

CABINET PORTFOLIOS

Leader of the Council	Key Director Contact(s)
<p><u>General Direction of Policy and its expression in the Corporate Plan</u> (in liaison with the appropriate Cabinet Member) including co-ordination of the Council's objectives, policies and priorities and overall supervision of the organisation of the Council and its management processes</p>	<p>Chief Executive All Directors</p>
<p><u>Community Leadership and, in conjunction with the Cabinet Member for Community Engagement, the preparation of a Community Strategy and the development of Community Planning</u></p>	
<p><u>Internal and External Communications</u> including dissemination of public information and the conduct of public relations</p>	
<p><u>Overview of Finance and Human Resources</u></p>	
<p><u>Civil Contingencies (including emergency planning)</u> Plans and preparations for fulfilling the Council's duties and responsibilities in relation to peacetime and wartime emergencies and the gathering of information relevant to the Council's civil defence obligations The constant review of those emergency plans and preparations to ensure that they are at all times ready for effective implementation</p>	
<p><u>Property and Construction</u> Asset Management Strategy All non-operational assets included in the Assets Register Corporate Strategy for the maintenance, management and development of the Council's corporate estate Terms for the acquisition, disposal and appropriation of land (excluding right to buy/ rent to mortgage and shared ownership schemes for Housing Revenue Account dwellings)</p>	
<p><u>Democratic renewal of the Council's own structures and procedures</u></p>	
<p><u>Arrangements for official and courtesy visits to and from the Borough</u></p>	
<p><u>Internal and External Audit and Audit Commission Report</u></p>	
<p><u>Finance</u> including functions of the Council relating to rating, Business Rates and Council Tax. Funds and investment management. Insurance matters. Formulation of the Budget. Regulation of the exercise of the power of the borrowing powers of the Council. Prevention and deduction of fraud.</p>	

