

### Allocation of Functions – Portfolio Holders

The members of the Executive, **also known as the Cabinet**, including the Leader of the Council, all have portfolio responsibilities. The Leader, as well as having a portfolio, also has specific **leadership responsibilities**.

<b>The Cabinet</b>
<p><b>As a body will:</b></p> <ul style="list-style-type: none"><li>• Lead the preparation of the Authority’s policies and budget (with input and advice from Overview and Scrutiny Committees).</li><li>• Deliver and implement the budget and policies decided by the Full Council.</li><li>• Respond to any recommendations and reports from the Overview and Scrutiny Committees where such response does not fall within the powers delegated to an individual Cabinet Member.</li><li>• Make appointments/nominations to outside bodies which arise between annual meetings of the Full Council.</li><li>• Undertake all the powers and duties of the Council with the exception of those reserved to the Full Council itself or to committees or sub-committees.</li><li>• Approve policy changes which do not fall within the Policy Framework.</li><li>• Carry out the Council’s functions in relation to Elstree Film Studios Ltd and the Studios site.</li></ul>
<b>Each individual Cabinet Member</b>
<p><b>Within the parameters of their portfolio and the approved Policy and Budget Framework will:</b></p> <ul style="list-style-type: none"><li>• Be responsible for responding to proposals relating to the management of buildings and capital programme works and the variance of expenditure between heads of expenditure, provided that the variance does not conflict with the Financial Procedure Rules.</li><li>• Approve tenders for work within the remit of their portfolio, in accordance with the Authority’s Financial Procedure Rules. Have the ability to accept tenders up to a maximum over £250,000 up to £1,000,000 for contractual work or supplies provided the tender is the lowest (or the highest if it relates to income) and the amount is within the budget provision.</li><li>• Respond to any recommendations and reports from the Overview and Scrutiny Committees on matters for which they have powers delegated as an individual.</li><li>• Have regard to strategic consultation by Government Agencies, other Local Authorities or providers, etc.</li><li>• Be responsible for ensuring equality and diversity in relation to all matters within their portfolio responsibilities.</li></ul>

## Constitution of Hertsmere Borough Council

### Part 3.2 – responsibility for Functions – Allocations of Functions – Portfolio holders

<b>Leader</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)
<b>Broad areas of responsibility</b> <ul style="list-style-type: none"><li>• Overall strategy and co-ordination.</li><li>• The Community Strategy.</li><li>• Interface with external agencies.</li><li>• Chairing meetings of Cabinet.</li><li>• Matters relating to Elstree Film Studios Ltd.</li></ul>
<b>Responsibilities as an individual</b> <ul style="list-style-type: none"><li>• To co-ordinate the work of the Cabinet and chair its meetings.</li><li>• To lead the community planning process.</li><li>• To co-ordinate work to maximise external funding resources available to the Authority.</li><li>• To make appropriate arrangements in respect of portfolio work in the absence of an Cabinet Member.</li><li>• To instruct any portfolio holder to put a report on a matter within their portfolio to the full Cabinet.</li><li>• To compile and manage the Forward Planning Programme.</li><li>• To lead on, and chair meetings of, the Local Strategic Partnership.</li><li>• To determine amendments to the Constitution relating to the titles and holders of Cabinet portfolios, and the allocation of responsibilities between the portfolios.</li><li>• To lead from the Authority's perspective on matters relating to the Elstree Film Studios site, subject to ensuring that decisions impacting on the related management arrangements or any matter impacting on the Authority's financial position are referred to the Cabinet.</li></ul>
<b>In addition to above responsibilities, the Leader also has their own Portfolio:</b>
<b>Consultation, Communications &amp; Asset Management Portfolio</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)
<b>To lead on:</b> <ul style="list-style-type: none"><li>• Issues relating to consultation and communication both internal and external, community engagement and content development across the Borough.</li><li>• Matters relating to Elections and Electoral Services.</li><li>• Matters relating to Democratic Services.</li><li>• Matters relating to Property/asset management.</li><li>• Matters relating to Member Development work.</li></ul>
<b>For decision by the Cabinet as a whole</b> <ul style="list-style-type: none"><li>• To determine the allocation of Authority-owned land and property.</li><li>• Decisions relating to the Asset Management Plan and its implementation.</li><li>• The acquisition and disposal of land and property.</li></ul>

## **Constitution of Hertsmere Borough Council**

### **Part 3.2 – responsibility for Functions – Allocations of Functions – Portfolio holders**

#### **Responsibilities of the individual portfolio holder**

- To lead on matters relating to Bushey Golf and Country Club, subject to ensuring that decisions impacting on the related management arrangements or any matter impacting on the Authority's financial position are referred to the Cabinet.
- To lead on matters in relation to health and safety issues within all buildings in the ownership of the Authority.
- Arrangements for the management of:
  1. depots.
  2. all commercial premises including local shopping parades, ancillary residential accommodation and land.
  3. all buildings belonging to the Authority.
  4. lock up garages.

