

Portfolio Holder for Corporate Management and Customer Services (Leader) Role Description

in addition to the duties and responsibilities detailed in the councillor role description, the Leader of the Council shall:

- provide overall political leadership and direction for the Council and Executive
- assume overall responsibility for guiding the development and formulation of corporate priorities and strategic policy direction and for presenting those policies to the Council and the wider community, acting as the principal political spokesperson on corporate and strategy issues
- provide political guidance to the Chief Executive and the Council's Corporate Management Team on the implementation of the Council's priorities, objectives, revenue and capital budgets
- chair meetings of the Council's Executive, ensure a co-ordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant, and taking into account any advice from the Chief Executive, or the Council's Monitoring Officer or Finance Officer, ensure that proposals are made to the Council for decision within appropriate timescales
- oversee the work of members of the Executive - particularly where such Members have been authorised by the Council to exercise responsibility for a particular service area or development, reflecting the Council's commitment to good value for money and co-ordinating the work of the Executive in:
 - developing corporate policies and programmes;
 - delivering high quality services to the people of Lincoln;
 - monitoring performance;
 - preparing and monitoring revenue and capital budgets;
 - reviewing the effectiveness of the Council's organisation and management processes;
 - developing policies to promote the social, economic and environmental well being of the people of the City of Lincoln.
- represent the Council at all levels, liaise with Government and other relevant agencies where appropriate and act as the principal ambassador for the Council in advocating and explaining its roles and functions, and promoting it as a listening and accessible organisation
- contribute to and encourage the training and development of members

The Leader shall have specific portfolio responsibilities for the following matters:

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| • Corporate Issues (Corporate Policy/Strategic Plan/ Financial Strategy/ Establishment Policy) | • Specific Major Projects |
| • Community Strategy/LAA | • Local Strategic Partnership |
| | • Corporate Communications and media relations |

- Overall financial position of the Council
- Human Resources
- Improvements in the culture of the Council
- Emergency planning;
- Corporate Support Services Operational Work;
- Asset Management;
- Trade union relations
- Democracy related services
- Risk management and governance
- Regional government
- Performance Management
- Corporate reviews
- Annual report
- Procurement;
- Performance IT systems/ E-Government
- Overall Corporate Performance Issues
- Audit focus
- Customer Services
- Contact Centre
- Customer Care (except customer services)
- Corporate complaints handling
- Benefit Advice and take up campaigns
- Benefits processing
- Housing Benefits and Revenues

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Attend meetings with relevant officers and key stakeholders.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
 - have major resource implications
 - be contentious or politically sensitive.

Portfolio Holder for Recreation Services and Health (Deputy Leader)
Role Description

The Deputy Leader of the Council shall in the absence of the Leader and in addition to those duties and responsibilities detailed in the councillor role description:

- provide overall political leadership and direction for the Council and Executive
- assume overall responsibility for guiding the development and formulation of corporate priorities and strategic policy direction and for presenting those policies to the Council and the wider community, acting as the deputy for the Leader as the principal political spokesperson on corporate and strategy issues
- provide political guidance to the Chief Executive and the Council's Corporate Management Team on the implementation of the Council's priorities and objectives and revenue and capital budgets
- chair meetings of the Council's Executive, ensure a co-ordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant, and taking into account any advice from the Chief Executive or the Council's Monitoring Officer or Finance Officer, ensure that proposals are made to the Council for decision within appropriate timescales
- oversee the work of other members of the Executive - particularly in respect of services within their portfolio areas to enable it to be co-ordinated within the work of the Executive in:-
 - developing corporate policies and strategies;
 - delivering high quality services to the people of Lincoln;
 - monitoring performance;
 - preparing and monitoring revenue and capital budgets;
 - reviewing the effectiveness of the Council's organisation and management processes;
 - developing policies to promote the social, economic and environmental well being of the people of the City of Lincoln.
- represent the Council at all levels, liaise with Government and other relevant agencies where appropriate and act as the principal ambassador for the Council in advocating and explaining its roles and functions and promoting it as a listening and accessible organisation
- contribute to and encourage the training and development of members.

The Portfolio Holder for Recreation Services and Health shall have specific portfolio responsibilities for the following matters:

- Parks and Recreation (including playgrounds and pavilions);
- Public open space;
- Leisure/Sports and facilities
- Health and wellbeing
- Cultural activities (including the Cultural Quarter)

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
 - have major resource implications
 - be contentious or politically sensitive.

Portfolio Holder for Environmental Services and Public Protection Role Description

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Environmental Services and Public Protection shall have specific portfolio responsibilities for the following matters:

- Fleet Management;
- Environmental Contracts, including refuse, cleansing, highways and open space
- maintenance;
- Recycling
- Climate change
- LA21
- Air Pollution
- Cemeteries/crematorium
- Public Toilets
- Crime and disorder reduction especially alcohol related crime
- Anti social behaviour and noise nuisance
- Community safety/safer streets agendas including CCTV and Rangers
- Street scene liaison
- Licensing
- Public Protection such as:
 - (1) Environmental Health
 - (2) Food Safety
 - (3) External health and safety

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.

- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
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 - be contentious or politically sensitive.

Portfolio Holder for Housing Role Description

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Housing shall have specific portfolio responsibilities for the following matters:

- Homelessness prevention
- Housing Repairs & Maintenance and Investment
- Tenants (including rent collection) / participation
- Estate Management
- Housing Stock Options
- Housing Investment/ Decent Homes
- Lettings/ Allocations
- Private sector housing enforcement, grants and improvements
- Housing enabling role with respect to registered social landlords
- Delivery of property related goods and services for Council's
- Supporting People

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
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Portfolio Holder for Planning Policy and Economic Regeneration Role **Description**

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Planning Policy and Economic Regeneration shall have specific portfolio responsibilities for the following matters:

- Regional, Sub-Regional and Local Planning Policies and Strategies
- Planning (excluding roles undertaken by Planning Committee)
- Heritage (linked with Heritage Champion)
- Local Development Framework
- Design Champion
- City Centre Master Plan
- City Growth Strategy
- Economic Development
- Inward Investment
- Business Support
- Commercial Development
- Building Control
- Transport including car parks etc
- Contaminated Land
- Tourism development services and marketing

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy

- have major resource implications
- be contentious or politically sensitive.

Portfolio Holder for Social Inclusion and Community Cohesion Role **Description**

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Social Inclusion and Community Cohesion shall have specific portfolio responsibilities for the following matters:

- Neighbourhood Management
- Community Cohesion
- Social Inclusion
- Asylum Seekers
- Adult Learning
- Domestic Violence
- Young People
- Older People
- Safeguarding children
- Vulnerable adults
- Community Centres

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
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 - be contentious or politically sensitive.