<p>Risk Management.</p> <p>Welfare Reform agenda with the Cabinet Member for Housing</p> <p>Strategic neighbourhood regeneration (e.g. Langley Green and Bowbush)</p> <p><u>Property Strategy</u></p> <p><u>Regional Governance / Development</u></p> <p><u>Concessionary Travel</u></p>	
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<p>Deputy Leader of the Council</p> <p><u>Support to the Leader</u> Deputising for the Leader and covering for other Cabinet Members, in their absence, at the request of the Leader</p> <p><u>Political Liaison</u></p> <p><u>Democratic Services (excluding elections)</u> including the Committee service and liaising with the Local Government Ombudsman</p> <p><u>Legal Services</u> including advice to the Council across the range of Council functions and provision of the statutory land charges service to members of the public</p> <p><u>Fostering Interest in Local Government</u> Promoting interest in an understanding of Local Government</p> <p><u>Services to Members Services</u></p> <p>(i) Member Training and Development</p> <p>(ii) Lead member on issues relating to travellers, subject to the involvement of other Cabinet Members as appropriate.</p> <p>Provision of resources for enforcement of decisions taken by the Licensing Committee</p> <p>Licensing Policy</p> <p>Gambling Policy</p> <p>Leader Member for 2012 Diamond Jubilee events</p>	<p>Key Director Contact(s)</p> <p>Chief Executive Director of Resources Director of Environment and Housing Director of Community Services</p>
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<p>Cabinet Member for Continuous Improvement and Development Customer and Corporate Services</p> <p><u>Performance Management and Continuous Improvement</u></p> <p><u>Service Review Programme and Performance Plan</u> (except individual reviews)</p> <p>Systems Thinking and other improvement methodologies</p> <p>Service channel shifts</p> <p><u>Human Resource Strategy</u> including recruitment and retention policy, conditions of service employees health, safety and welfare</p> <p><u>Overview of Customer Service and Complaints</u></p> <p><u>E Government and IT Strategies</u></p> <p><u>Improvement Planning Champion</u></p> <p><u>Service Responsibilities:</u> Information Technology Web team Human Resources including staffing budget Equal Opportunities Policy relating to employment Town Hall building management/office accommodation Word Processing Reprographics and Stationery Civic Hall</p> <p><u>Procurement</u></p> <p><u>Policy for developing service plans</u></p> <p>Customer Contact Centre</p> <p>Data Protection and Freedom of Information</p> <p>Partnership working with other Councils and shared service provision</p>	<p>Key Director Contact(s)</p> <p>Chief Executive All Directors</p>
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<p>Cabinet Member for Community Engagement</p> <p><u>Community Engagement and Development</u></p> <p><u>Preparation of a Community Strategy and the development of Community Planning</u> (including a Public Consultation Strategy and the investigation of Area/ Neighbourhood Forums)</p> <p><u>Community and Neighbourhood Development</u></p>	<p>Key Director Contact(s)</p> <p>Director of Community Services Director of Environment and Housing Chief Executive</p>
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<p><u>Community Safety</u></p> <p><u>Grants to Voluntary Bodies</u></p> <p><u>Equal Opportunities</u></p> <p>Promotion of equality of opportunity</p> <p><u>Social Inclusion Strategy</u></p> <p><u>Health</u></p> <p>Application of the Big Society and Localism</p> <p>Lead Cabinet Member for Health</p> <p>Children and Young People (including joint working with Youth Services and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004</p>	
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<p>Cabinet Member for Housing</p> <p><u>Crawley Homes - Landlord Role</u></p> <p>The provision, management and control of Council dwellings including rents</p> <p>Management and development of Council land held for housing purposes</p> <p>Housing administration</p> <p>Control of empty housing properties</p> <p><u>Housing Strategic Role (including statutory functions)</u></p> <p>Provision of housing advice, homelessness service and maintenance of housing register</p> <p>Assessment of housing need and management of Housing Strategy</p> <p>Release of funds to Housing Associations under the LAHAG programme in respect of schemes included in the approved capital programme</p> <p>Unfit properties and houses in need of repair and improvement, houses in multiple occupation, the abatement of overcrowding and improvement grants</p> <p><u>Liaison and Joint Working with Social Services and Health (in relation to housing issues)</u></p> <p><u>Council Tax Benefit and Housing Benefit</u></p> <p>Welfare Reform agenda with the Leader of the Council</p>	<p>Key Director Contact(s)</p> <p>Director of Environment and Housing</p>
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<p>Cabinet Member for Planning and Economic Development</p> <p><u>Town and Country Planning</u> Local Development Framework Building regulation and building control Issues relating to access to the countryside Closure/diversion of footpaths, bridleways and highways Provision of resources for enforcement of decisions taken by the Development Control Committee</p> <p><u>Transport Planning</u> including public transport and liaison with public transport operators Transportation policies, including liaison with the highway authority on their development, traffic management and car parking Responding to consultations on proposed traffic regulation orders</p> <p><u>Economic Development</u> Town Centre Management Issues of business and employment development within the Borough including training Marketing and promotion of the Borough and tourism</p> <p><u>Gatwick Strategy</u></p> <p><u>Liaison with County Council and Neighbouring District Councils on Planning and Highways</u></p> <p><u>Formulation of Green Space Strategy</u> (The implementation of the Green Space Strategy remains with the Cabinet Member for Leisure and Cultural Services)</p> <p><u>Heritage Strategy</u> (the Strategy will fall within the responsibilities of several Cabinet Members, however the Cabinet Member for Planning and Economic Development will provide a co-ordinating role)</p>	<p>Key Director Contact(s)</p> <p>Director of Environment and Housing</p>
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<p>Cabinet Member for Environmental Services</p> <p>Public and environmental health (including burials and cremations) Mortuaries, post-mortem rooms, burial grounds and cemeteries Waste management, refuse and recycling</p> <ul style="list-style-type: none"> • car park management • dog control • street naming and numbering • street furniture • cycle paths • public conveniences 	<p>Key Director Contact(s)</p> <p>Director of Environment and Housing Director of Community Services Director of Resources</p>
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<p>Food Safety Pollution Control (including noise) Health and Safety (other than employees) EMAS Climate change Local Agenda 21 Land Drainage Regulation of activities on highways, undertaking works in highway and environmental/street improvement schemes Christmas illuminations Provision of resources for enforcement of decisions taken by the Licensing Committee Licensing Policy Flood Prevention Gambling policy Streetscene</p> <ul style="list-style-type: none"> • verge cutting/ amenity areas • cleansing • litter control • abandoned vehicles <p>Community Wardens Civil Parking Enforcement</p>	
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<p>Cabinet Member for Leisure and Cultural Services</p> <p>Arts (including The Hawth, community arts, promotions and entertainments, public art and bandstand) Museums and art galleries Sport and fitness (including sports development, playing fields, Broadfield Stadium and Leisure Centres) with the primary health and well-being role being held by the Cabinet Member for Community Services</p> <p>Amenity Services Parks, gardens and open spaces Land held for recreational and open space purposes Liaison and Joint Working with Education Libraries liaison Community Centres Allotments</p> <p>Nature conservation/arboriculture Children and Young People (including play service, playgrounds and joint working with Youth Service and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004)</p> <p>Play service and playgrounds</p> <p>Implementation of Green Space Strategy (The formulation of the Green Space Strategy remains with the Cabinet Member for Planning and Economic Development)</p>	<p>Key Director Contact(s)</p> <p>Director of Community Services</p>
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Function	Proposed amendment	Reason for amendment
Where Relevant (Leader)	Replace all occurrences of “Cabinet Member for Continuous Improvement and Development” with “Cabinet Member for Customer and Corporate Services”	To reflect the change in Portfolio title.