dealing with the councils constitution and proposed amendments to it		
		10. To lead on any cross party issues		
	Regenerating Swale	11. To be the lead member for the regeneration of Sittingbourne Town Centre	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		12. To be the lead member for realising the economic opportunities of Kent Science Park		
		13. To be the lead member for Thames Gateway Board and any multi area agreement		
		14. To be the lead member for any multi area agreement including Swale		

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Deputy Leader & Sustainable Planning	Regenerating Swale	1. To be lead member for the South Thames Gateway Building Control Partnership and policy regarding Building Regulations	REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES
		2. To oversee policy regarding Town Planning including overall enforcement, the preparation, maintenance and implementation of the Local Plan and Local Development Framework and make recommendations to Council		
		3. To be lead member for the regeneration of Queenborough and Rushenden including harbours and quays for the area		
		4. To oversee the negotiation of all Section 106 agreements with specific involvement in all preliminary discussions to ensure alignment with corporate priorities.		
		5. To be lead member on the Borough's Gypsy and Travellers Area Assessment		
		6. To oversee policy in relation to land charges	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL
		7. To consider equality and diversity in the provision of planning related services.	CORPORATE SERVICES DIRECTOR/ REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES/HEAD OF LEGAL

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Regeneration (including Learning and Skills)	Regenerating Swale	1. To be lead member for ensuring linkages with learning providers and the local business community in order to develop and deliver the local learning strategy	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		2. To extend the number and range of local opportunities through which people can access learning		
		3. To act as champion for ensuring learning meets the current and future needs of the local economy		
		4. To improve educational performance and progression		
		5. To create a learning culture, through early years, family and community learning		
		6. To be lead member for the regeneration of Sheerness		
		7. To be deputy lead member for the regeneration of Sittingbourne Town Centre		
		8. To be deputy lead member for realising the economic opportunities of Kent Science Park		
		9. To oversee the development and promotion of the tourism potential of the Borough for both residents and visitors in a sustainable manner.		
		10. To oversee policy for economic development, community development, regeneration and related matters, including matters related to Swale Economic & Regeneration Partnership and business engagement.		
		11. To agree the policy for trading within town centre areas		
		12. To oversee such highway and transportation matters as are the Council's responsibility.		
	13. To oversee policy for concessionary fares.	CHIEF EXECUTIVE	HEAD OF SERVICE DELIVERY	
	All	14. To oversee general policy regarding the management of off and on-street parking facilities.	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES/HEAD OF SERVICE DELIVERY
		15. To consider equality and diversity in the provision of regeneration related services.		

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Safer & Stronger Communities	Regenerating Swale	1. To be deputy lead member for the regeneration of Sheerness	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
	Promoting a safer stronger Swale	2. To oversee policies and procedures concerning community engagement		
		3. To promote high Community Safety Standards and to oversee the development and implementation of the community safety strategy ensuring the Council complies with national guidelines		
		4. To be the lead member for the Swale Community Safety Partnership and any associated activities.		
		5. To consider matters related to crime prevention, including the implications of County Policing policy, liaison with the local police and law and order generally.		
		6. To liaise with Adult Services, to provide views, as necessary, on the policies being pursued by these authorities, their success or otherwise within the policy framework.		
		7. To be lead member for the safeguarding of children, for the development and implementation of the Child Protection Policy, liaising with Children's Services and for ensuring the Council fulfils its statutory duties under the Children Act 2004 section 11.		
		8. To be lead member for oversee policy for voluntary sector liaison and community development, including the Youth Forum and young people's liaison		
		9. To formulate and implement policy for the management and control of community halls		
		10. To consider the well-being of local communities and the provision of services to them		
		11. To lead on Emergency Planning and health and safety issues on behalf of the Council	CORPORATE SERVICES DIRECTOR	EMERGENCY PLANNING COORDINATOR
	12. To lead on all licensing issues	HEAD OF LEGAL		
	13. To agree the specification and approve the Contract for the management of markets on Council owned sites.			
	All	14. To oversee the Council's commitment to deliver the Corporate Equality Strategy	CHIEF EXECUTIVE	HEAD OF CORPORATE STRATEGY & COMMUNICATIONS

Appendix II

		15. To consider the equality and diversity in the provision of services contributing to safer and stronger communities	REGENERATION DIRECTOR/ CORPORATE SERVICES DIRECTOR	HEAD OF ECONOMIC & COMMUNITY SERVICES/HEAD OF LEGAL
--	--	--	--	--

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Environment (including rural issues)	Regenerating Swale	1. To be the lead member for ensuring regeneration projects consider environmental impacts on the local community	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		2. To oversee the management and maintenance of the Council's urban parks, open spaces, countryside, country parks and play areas, including those arising from Section 106 agreements		
		3. To be the lead member on all rural issues affecting Swale including: biodiversity; being a voice for the countryside; forming good relationships with the parishes and rural agencies such as National Farmers Union, English Nature and National Trust; exploring funding opportunities, transport issues, exclusions issues and the provision of facilities		
	Creating a cleaner and greener Swale	4. To formulate and implement policy for the management of climate change	CHIEF EXECUTIVE	HEAD OF CORPORATE STRATEGY & COMMUNICATIONS
		5. To take a leading role in respect of recycling, rubbish collection, pollution control/monitoring, noise & pest control, council wardens and other areas within the Environmental Services Unit.		
		6. To keep under review the Council's contracts for the provision and operation of street cleaning, refuse collection, recycling and public conveniences and to make submissions to the Executive on any matters relating to the contracts		
		7. To oversee policy for the enforcement of food hygiene, health and safety at work and animal welfare legislation.		
		8. To promote high environmental standards		
		9. To meet the statutory requirements for the provision of allotments.		
		10. To oversee policy for sea defences, coastal protection, sea fronts, coastal resorts, harbours and quays		
	Promoting a safer and stronger community	11. To oversee the formulation and implement the policy for cemeteries and crematoria.		HEAD OF COMMISSIONING & CUSTOMER CARE/HEAD OF SERVICE DELIVERY
	All	12. To consider equality and diversity in the provision of services relating to the environment.	REGENERATION DIRECTOR	