<p style="text-align: center;"><b>Deputy Leader and Environmental Sustainability, Net Zero &amp; Public Health</b></p> <p style="text-align: center;">(corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)</p>
<p><b>Broad areas of responsibility</b></p> <ul style="list-style-type: none"><li>• Environmental policy, climate change issues, waste management (street cleansing, recycling and waste collection), environmental health, drainage,</li><li>• Cabinet enforcement functions related to Environmental Health (excluding housing, parking and planning enforcement).</li><li>• Public health</li><li>• Climate change and net zero</li></ul>
<p><b>For decision by the Cabinet as a whole</b></p> <ul style="list-style-type: none"><li>• Determination of matters relating to the Authority’s environmental policy.</li><li>• Determination of the Climate Change Strategy</li></ul>
<p><b>Responsibilities of the individual portfolio holder</b></p> <ul style="list-style-type: none"><li>• To lead the development of the Climate change Strategy and delivery of its Action Plan</li><li>• To represent the Borough on the Hertfordshire Climate Change Strategic Partnership.</li><li>• The powers and duties of the Authority relating to recycling and waste, subject to referral to the Cabinet of any input into personnel policy.</li><li>• To lead on the expansion of kerbside recycling.</li><li>• To review and respond to requests for comments on environmental strategies proposed by other organisations.</li><li>• Matters falling within the Authority’s powers and duties concerning health education on environmental health matters.</li><li>• Matters relating to environmental health, with the exception of issues concerning licensing, but including pollution, statutory nuisances and contaminated land, , stray dogs, noise nuisance and other environmental health work and subject to referring to the Cabinet any decisions affecting service levels.</li><li>• To approve the Health and Safety, Food and Environmental Protection Service Plans and, following consultation with the Chair and Vice-Chair of the Licensing Committee, to approve the Licensing Service Plan.</li><li>• To act as interface between the Authority and other agencies involved in the healthcare field and to determine, on behalf of the Authority, responses to consultation documents produced by other agencies as they relate to healthcare issues</li><li>• Promoting sustainable energy options for domestic and commercial use.</li><li>• To act as interface between the Authority and other agencies involved in the healthcare field and to determine, on behalf of the Authority, responses to consultation documents produced by other agencies as they relate to healthcare issues.</li><li>• To lead on, and chair meetings of, the Health and Wellbeing Partnership (of the Local Strategic Partnership</li></ul>
<p><b>Responsibility as Deputy Leader</b></p> <ul style="list-style-type: none"><li>• To act in the place of the Leader in their absence or inability to act, including chairing meetings of the <b>Cabinet</b>.</li><li>• To hold the role of Vice-Chair of the Member Planning Panel</li></ul>

**Communities, Neighbourhoods, Enforcement & Economic Development and Transformation Portfolio Holder**

(corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)

**Broad areas of responsibility**

- To lead the Council's approach to:
  1. Communities and Neighbourhoods
  2. Enforcement, Community Safety and CCTV, Corporate Performance
- To pursue initiatives to promote the economic development and regeneration of the Borough.
- To monitor the implementation of projects supported through the economic development budget.
- To lead the Council's grant application process.
- To develop links with the Borough's business community and voluntary sector with the aim of achieving greater understanding and dialogue between the parties.

**For decision by the Cabinet as a whole**

- The noting of the quarterly report of local and national Performance Indicators.

**Responsibilities of the individual portfolio holder**

- To represent the Authority on the Hertfordshire CCTV Partnership Executive Board.
- To develop the new uniformed Council Enforcement Officers initiative.
- To lead on the monitoring and management of performance across all of the Authority's Service areas (including those listed under other portfolios)
- To develop and promote links with private, voluntary and statutory service providers in the Borough and beyond in order to promote joint initiatives and solutions thereby targeting resources more efficiently.
- To lead on partnerships in which Hertsmere Borough Council is working with other agencies specifically to deliver continuing improvements to services and to seek further efficiency savings where possible.
- To represent the Authority on the Hertfordshire Police and Crime Panel.
- Lead on matters relating to scrutiny of the Hertfordshire Police and Crime Commissioner.
- Regeneration in terms of external and internal investment.
- Employment growth and across all business sectors including apprenticeship schemes.
- Champion for Business locally and regionally including workforce training, and retention of highly skilled and educated workforces.
- Promoting social inclusion to support access to employment and training opportunities for local youth and those "retirees" seeking to utilise their skills and experience in a new fields.
- Tourism – promoting Hertsmere as a base for the region and access to London.
- Unlocking balanced growth in partnership with business leaders, local authorities, employers and investors.
- Championing Hertsmere's economic case for investment across the East of England.

