

**SWALE BOROUGH COUNCIL 2009-10 EXECUTIVE PORTFOLIOS**

<b>SUMMARY</b>	<b>CORPORATE PRIORITY</b>	<b>PORTFOLIO</b>	<b>CORPORATE MANAGEMENT TEAM</b>	<b>HEAD OF SERVICE</b>
Leader	All	1. To lead on issues of regional and national importance including relations with Whitehall, GOSE, KCC, Kent Districts, and Parishes etc.	CHIEF EXECUTIVE	HEAD OF POLICY
		2. To adjudicate and allocate lead responsibility on issues crossing portfolio boundaries		
		3. Within the overall policy framework to take the community leadership role in forming partnerships with other local public, private, voluntary and community sector organisations to address local needs and develop the Community Plan		
		4. To oversee the delivery of the Council's Corporate Plan		
		5. To lead on any matters requiring Member involvement referring to local elections, electoral registration, provisions of electoral boundaries, orders in respect of Parishes and related matters pertaining to the Borough or Parish Councils	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL
		6. To ensure Members and Officers comply with the code of conduct for standards and ethical behaviour		
		7. To consider equality and diversity in the provision of services.	CHIEF EXECUTIVE	HEAD OF POLICY
Regenerating Swale	Regenerating Swale	7. To be the lead member for the regeneration of Sittingbourne Town Centre	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES
		8. To be the lead member for realising the economic opportunities of Kent Science Park		

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Sustainable Planning & Culture	Regenerating Swale	1. To be lead member for the South Thames Gateway Building Control Partnership and policy regarding Building Regulations	REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES
		2. To oversee policy regarding Town Planning including overall enforcement, the preparation, maintenance and implementation of the Local Plan and Local Development framework and make recommendations to Council		
		3. To be lead member for the regeneration of Queenborough and Rushenden including harbours and quays for the area		
		4. To be lead member on the Borough's Gypsy and Travellers Area Assessment		
		5. To oversee policy in relation to land charges	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL
		6. To be lead member in developing the Council's cultural offer and overseeing delivery of the cultural strategy	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES
		7. To be lead member to optimise the positive impacts of the 2012 Olympics and Paralympics for Swale		
		8. To formulate and implement policy for the management and control of public halls		
		9. To agree the specification and approve the Contract for the management of markets on Council owned sites.		
		10. To oversee the provision of good quality entertainment, arts and arts facilities in the Borough		
		11. To facilitate and oversee the provision and operation of leisure, sport and recreation facilities and sports development opportunities in the Borough		
		12. To encourage, seek and promote private sector and community involvement in the financing, management and sustainability of leisure, sport and amenity facilities/activities		
		13. To keep under review the Council's contracts for the provision and operation of leisure, sports and recreation facilities and to make submissions to the Executive on any matters relating to the contracts		
		14. To be lead member on "task and finish" burial provision project		

All	15. To consider equality and diversity in the provision of services.	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES/ HEAD OF DEVELOPMENT SERVICES
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Housing and Health	Regenerating Swale	1. To oversee the assessment of the Borough's housing needs and conditions and to formulate and monitor strategies. 2. To oversee the administration of all housing legislation and the preparation of related strategies, including the Housing Investment Programme 3. To promote a high housing standard 4. To formulate policy for advances and authorised loans for house purchase and improvement to property. 5. To oversee policy for the action required against gypsies illegally camped on Council owned land or whose acts or behaviour impede the proper management of any Council site, and decide whether any subsequent judgements resulting from eviction or otherwise should be enforced.	REGENERATION DIRECTOR	HEAD OF HOUSING SERVICES
	All	6. To oversee issues of deprivation, development and social housing and relationships with amenity groups. 7. To consider equality and diversity in the provision of services.	REGENERATION DIRECTOR	HEAD OF HOUSING SERVICES /HEAD OF ECONOMIC DEVELOPMENT AND CULTURAL SERVICES
	Promoting a safer and stronger community	8. To liaise with Health Authorities and Adult Services, to provide views, as necessary, on the policies being pursued by these authorities, their success or otherwise within the policy framework.	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT AND CULTURAL SERVICES

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Regeneration	Regenerating Swale	1. To be lead member for the regeneration of Sheerness 2. To be deputy lead member for the regeneration of Sittingbourne Town Centre 3. To be deputy lead member for realising the economic opportunities of Kent Science Park 4. To oversee the development and promotion of the tourism potential of the Borough for both residents and visitors in a sustainable manner. 5. To oversee policy for economic development, community development, regeneration and related matters, including matters related to Swale Forward and business engagement/partnership working, 6. To agree the policy for trading within town centre areas 7. To oversee such highway and transportation matters as are the Council's responsibility.	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES
	All	8. To oversee the negotiation of all Section 106 agreements with specific involvement in all preliminary discussions to ensure alignment with corporate priorities.	REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES
		9. To consider all matters relating to community infrastructure including the provision of services by and matters related to public and private sector utilities and services.		HEAD OF ENVIRONMENT & AMENITIES
		10. To oversee policy for concessionary fares.		
		11. To oversee general policy regarding the management of off and on-street parking facilities.		
		12. To consider equality and diversity in the provision of services.	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES/ HEAD OF DEVELOPMENT SERVICES/ HEAD OF ENVIRONMENT & AMENITIES

