

Subject: Allocation of Portfolios

Status: For Publication

Report to: The Cabinet

Date: 7th June 2006

Report of: Chief Executive

Portfolio

Holder: Leader of the Council

Key Decision:

NO

Forward Plan
Relevant Box

General Exception

Special Urgency

"X" In

1. PURPOSE OF REPORT

- 1.1 To inform the Cabinet of the allocation of the various portfolios, changes to the composition of portfolios, and to agree role descriptions for each portfolio holder.

2. CORPORATE PRIORITIES

- 2.1 The matters discussed in this report are linked to and support the following corporate priorities:
- *Delivering the Member Development Strategy through providing members of the Cabinet with clear descriptions of their roles and responsibilities. In addition as this priority is one of the key enablers of the Council's improvement journey there will be an impact on all the other priorities.*

3. RISK ASSESSMENT IMPLICATIONS

- 3.1 There are no specific risk issues for members to consider arising from this report.

4. BACKGROUND AND OPTIONS

- 4.1 At the Annual Meeting of the Council on 19th May the Council agreed to the composition of the Cabinet, but did not assign portfolios to individual members as this is a matter for the Leader of the Council. Having discussed the issue

with colleagues the recommendation of the Leader is that the following portfolios be allocated.

Councillor	Portfolio
Cllr D Ruddick	Leader of the Council <i>Specific responsibility for legal and constitutional issues, performance management and external relations.</i>
Cllr W Challinor	Deputy Leader of the Council and Portfolio Holder for Regeneration <i>The portfolio covers the Spatial Development and Economic Regeneration and Strategic Housing Service Units.</i>
Cllr J Driver	Portfolio Holder for Streetscene and Liveability <i>The portfolio covers the Streetscene and Liveability Service Unit.</i>
Cllr J Farquharson	Portfolio Holder for Customer Services <i>The portfolio covers the Community and Partnerships and Customer Services and e-Government Service Units.</i>
Cllr J Graham	Portfolio Holder for Human Resources and Member Development <i>The portfolio covers the Human Resources Service Unit and the Democratic Services function.</i>
Cllr M Ormerod	Portfolio Holder for Finance and Risk Management <i>The portfolio covers the Financial Services Service Unit and the Legal and Property Services functions, which on a temporary basis also includes licensing.</i>

4.2 Attached to this report are role descriptions for the Leader and each of the five portfolio holders which set out in some detail the scope and role of each portfolio. These will be updated as necessary to reflect the priority tasks in the new Corporate Improvement Plan, which appears elsewhere on the Cabinet's agenda. It would be the intention to incorporate the role descriptions within the Constitution and this will be dealt with through the work of the Constitution Working Group when it meets.

4.3 There are a number of ways in which portfolios can be constructed, and there is legal scope for the Council to increase the size of the Cabinet if it is felt necessary. However, given the relatively short time since the adoption of the formal Leader and Cabinet system it is not felt appropriate to make any changes at this point. The position will be kept under review and any changes necessary will be brought forward to the Cabinet or Council as necessary.

5. COMMENTS OF THE HEAD OF FINANCIAL SERVICES

5.1 There are no financial implications arising from this report.

6. COMMENTS OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

- 6.1 These proposals are in line with the constitutional position, and any specific member development activity necessary to enable Portfolio Holders to undertake their roles will be discussed through the personal development review process.

7. COMMENTS OF THE HEAD OF HUMAN RESOURCES

- 7.1 There are no human resources implications arising from this report.

8. CONCLUSION

- 8.1 The allocation of portfolios is necessary to ensure the effective conduct of the Cabinet's business and to provide appropriate political leadership to the Council's services.

9. RECOMMENDATIONS

- 9.1 That the Cabinet approve the allocation and definition of portfolios set out in this report.
- 9.2 That the Cabinet approve the role descriptions for each portfolio attached to this report.

10. CONSULTATION CARRIED OUT

- 10.1 Leader of the Council, members of the Cabinet, Chief Executive, Head of Legal and Democratic Services.

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No background papers