**Constitution of Hertsmere Borough Council**

**Part 3.2 – responsibility for Functions – Allocations of Functions – Portfolio holders**

<p style="text-align: center;"><b>Housing &amp; Housing Development Portfolio Holder</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)</p>
<p><b>Broad areas of responsibility</b></p> <ul style="list-style-type: none"><li>• Housing and housing development matters.</li></ul>
<p><b>For decision by the Cabinet as a whole</b></p> <ul style="list-style-type: none"><li>• Affordable Housing Strategy.</li></ul>
<p><b>Responsibilities of the individual portfolio holder</b></p> <ul style="list-style-type: none"><li>• The formulation and review of all aspects of the Housing Strategy, including the Homelessness and Rough-sleeping Strategy and Private Sector Housing function, subject to the referral of the Housing Strategy to the Cabinet for recommendation to the Full Council.</li><li>• To act as interface between the Authority and other agencies involved in housing and to determine, on behalf of the Authority, responses to consultation documents produced by other agencies on housing and associated issues.</li><li>• To determine other matters relating to the Authority's housing function (except matters relating to individual housing cases including the hearing of appeals, consideration of housing register or homeless applications and nominations to housing associations).</li><li>• Enforcement in relation to housing matters.</li></ul>

<p style="text-align: center;"><b>Planning, Infrastructure &amp; Transport Portfolio Holder</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)</p>
<p><b>Broad areas of responsibility</b></p> <ul style="list-style-type: none"><li>• Planning policy, listed buildings and conservation areas. Performance and resourcing of the planning service, building control and localism as determined by the Localism Act 2011.</li><li>• Contracted bus services.</li></ul>
<p><b>For decision by the Cabinet as a whole</b></p> <ul style="list-style-type: none"><li>• Changes to building control service levels.</li></ul>
<p><b>Responsibilities of the individual portfolio holder</b></p> <ul style="list-style-type: none"><li>• To lead in the formulation of recommendations on development plan documents and the approval of Local Development Schemes, Statements of Community Involvement, Annual Monitoring Reports and Supplementary Planning Documents.</li><li>• To work with the relevant Districts within the South West Herts grouping on the Joint Strategic Plan or any other sub-regional policy documents as necessary.</li><li>• To authorise minor amendments to the Authority’s Local Development Scheme.</li><li>• To respond to planning consultation documents (where a response is required on behalf of Hertsmere Council), except in instances where the Leader requests that the response is approved by the Cabinet.</li><li>• To agree minor amendments to Supplementary Planning Documents for interim development control purposes and public consultation and their subsequent adoption, following any required changes arising from the public consultation. The decision as to whether the proposed changes constitute minor amendments shall be made by the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning, Infrastructure and Transport.</li><li>• Approval and adoption of Conservation Area appraisals and Conservation Area boundary changes, the de-designation of existing Conservation Areas and the designation of new Conservation Areas. The exercise of this power will follow consultation between the Portfolio Holder for Planning, Infrastructure and Transport, the Chair of the Planning Committee and the Head of Planning and Economic Development, to consider whether any changes arising from public consultation are so significant that they require further consideration by the Planning Committee.</li><li>• Community Infrastructure Levy and relevant associated panel(s) for spend.</li><li>• Urgent repairs to listed buildings.</li><li>• Agreeing additions to the List of Community Assets.</li><li>• Determination of historic building grant applications.</li><li>• Purchase notices.</li><li>• Authorise prosecution and costs and expenses recovery for failure to comply with planning and building control notices.</li><li>• Enforcement in relation to planning matters and building control.</li><li>• Decisions relating to building control, subject to submitting any proposals for changes in service levels to the Cabinet as a whole.</li></ul>

## **Constitution of Hertsmere Borough Council**

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- To lead liaison with Transport for London, Hertfordshire County Council and other agencies responsible for transport provision within the Borough.
- To work with the Environment Portfolio Holder and Town/Parish Councils to promote sustainable transport initiatives.
- Promotion of East-West connectivity to ensure all settlements have good public transport links within Hertsmere, including affordable rail links to London.