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Community Services	Regenerating Swale	1. To be deputy lead member for the regeneration of Sheerness	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES	
		2. To be deputy lead member for the regeneration of Queenborough and Rushenden			
	Promoting a safer and stronger community	3. To be lead member for oversee policy for voluntary sector liaison and community development, including the Youth Forum and young people's liaison		CORPORATE SERVICES DIRECTOR CHIEF EXECUTIVE	HEAD OF LEGAL  HEAD OF POLICY
		4. To consider the well-being of local communities and the provision of services to them			
		5. To oversee the development and implementation of the community safety strategy ensuring the Council complies with national guidelines			
	Promoting a safer and stronger community	6. To promote high Community Safety Standards and lead on Emergency Planning issues on behalf of the Council.		CORPORATE SERVICES DIRECTOR CHIEF EXECUTIVE	HEAD OF ENVIRONMENT & AMENITIES
		7. To consider matters related to crime prevention, including the implications of County Policing policy, liaison with the local police and law and order generally.			
	All	8. To lead on all licensing issues	CORPORATE SERVICES DIRECTOR CHIEF EXECUTIVE	HEAD OF LEGAL  HEAD OF POLICY	
		9. To oversee policies and procedures concerning community engagement			
		10. To be lead member for equalities and to consider equality and diversity in the provision of services and to act as an ambassador for equalities at external functions			

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Environment (including rural issues)	Regenerating Swale	1. To be the lead member for ensuring regeneration projects consider environmental impacts on the local community	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES		
		2. To oversee the management and maintenance of the Council's urban parks, open spaces, countryside, country parks and play areas, including those arising from Section 106 agreements				
		3. To be the lead member on all rural issues affecting Swale including: being a voice for the countryside; forming good relationships with the parishes and rural agencies such as National Farmers Union, English Nature and National Trust; exploring funding opportunities, transport issues, exclusions issues and the provision of facilities			CHIEF EXECUTIVE REGENERATION DIRECTOR	HEAD OF POLICY HEAD OF ENVIRONMENT & AMENITIES
	Creating a cleaner and greener Swale	4. To formulate and implement policy for the management of climate change				
		5. To take a leading role in respect of recycling, rubbish collection, pollution control/monitoring, noise & pest control, council wardens and other areas within the Environmental Services Unit.				
		6. To keep under review the Council's contracts for the provision and operation of street cleaning, refuse collection, recycling and public conveniences and to make submissions to the Executive on any matters relating to the contracts				
		7. To oversee policy for the enforcement of food hygiene, health and safety at work and animal welfare legislation.				
		8. To promote high environmental standards				
		9. To meet the statutory requirements for the provision of allotments.				
		10. To oversee policy for sea defences, coastal protection, sea fronts, coastal resorts, harbours and quays				
	Promoting a safer and stronger community	11. To oversee the formulation and implement the policy for cemeteries and crematoria.				

All	12. To consider equality and diversity in the provision of services.	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES/ HEAD OF ENVIRONMENT & AMENITIES
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Performance & Finance	All	1. To oversee policies and procedures concerning Customer relations and communications	CHIEF EXECUTIVE	HEAD OF POLICY
	Becoming a high performing organisation	2. To lead on changing the culture of the organisation to become more performance led/driven and support partnership/joint back office initiatives		
		3. To oversee the performance management cycle and related matters including corporate planning, data quality, risk management and health and safety		
		4. To oversee the Council's external Inspection and Assessment process		
		5. To oversee the Council's commitment to deliver the Corporate Equality Strategy and to consider the equality and diversity in the provision of services		
		6. To oversee policy on the use of and application for external and European funding ensuring the council is maximising the funding opportunities available.		
		7. To oversee the strategic resources portfolio of the Council including finances, property and other assets, and staff, including related matters.	CHIEF EXECUTIVE	CORPORATE MANAGEMENT TEAM
		8. To ensure that matters concerning all resource allocation are securely managed and are brought within the Medium Term Financial Strategy programme to appropriate meetings of the Executive within the annual cycle.	CORPORATE SERVICES DIRECTOR	HEAD OF FINANCE
		9. To lead on the process of the Annual Budget Cycle for all resources		
		10. To hold to account all Executive Members on their stewardship of resources.		
	11. To keep under review the Council's contracts and to make submissions to the Executive on any matters relating to the contracts	HEAD OF LEGAL		
	12. To oversee the implementation of the policy for the provision of grant aid	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES	
	13. To keep under review the economic use of council owned assets (land and property) including receipt of Annual Land Holdings report and to make submissions to the Executive on the Asset Management Plan following consideration by the Executive.	CORPORATE SERVICES DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES	
	14. To lead on the development of shared services			HEAD OF POLICY
	15. To oversee the employment relations, welfare and human resources of the Council	CHIEF EXECUTIVE	HEAD OF ORGANISATION & DEVELOPMENT	

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Learning & Skills	Regenerating Swale	1. To be lead member for ensuring linkages with learning providers and the local business community in order to develop and deliver the local learning strategy	REGENERATION DIRECTOR	HEAD OF ECONOMIC DEVELOPMENT & CULTURAL SERVICES
		2. To extend the number and range of local opportunities through which people can access learning		
		3. To act as champion for ensuring learning meets the current and future needs of the local economy		
		4. To improve educational performance and progression		
		5. To create a learning culture, through early years, family and community learning		
	Promoting a safer stronger Swale	6. To be lead member for the safeguarding of children, for the development and implementation of the Child Protection Policy, liaising with Children's Services and for ensuring the Council fulfils its statutory duties under the Children Act 2004 section 11.	REGENERATION DIRECTOR	CHIEF COMMUNITY SERVICES OFFICER
	Becoming a high performing organisation	7. To oversee the provision of Members and Officers learning and development	CORPORATE SERVICES DIRECTOR	DEMOCRATIC & ELECTORAL SERVICES MANAGER/HEAD OF ORGANISATION AND DEVELOPMENT