

PORTFOLIO	RESPONSIBILITIES	CABINET MEMBER	DEPUTY CABINET MEMBER	LEAD MEMBERS
Leader	<ul style="list-style-type: none"> <li>• Council's constitution</li> <li>• Members and officers code of conduct for standards and ethical behaviour</li> <li>• Local elections, electoral registration, provisions of electoral boundaries</li> <li>• Cross-party issues and issues crossing portfolios</li> <li>• Issues of regional and national importance including rural issues</li> <li>• Relations with Whitehall, KCC, Kent districts, and parishes etc</li> <li>• Orders in respect of parishes and related matters pertaining to the Borough or parish councils</li> <li>• Corporate Plan and Organisational Reform</li> <li>• Sustainable Community Strategy (Borough and County contributions)</li> <li>• Localism &amp; community leadership (in consultation with the portfolio holder for Communities and Localism)</li> <li>• Service Transformation, including shared services and partnership/joint back office initiatives</li> <li>• Partnerships including Thames Gateway Kent Partnership Board, Thames Gateway Strategic Partnership, Local Enterprise Partnership, MKIP Management Board, Swale Locality Board</li> <li>• Oversight of equality and diversity issues</li> </ul>	Cllr Andrew Bowles		
Deputy Leader & Planning	<ul style="list-style-type: none"> <li>• Development control, planning enforcement, and spatial design</li> <li>• Building regulations policy and guidance</li> <li>• Town planning policy and guidance (including the local plan, local development framework and core strategy)</li> <li>• Section 106 and Community Infrastructure Levy policy and guidance</li> <li>• Land charges policy and guidance</li> <li>• Borough's Gypsy and Traveller area assessment</li> <li>• South Thames Gateway Building Control Partnership</li> <li>• Queenborough Harbour</li> </ul>	Cllr Gerry Lewin		Cllr Lloyd Bowen (Planning Lead Member)

PORTFOLIO	RESPONSIBILITIES	CABINET MEMBER	DEPUTY CABINET MEMBER	LEAD MEMBERS
Finance & Performance	<ul style="list-style-type: none"> <li>• Strategic resources portfolio of the Council (including finances and council tax) budget management and resource allocation (inc annual budget cycle and the stewardship of resources)</li> <li>• Medium Term Financial Strategy</li> <li>• Economic use of council owned assets (land and property) including any Asset Management Plan</li> <li>• Support to the Leader on organisational reform</li> <li>• External and European funding (including any grants received)</li> <li>• Value for money issues</li> <li>• Internal Audit</li> <li>• Responding to the Council's external regulatory environment</li> <li>• Commissioning and procurement policy and guidance (including contract management)</li> <li>• Emergency planning, business continuity and health &amp; safety issues</li> <li>• <b>Leading on culture change to become more performance driven</b></li> <li>• Performance management cycle and related matters including service planning, data quality, risk management and project management</li> <li>• <b>Employment relations, welfare and human resources of the council</b></li> <li>• <b>Members' and officers' learning and development</b></li> </ul>	Cllr Duncan Dewar-Whalley	Cllr Ted Wilcox	
Regeneration and Economy (including Learning and Skills and Culture)	<ul style="list-style-type: none"> <li>• Regeneration, economic development, town centre management, tourism</li> <li>• Regeneration issues relating to Sheerness, Sittingbourne Town Centre, Kent Science Park, and Queenborough and Rushenden</li> <li>• Swale Economic &amp; Regeneration Partnership</li> <li>• Markets on Council-owned sites</li> <li>• Local learning and skills strategy</li> <li>• Local access to learning, educational performance and progression</li> <li>• Early years, family and community learning</li> </ul>	Cllr John Wright	Cllr Brian Mulhern	

