

Executive Member responsibilities

Leader

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Communications including public relations and consultations	Chief Executive
2	The Customer service centre	Customers
3	Coordination of complaints and ombudsman queries	Customers
4	Information management	Customers
5	Land charges	Customers
6	Committee and member services	Legal and Community
7	Community safety including: a. community safety and work with the Community Safety Partnership, the police and other law enforcement agencies to reduce crime and disorder, and the fear of either; including as the Council's representative on the Police and Crime Panel <i>(in conjunction with the Executive Member for Community Engagement and Rural Affairs)</i>	Legal and Community
8	Corporate policy development including a. development and implementation of the Council's Corporate Business Planning process, in consultation with the Executive Member for Finance and the Leader	Legal and Community
9	Counter terrorism and security	Legal and Community
10	Proposals to vary the boundaries of the Borough and Electoral Wards and Polling Districts	Legal and Community
11	Local Strategic Partnership including: a. liaison with other statutory agencies in and outside the District	Legal and Community
12	Population and other census information	Legal and Community
13	Legal Services	Legal and Community
14	Emergency planning	Place
15	Health and Safety of staff	Resources
16	Human Resources including a. matters to do with officers leaving the Council's service <i>(in conjunction with the Executive Member for Finance and IT)</i> b. payroll and other financial benefits for staff <i>(in conjunction with the Executive Member for Finance and IT)</i>	Resources
17	The development of overall strategic and financial plans for the Council and the promotion of both existing and new strategies and plans	None

18	Overall control of the revenue and capital finances of the Council, in conjunction with the Executive Member with responsibility for those matters	None
19	The production and publication of the Council's Forward Plan	None
20	The Council's contribution to the life of the District and the sub-region	None
21	The Council's overall contribution to the health and wellbeing of the district in conjunction with other Executive Members with responsibility for services contributing to "public health"	None
22	The functioning of Council's Cabinet and the executive powers it holds, including the allocation of responsibilities to the full Cabinet, individual Cabinet Portfolios and Area Committees; the appointment and dismissal of those Cabinet Executive Members; the appointment of Cabinet committees and sub-committees and the delegation of executive authority to officers	None
23	Partnership working across the Council's services, including sharing arrangements with other Councils	None
24	Consultation with local people to help plan and improve Council services and influence the services provided by others	None
25	Speaking up on matters of local concern and representing the views of the Council to Government and its agents and to others	None
26	Appointments to outside organisations between meetings of the Council	None

Finance and I.T

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Asset management including: a. provision and management of the civic buildings, including the letting of accommodation at public buildings owned or occupied by the Council and not specifically under the control of another Cabinet Executive Member	Commercial
2	Commercial Operations including a. maximisation of the Council's commercial income	Commercial
3	The Telecommunications service	Customers
4	Council Tax and rates including: a. writing off debts between £5,001 and £10,000 in conjunction with the relevant Cabinet Executive Member and Service Director: Customers	Customers
5	Information and communications technology including: a. the development and application of policies, initiatives and services involving the use of information and communications technology to support the work of the Council and the Council's work with others b. development and implementation of policy and strategy for the delivery of e-Government	Customers
6	Procurement	Legal and Community

7	Asset/buildings (maintenance) including: a. the disposal of the Council's property interests (by sale or lease in accordance with the Council's agreed Assets Disposal Strategy) where the sale price, premium or initial annual rent (after the expiry of any rent free period) does not exceed £250,000	Resources
8	Financial resources including: a. in-year changes to the Council's Capital Programme up to a limit of £100,000 per project b. Budget planning and all action necessary to maintain overall budget control within the cash limits agreed by full Council (in conjunction with the Leader of the Council) c. development and implementation of the Corporate Business Planning process, in consultation with the Policy Executive Member d. use of the special reserves and reserved contingency budgets, within the total budget agreed by full Council e. overall strategy for fees and charges	Resources
9	a. matters to do with officers leaving the Council's service <i>(in conjunction with the Leader)</i> b. payroll and other financial benefits for staff <i>(in conjunction with the Leader)</i>	Resources
10	Insurance and Risk	Resources
11	Shared internal audit and anti-fraud service	Resources
12	Stock transfer agreement <i>(in conjunction with the Executive Member for Housing and Environmental Health)</i>	Resources

Community Engagement and Rural Affairs

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	CCTV company	Commercial
2	Museum Services including North Hertfordshire museum and Hitchin Town Hall, Exhibition galleries and art education and loan service, and archaeological matters.	Commercial
3	Community engagement and development including: a. consultation with local people to help plan and improve Council services and influence the services provided by others b. community relations and the promotion of social cohesion and fair opportunities c. the Council's relationship with, and funding of, independent advice agencies, community centres, voluntary sector support agencies and other organisations not within the remit of other Cabinet Executive Members	Legal and Community

