

B. Description of Portfolios

Each member of the executive has a portfolio and the following parts set out a description of each portfolio together with its overall scope and responsibilities.

Portfolio – Leader of the Council

The Leader of the Council provides strategic and political leadership to the authority, and leads in its relations with government, other public bodies, partner organisations and the media and is responsible for encouraging and promoting the prosperity of the District by developing local entrepreneurship, inward investment and community regeneration. This portfolio also has responsibility for Strategic Housing.

The Council has adopted the 'strong leader' model and executive authority rests with the Leader of the Council where it has not been delegated to the executive collectively, or other committee, body or person. The Leader has presently delegated functions to members of the executive to the extent necessary to permit collective decision making by the executive.

Main Areas of Responsibility

- Leadership
- Policy Co-ordination and Development
- Partnership Development
- Communications
- Community Strategy
- Corporate Plan
- Strategic Budget Co-ordination
- Museums
- Economic Development
- Regeneration
- Special Projects
- Strategic Housing

Portfolio – Deputy Leader

The Deputy Leader supports the Leader, including if for any reason the Leader is unable to act or the office of the Leader is vacant, acting in the Leaders place.

Main Area of Responsibility

- Political Management Processes

(Note: Under the current executive structure the Portfolio of the Deputy Leader is held in conjunction with another Portfolio.)

Portfolio 1 – Community, Housing and Youth

The Portfolio Holder for Community, Housing and Youth is responsible for ensuring that the future housing needs of the District are met, and that current housing stock is of a decent standard. The Portfolio Holder is also responsible for overseeing the Council's relationship with tenants and private sector landlords. The Portfolio Holder is responsible for promoting a culture of pride and community spirit in the District, and for encouraging good standards of public behaviour, acting to ensure that

enforcement action is taken against anti-social behaviour. This portfolio also has responsibility for encouraging, sporting and leisure activities, as well as acting as a champion for vulnerable, disadvantaged, disabled and elderly people within the District.

Main Areas of Responsibility

- Local Authority Housing
- Landlord and Tenants
- Crime Reduction
- Anti-Social Behaviour
- Children and Young People
- Community Safety and Engagement
- Voluntary Sector
- CCTV
- Events Management

Portfolio 2 – Access and Property Management

The Portfolio Holder for Access and Property Management is responsible for monitoring the provision of transport services, managing the Council's assets and property, and for overseeing licensing for taxis, public entertainment and other areas subject to legislation. The Portfolio Holder is also responsible for parking and highways (where the latter falls within the remit of the Council), and for ensuring that good quality services are accessible to all people within the District.

Main Areas of Responsibility

- Transport
- Licensing Policy – all Acts
- Asset Management
- Parking
- Valuation
- Property Management
- Events Management – Landlord responsibilities and highways

Portfolio 3 – Environment, Waste and Planning

The Portfolio Holder for Environment, Waste and Planning is responsible for seeking improvement to the natural and built environment of the District and for conserving its heritage. The Portfolio Holder is also responsible for ensuring that waste and pollution is minimised and that waste produced is recycled or reused as much as possible.

Main Areas of Responsibility

- Natural and Built Environment
- Waste
- Corporate Enforcement – overarching
- Planning
- Coastal Protection
- Pollution disasters

Portfolio 4 – Corporate Resources and Performance

The Portfolio Holder for Corporate Resources and Performance is responsible for ensuring the effective management and use of the Council's finances, revenue income, non-staff resources and other assets, as well as coordinating the delivery of the Capital Programme. The Portfolio Holder is also responsible for ensuring that the Council performs to a high standard in accordance with good governance and equality-related principles and that these areas are monitored effectively and ensuring that the Council maintains good relations with its staff, and for supporting the Council's culture of customer care in its delivery of services. The Portfolio Holder is also responsible for ensuring the effective use of information technology.

Main Areas of Responsibility

- Finance
- Revenue
- Capital Programme and Prudential Borrowing Code
- Performance Management and Monitoring
- Corporate Governance
- Corporate Support Services – Audit, Legal and Democratic Services
- Equalities and Diversity
- Human Resources
- Relations with Trade Unions
- Customer Services and Revenues & Benefits
- ICT and E-Government

Portfolio 5 – Skills, Training and External Relations

The Portfolio Holder for Skills, Training and External Relations has a wide-ranging brief related to the Council's partnership arrangements and relations with external bodies. The Portfolio Holder is also responsible for improving the accessibility and acquisition of skills and training by all age groups in the District.

Main Areas of Responsibility

- Tourism
- Arts and Culture
- External Relations
- Lifelong Learning
- Relations with Skills and Training-related bodies

Portfolio 6 – Health Well-Being and Public Protection

The Portfolio Holder for Public Health and Protection is responsible for safeguarding the health of the District, including the environmental health function of the Council. The Portfolio Holder is responsible for partnership working with a range of bodies involved in the provision of (or with an interest in) health services in Kent, and is charged with directing the Council's response to the public health directive of the Local Government and Public Involvement in Health Act 2007.

Main Areas of Responsibility

- Relations with Health-related bodies
- Leisure and Sport

- Air, Water and Land Quality
- Nuisance (noise, dust, etc)
- Accumulations
- Dog and Pest Control
- Food Safety
- Health and Safety
- Infectious Disease Control
- Port Health
- Smoke Free Enforcement
- Public conveniences