

## APPENDIX 1

### CABINET PORTFOLIO RESPONSIBILITIES

#### Leader of the Council

1. Overall responsibility for the political direction in the development of the Council Business Plan and strategic objectives.

#### Customer Experience and Improvement Portfolio

1. Transformation Programme and modernisation and improvement projects.
2. Corporate communications and branding.
3. Customer experience and the Customer Services Unit.
4. Customer intelligence and insight.
5. IT Services, Digital Strategy, Website Strategy and infrastructure.
6. Council facilities, office accommodation and equipment, co-location projects, management of meeting rooms, the civic suite and catering.

#### Corporate Services Portfolio

1. Financial administration, Audit and insurance including borrowing and investments, treasury management, council tax and rate relief
2. Procurement.
3. Policy matters related to revenues and benefits.
4. Human Resources and Payroll including policy matters related to HR, staffing, work place health and safety, and organisational learning and development.
5. Legal Services and Land Charges.
6. GDPR, data protection and freedom of information.

## **Democracy, Strategy & Partnerships Portfolio**

1. Administration of the Council, the Constitution, Member and mayoral support and learning and development.
2. Electoral services and democratic and community engagement including arrangements for community groups and forums e.g. senior citizens forums, and strategic partnerships e.g. Rushmoor Partners Network.
3. Corporate planning, risk management, policy and performance management including data collection and analysis.
4. International links.
5. Community development including activities to tackle deprivation, improve cohesion, community and ward grants, the Good Causes Lottery and supporting educational improvement.
6. Health and wellbeing and functions in relation to health education and local and national initiatives and campaigns as appropriate.
7. Civil emergency plans and procedures.
8. Strategy and plans relating to climate change.

## **Planning and Economy Portfolio**

1. Strategic housing matters including Housing and Homelessness Strategy.
2. Planning Policy and Conservation including the Rushmoor Local Plan, neighbourhood plans, non-statutory development plans and policies, planning and transportation policy proposals, development of green infrastructure and SANGS.
3. Building Control and Development Management including schemes for historic buildings, enforcement action and dangerous buildings and structures.
4. Management of town centres and town centre strategies, including street scene, entertainment venues e.g. Princes Hall and co-ordinating management of town centre events.
5. Local economy including supporting skills and employment opportunities, the promotion of the Borough for economic and social benefit, and matters related to arts, tourism, cultural and special events in the Borough.

## **Operational Services Portfolio**

1. Community Safety matters including CCTV, anti-social behaviour and supporting people.
2. Statutory housing, housing options and private sector housing including temporary accommodation, housing register, condition of private sector housing, houses in multiple occupation, renewal grants and home energy.
3. Environmental Health including pollution and environmental control, fixed penalty notices, abandoned vehicles, health and safety, food safety, taxis, travellers, cemeteries and crematorium, waste collection and disposal, land drainage, control of dogs and licensing policy matters.
4. Contracts for Operational Services managed by the Council including waste and recycling, street cleansing, grounds maintenance, public conveniences and leisure services.
5. Enforcement and Operational Parking including Council car parks, parking charges, on-street parking controls and residents' parking schemes.
6. Leisure and recreation including parks and open spaces, leisure centres, playgrounds and community halls.
7. Rushmoor markets and car boot sales.

## **Major Projects and Property Portfolio**

1. Regenerating Rushmoor Programme.
2. Management of the Council's property portfolio and estates including acquisition of new property assets, maintenance of assets, estate management policies, leases, lettings and landlord's responsibilities.
3. Delivery of Major Capital Projects within the Borough e.g. Centre for Health, Southwood Country Park.
4. Highways and Infrastructure including traffic regulation orders, and highways capital schemes, transport policy and road safety.