4	Community services including: a. to co-ordinate and therefore try to improve the overall delivery of services provided by public bodies and voluntary organisations b. to act as the Council's spokesperson and principal point of contact on matters affecting Town, Parish and Community Councils	Legal and Community
5	Community safety including: a. community safety and work with the Community Safety Partnership, the police and other law enforcement agencies to reduce crime and disorder, and the fear of either; including as the Council's representative on the Police and Crime Panel <i>(in conjunction with the Leader)</i>	Legal and Community
6	Counter terrorism and security	Legal and Community
	Proposals to vary the boundaries of the Borough and Electoral Wards and Polling Districts	Legal and Community
7	Equalities and Diversity which includes: a. ensuring the Council's services are responsive and relevant to a diverse population and free from improper discrimination b. approving the monitoring of the Council's Equality and Diversity Schemes	Legal and Community
8	Health and wellbeing	Legal and Community
9	Safeguarding of children and young people including: a. promoting the Council's position in regard to children's services across the district and in particular the protection of children and young people undertaken within its safe-guarding responsibilities	Legal and Community
10	Active communities - Play schemes	Place
11	Tourism and visitor management	Place
12	CCTV partnership	Resources

Housing and Environmental Health

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Care functions including the provision and management of Careline, community alarms and oversight of the Council's involvement in Hertfordshire Community Meals	Customers
2	Community safety enforcement including flytipping, byelaws, flyposting and abandoned vehicles	Legal and Community
3	Licensing including; a. being consulted on the setting of charges and fees for hackney carriages and private hire vehicles	Legal and Community
4	Safeguarding of vulnerable adults	Legal and Community
5	Environmental Health	Regulatory
6	Environmental Protection and enforcement	Regulatory

7	Unlawful encampments	Legal and Community/ Regulatory
8	Highways enforcement matters delegated by Hertfordshire County Council	Regulatory
9	Housing and homelessness	Regulatory
10	Public Health functions under the Public Health Acts and related legislation	Regulatory
11	Stock transfer agreement (in conjunction with the Executive Member for Finance and IT)	Resources

Leisure and Green Issues

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Markets	Commercial
2	Climate change and Green issues including a. the Nottingham Declaration on Climate Change and other green issues affecting the District	Legal and Community
3	Active communities - Sports development for adults	Place
4	Leisure management	Place
5	Parks and open spaces including: a. promotion of health and wellbeing promotion and activity through leisure and use of open spaces	Place

Planning, and Enterprise

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Building Control	Regulatory
2	Economic Development	Regulatory
3	Car parking	Regulatory
4	Highway transportation matters including: a. leading on the Council's arrangements for highways matters including partnership and agency arrangements b. development and implementation of the Council's Transport Strategy and Initiatives and representing the Council's views on regional transport issues	Regulatory

5	Planning including: <ul style="list-style-type: none"> a. monitoring the Council's annual report on the Local Plan and making submissions on the same to regional bodies and other external agencies b. responsibility for strategic planning and organisational development c. proposals for the Council's planning policies relating to land use (including the Local Plan), for recommendation to full Council, and supplementary guidance d. planning briefs for individual development sites e. responses to planning guidance and planning policy statements from Government and other local agencies and authorities impacting on the District f. co-ordination of the Council's response to major developments on private land or developments affecting the streetscape, where these have not been explicitly reserved to another Cabinet Executive Member g. the Council's policies for identifying, and preserving conservation areas h. the Council's provision of development and strategic planning and enterprise services 	Regulatory
6	Traffic management	Regulatory

Waste Management, Recycling and Environment

	Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:	Directorate
1	Environmental services including: <ul style="list-style-type: none"> a. cemeteries, crematoria, burials and related services and public conveniences 	Place
2	Land drainage	Place
3	Grounds maintenance including: <ul style="list-style-type: none"> a. war memorials b. provision and maintenance of trees c. the management and maintenance of footpaths and bridleways d. the Council's provision of arboricultural services e. Public health activities and contribution to wellbeing of the local population so far as it relates to this portfolio 	Place
4	Waste collection and waste management	Place

Champions

NHDC Localism Champion	Executive Member for Planning, and Enterprise
NHDC Children and Young People's Champion	Executive Member for Community Engagement and Rural Affairs
NHDC Heritage Champion	Executive Member for Waste Management, Recycling and Environment
NHDC Risk Champion	Executive Member for Finance and IT