**Comment [41]:** Performance Portfolio

PORTFOLIO	RESPONSIBILITIES	CABINET MEMBER	DEPUTY CABINET MEMBER	LEAD MEMBERS
	<ul style="list-style-type: none"> <li>• Business engagement including linkages between learning providers and the local business community</li> <li>• Borough Council highway and transportation matters</li> <li>• Off and on-street parking facilities</li> <li>• Council's cultural offer, including the cultural strategy and facilitating the provision of good quality entertainment, arts and arts facilities in the Borough</li> <li>• All matters relating to leisure, sport and amenity facilities/activities, including private sector and community involvement</li> <li>• Procurement and contract management for leisure, sports and recreation facilities</li> <li>• 2012 Olympics and Paralympics for Swale</li> </ul>			
Environment (including rural issues)	<ul style="list-style-type: none"> <li>• Environmental impacts of regeneration projects</li> <li>• Rural issues affecting Swale including: biodiversity; countryside; and rural agencies</li> <li>• Climate change policy and guidance</li> <li>• Recycling and rubbish collection policy and guidance</li> <li>• Pollution control/monitoring (inc noise &amp; pest control)</li> <li>• Contracts for street cleaning, refuse collection, recycling and public conveniences</li> <li>• Food hygiene, health and safety at work and animal welfare legislation policy and guidance</li> <li>• Sea defences, coastal protection, sea fronts, coastal resorts, harbours and quays policy and guidance</li> <li>• Council's urban parks, open spaces, countryside, country parks and play areas,</li> <li>• Cemeteries and crematoria policy and guidance</li> <li>• Provision of allotments.</li> <li>• Council wardens</li> </ul>	Cllr David Simmons		Cllr Nick Hampshire (Environment Contracts Lead Member) Cllr June Garrad (Lead Member for Green Issues)
Communities & Localism	<ul style="list-style-type: none"> <li>• Responding to the Localism Bill/Act and oversight of the impact of our regulatory services</li> <li>• Supporting the Leader on service transformation including shared services and</li> </ul>	Cllr Mike Cosgrove	Cllr Lesley Ingham	

Comment [42]: Culture Portfolio

PORTFOLIO	RESPONSIBILITIES	CABINET MEMBER	DEPUTY CABINET MEMBER	LEAD MEMBERS
	<p>partnership/joint back office initiatives</p> <ul style="list-style-type: none"> <li>• Customer relations, customer care policy and guidance, including complaint management</li> <li>• Communications, consultation and community engagement policies and procedures</li> <li>• Voluntary and community sector liaison and community development</li> <li>• Communities responding to localism</li> <li>• Oversight of Local Engagement Forums</li> <li>• Youth Forum and young people's liaison</li> <li>• Safeguarding of children including section 11 Children Act 2004 duties</li> <li>• Relationship with the Children's Trust</li> <li>• Community assets policy and guidance (in consultation with the portfolio holder for Finance &amp; Performance)</li> <li>• Community well being</li> <li>• Crime and Disorder policy and guidance (including the Community Safety Strategy &amp; Licensing issues)</li> <li>• Swale Community Safety Partnership</li> <li>• Swale Community Budgets initiative</li> </ul>			
Housing, Health and Well Being	<ul style="list-style-type: none"> <li>• Housing needs assessment, stock conditions survey and housing-related strategies</li> <li>• Deprivation, development and social housing and relationships with amenity groups</li> <li>• Housing advice and homelessness services, including prevention</li> <li>• Property improvement policy and guidance, including advances and authorised loans for house purchases.</li> <li>• Disabled Facilities Grants</li> <li>• Housing register and choice based lettings</li> <li>• Relationships with the Homes and Communities Agency and the Tenant Services Authority</li> <li>• Relationships with local registered housing providers and the Home Improvement</li> </ul>	Cllr Derek Conway	Cllr Lesley Ingham	

PORTFOLIO	RESPONSIBILITIES	CABINET MEMBER	DEPUTY CABINET MEMBER	LEAD MEMBERS
	Agency <ul style="list-style-type: none"> <li>• Policy and guidance concerning Gypsies and Travellers illegally camped on Council-owned land.</li> <li>• Health Authorities liaison</li> <li>• Health inequalities, particularly as part of planned regeneration</li> <li>• Adult Services liaison</li> <li>• Corporate Equality Scheme &amp; Equalities Framework for Local Government</li> </ul>			

**Comment [43]:** Health & Well Being Portfolio

LAM: 20/05/11