**Constitution of Hertsmere Borough Council**

**Part 3.2 – responsibility for Functions – Allocations of Functions – Portfolio holders**

<b>Finance &amp; Budget Portfolio Holder</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)
<b>Broad areas of responsibility</b> <ul style="list-style-type: none"><li>• Finance.</li><li>• Revenues.</li><li>• Benefits.</li><li>• Fraud.</li><li>• Risk management.</li><li>• Procurement.</li><li>• Land charges.</li><li>• Internal audit.</li><li>• Elstree Film Studios.</li></ul>
<b>For decision by the Cabinet as a whole</b> <ul style="list-style-type: none"><li>• Co-ordination of the Authority’s financial strategy.</li><li>• Identifying and determining matters relating to the broad financial needs of the Borough.</li><li>• Matters relating to Elstree Film studios.</li></ul>
<b>Responsibilities of the individual portfolio holder</b> <ul style="list-style-type: none"><li>• To lead the preparation of the Authority’s budget subject to specific and close collaboration with the Resources &amp; ICT portfolio holder and full consultation with other relevant portfolio holders and to submission to the Cabinet of budget proposals, prior to referral to the Full Council.</li><li>• To be the Member-level Risk Management Champion.</li></ul>

<b>Resources, IT &amp; Digital Transformation Portfolio Holder</b> (corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)
<b>Broad areas of responsibility</b> <ul style="list-style-type: none"><li>• Human Resources.</li><li>• Legal and Democratic Services.</li><li>• Procurement – shared with Finance portfolio holder.</li><li>• Information and Digital Services.</li><li>• Digital Innovation.</li><li>• Artificial Intelligence.</li><li>• Hertsmere Mobile App.</li></ul>
<b>For decision by the Cabinet as a whole</b> <ul style="list-style-type: none"><li>• ICT Strategy.</li><li>• RIPOR and Compliance assurance statements.</li></ul>
<b>Responsibilities of the individual portfolio holder</b> <ul style="list-style-type: none"><li>• Cabinet input into human resources policy and to be Lead Member in matters relating to equality and diversity.</li><li>• To lead on issues with regard to Information Services.</li><li>• To work closely with the Finance Portfolio Holder on preparation of the Authority's budget.</li><li>• To determine arrangements relating to customer services and complaints, subject to submitting to the Cabinet any matter relating to a change in service levels.</li><li>• To be the Cabinet's spokesperson on human resources issues.</li><li>• To lead on matters relating to Print Services.</li><li>• To be the Authority's Member-level Data Quality Champion.</li><li>• To be the Authority's Member-level Procurement Champion.</li><li>• To lead on matters related to the Community Toilet Scheme.</li></ul>

**Street Scene Parks, Leisure & Culture Portfolio Holder**

(corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)

**Broad areas of responsibility**

- Cultural services, leisure, museums and heritage services,
- Parking
- Parks and open spaces
- To lead on:
  1. Ensuring the effective enforcement of Cabinet functions related to parking and abandoned vehicles.
  2. Parking, including controlled parking zones, residual highways matters, road safety.
  3. Street scene, grounds maintenance, parks and open spaces, allotments and cemeteries.
  4. Cultural services, leisure, museums and heritage services
  5. The development of a Youth Council and creation of an elected Youth Mayor role.
  6. Health and Wellbeing
  7. Promoting celebration of diversity across the borough.
  8. Engagement with Faith Communities and Faith Leaders.

**For decision by the Cabinet as a whole**

- To determine matters relating to:
  1. Leisure Services contract.
  2. Hertsmere's participation in national celebrations.
- The determination of core funding grants.

**Responsibilities of the individual portfolio holder**

- To determine matters relating to museums and heritage development.
- To determine matters relating to cultural and leisure services.
- Within the agreed budget, to approve the recommendations of the Grants Panel, in relation to the allocation of one-off capital grants to the voluntary sector.
- To lead on and chair the Leisure Member Panel.
- Lead review on matters relating to grass verges.
- All residual matters relating to highways work, highways environmental improvements and the Highways Joint Panel.
- Approval to the making of any traffic regulation order in relation to controlled parking zones and special parking areas, including consideration of any objection and approval of the confirmation of such orders, amended as appropriate.
- Policy decisions relating to road safety and abandoned vehicles.
- Decisions relating to dog fouling.
- Decisions relating to grounds maintenance, parks and open spaces, allotments, cemeteries, street cleansing, street scene and drainage, subject to submitting any proposals for changes in service levels to the Cabinet as a whole.
- To lead on ensuring the effective enforcement of Cabinet functions including those related to abandoned vehicles.
- Matters relating to sports development which do not fall within the remit of the Leisure Services Contract.