

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
2. Corporate Communications and Engagement

Finance & Resources Portfolio

1. Strategic Finance and Medium-Term Financial Strategy
2. Capital and financial administration including borrowing and investments and treasury management
3. Audit
4. Insurance
5. Council tax and rate relief.
6. Revenues and benefits.
7. IT Services, Digital Infrastructure and Cyber Security
8. Human Resources and Payroll including policy matters related to HR, staffing, work place health and safety, and organisational learning and development.

Policy, Performance & Sustainability Portfolio

1. Sustainability and Climate Change
2. Corporate Policy and Strategy, Performance and Risk Management
3. Procurement
4. Transformation and Improvement
5. Corporate Health and Safety

6. Civil emergency plans and procedures
7. Equalities
8. Legal Services and Land Charges.
9. Information Management - GDPR, data protection and freedom of information.

Healthy Communities & Active Lives Portfolio

1. Administration of the Council, the Constitution, councillor and mayoral support and Members' learning and development.
2. Electoral services and democratic and community engagement including arrangements for community groups and forums e.g. senior citizens forums, and community partnerships
3. Culture, Arts, Princes Hall and International links
4. Community cohesion and development including activities to tackle deprivation, improve cohesion, community and ward grants, the Good Causes Lottery and supporting educational improvement.
5. Health and wellbeing and functions in relation to health education and local and national initiatives and campaigns as appropriate.
6. Leisure & Active Lifestyles, including Lido, Leisure Contracts & & new Leisure Centre

Economy, Skills & Regeneration Portfolio

1. Regeneration
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. Local economy including supporting skills and employment opportunities, the promotion of the Borough for economic and social benefit

Housing & Planning Portfolio

1. 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.
2. Strategic housing matters including Housing and Homelessness Strategy.
3. 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.
4. Building Control and Development Management including schemes for historic buildings, enforcement action and dangerous buildings and structures.
5. Highways and Infrastructure including traffic regulation orders, and highways capital schemes, transport policy and road safety.

Pride in Place/Neighbourhood Services Portfolio

1. Place Protection - Community Safety matters including safeguarding, anti-social behaviour and supporting people.
2. 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.
3. Parks and Open Spaces
4. Contracts for Operational Services including waste and recycling, street cleansing, parks and grounds maintenance and public conveniences
5. Enforcement and Operational Parking including Council car parks, parking charges, on-street parking controls and residents' parking schemes.
6. Rushmoor markets and car boot sales
7. Crematorium
8. Customer Services and Facilities – office accommodation and equipment, management of meeting rooms and civic suite