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Performance & Place	Becoming a high performing organisation	1. To oversee policies and procedures concerning customer relations, customer care, including complaint management commissioning and procurement	CHIEF EXECUTIVE	HEAD OF COMMISSIONING & CUSTOMER CARE
		2. To oversee policies and procedures concerning commissioning and procurement including contract management		HEAD OF CORPORATE STRATEGY & COMMUNICATIONS
		3. To lead on changing the culture of the organisation to become more performance led/driven and support partnership/joint back office initiatives		
		4. To oversee the performance management cycle and related matters including corporate planning, data quality, risk management, and project management		
		5. To oversee the Council's external Inspection and Assessment process		
		6. To oversee policies and procedures concerning corporate communications		
		7. To lead on the councils contribution to the total place initiative		HEAD OF SERVICE OF RELEVANT FUNCTION
		8. To oversee the employment relations, welfare and human resources of the Council		HEAD OF ORGANISATION & DEVELOPMENT
		9. To oversee the provision of Members and Officers learning and development	CORPORATE SERVICES DIRECTOR	DEMOCRATIC & ELECTORAL SERVICES MANAGER/HEAD OF ORGANISATION & DEVELOPMENT
		10. To keep under review the economic use of council owned assets (land and property) including receipt of Annual Land Holdings report and to make submissions to the Executive on the Asset Management Plan following consideration by the Executive.		HEAD OF PROPERTY SERVICES PARTNERSHIP
		11. To deputise on the development of shared services and partnership/joint back office initiatives		HEAD OF SERVICE OF RELEVANT FUNCTION
		12. To consider equality and diversity in the provision of services related to council performance activities.		CHIEF EXECUTIVE

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Finance & Budget Management	Becoming a high performing organisation	1. To oversee policy on the use of and application for external and European funding ensuring the council is maximising the funding opportunities available.	CORPORATE SERVICES DIRECTOR/CHIEF EXECUTIVE	HEAD OF FINANCE/HEAD OF SERVICE DELIVERY
		2. To oversee the strategic resources portfolio of the Council (including finances and council tax) and to lead on budget management.		
		3. To ensure that matters concerning all resource allocation are securely managed and are brought within the Medium Term Financial Strategy programme to appropriate meetings of the Executive within the annual cycle.		
		4. To lead on the process of the Annual Budget Cycle for all resources		
		5. To hold to account all Executive Members on their stewardship of resources.		
		6. To lead on value for money issues		
		7. To oversee the implementation of the policy for the provision of grant aid	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		8. To consider equality and diversity in the provision of financial services.	CORPORATE SERVICES DIRECTOR	HEAD OF FINANCE

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Housing	Regenerating Swale	To be deputy lead member for the regeneration of Queenborough and Rushenden	REGENERATION DIRECTOR/CHIEF EXECUTIVE	HEAD OF HOUSING SERVICES HEAD OF SERVICE DELIVERY
		1. To oversee the assessment of the Borough's housing needs and conditions and to formulate and monitor strategies.		
		2. To oversee the administration of all housing legislation and the preparation of related strategies, including the Housing Investment Programme		
		3. To promote a high housing standard		
		4. To formulate policy for advances and authorised loans for house purchase and improvement to property.		
		5. To oversee policy for the action required against gypsies illegally camped on Council owned land or whose acts or behaviour impede the proper management of any Council site, and decide whether any subsequent judgements resulting from eviction or otherwise should be enforced.		
		6. To oversee issues of deprivation, development and social housing (including housing benefits) and relationships with amenity groups.		
		7. To consider equality and diversity in the provision of housing services.		

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Health	Promoting a safer and stronger community	1. To liaise with Health Authorities to provide views, as necessary, on the policies being pursued by these authorities, their success or otherwise within the policy framework.	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		2. To liaise with Health Authorities as necessary, on initiatives to tackle health inequalities particularly as part of planned regeneration		
		3. To consider equality and diversity in the provision of health related services.		

SWALE BOROUGH COUNCIL 2010-11 EXECUTIVE PORTFOLIOS				
PORTFOLIO TITLE	CORPORATE PRIORITY	PORTFOLIO RESPONSIBILITIES	STRATEGIC MANAGEMENT TEAM LEAD	OPERATIONAL MANAGEMENT TEAM LEAD
Culture	Regenerating Swale	1. To be lead member in developing the Council's cultural offer and overseeing delivery of the cultural strategy	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES
		2. To be lead member to optimise the positive impacts of the 2012 Olympics and Paralympics for Swale		
		3. To oversee the provision of good quality entertainment, arts and arts facilities in the Borough and sports development opportunities in the Borough		
		4. To facilitate and oversee the provision and operation of leisure, sport and recreation facilities	CHIEF EXECUTIVE	HEAD OF COMMISSIONING & CUSTOMER CARE
		5. To encourage, seek and promote private sector and community involvement in the financing, management and sustainability of leisure, sport and amenity facilities/activities		
		6. To keep under review the Council's contracts for the provision and operation of leisure, sports and recreation facilities and to make submissions to the Executive on any matters relating to the contracts		
		7. To consider equality and diversity in the provision of cultural services.	REGENERATION DIRECTOR	HEAD OF ECONOMIC AND COMMUNITY SERVICES/HEAD OF COMMISSIONING & CUSTOMER CARE