

DATE: 08 November 2007
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To Members of the Independent Remuneration Panel

Mr J.C. Dodd

Dr B.W. Kiernan

Mr B. North

Dear Councillor,

A meeting of the **INDEPENDENT REMUNERATION PANEL** will be held in the Brooks Room at these offices on **TUESDAY, 20 NOVEMBER 2007 at 4.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully

Kris Johnston
Head of Administration and Legal Services

AGENDA

1. Apologies for Absence
2. Minutes (Pages 1 - 4)
To approve and sign the minutes of the meeting held on 02 July 2007 (enclosed).
3. Members Allowances (Pages 5 - 36)
To consider the report of the Democratic Services Manager (enclosed).



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Agenda Item 2

INDEPENDENT REMUNERATION PANEL

Minutes of a meeting held at the Council Offices, Narborough

MONDAY, 2 JULY 2007

Present:-

Mr J.C. Dodd

Dr B.W. Kiernan
(Chairman)

Mr B. North

Officers present:-

Mrs E.M. Read
Mr A.J. Shilliam

- Democratic Services Manager
- Senior Democratic Services Officer

Also in attendance:-

Cllr. J.A. Dilks

Apologies:-

None

8. MINUTES

The minutes of the meeting held on 26 March 2007, as circulated, were approved and signed as a correct record.

9. **MEMBERS ALLOWANCES**

Considered – report of the Democratic Services Manager.

The Democratic Services Manager reminded the panel that the recommendations to Council made previously by the Panel have been referred back and that further consideration should be given to the Deputy Group Leader Special Responsibility Allowance and the request that a Carers Allowance element be provided for within the Part 6 (Members Allowance scheme) of the Constitution.

Recommendations to Council

1. That all Special Responsibility Allowances be index linked in line with the staff pay award with effect from 1st April 2007, to be reviewed in October 2007.
2. That a maximum of 2 Special Responsibility Allowances only can be claimed by any Councillor.
3. That an allowance of £25 be paid to members of the Development Control Committee where there are afternoon site visits that they attend prior to the meeting, with effect from 1 January 2007.
4. An allowance based on attendance was considered but this was determined to be too onerous to administer and was the reason the scheme was altered previously.
5. In relation to the provision of IT for Councillors, this matter is being considered as part of the review of Member Support.
6. That the Special Responsibility Allowance relating to the Cabinet Executive Portfolio Holder including Finance be abolished.
7. That the Special Responsibility Allowance relating to the Deputy Leader of the Council is increased to £1,500.
8. That the roles of Junior Cabinet Member and Member Champion be merged, resulting in a Special Responsibility Allowance for Junior Cabinet Member/Member Champion of £2,000. To be reviewed in January 2008.
9. That no change be made to the Special Responsibility Allowance for Chair of the Scrutiny Commission.
10. That no change be made to the Special Responsibility Allowance for Leader of the Council. This allowance will be reviewed in October 2007.
11. That no change be made to the Special Responsibility Allowance of Deputy Leader of the Minority Groups.
12. That, Part 6, point 4 (Members Allowances – Travel and Subsistence Allowance) of the Constitution be updated to include a provision which allows, where reasonably necessary, and disabled Member to enlist the assistance of a Carer to get to and from Council business as identified within Part 6, point 4 (Members Allowances – Travel and Subsistence).

THE MEETING CONCLUDED AT 5.35 P.M.

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BLABY DISTRICT COUNCIL

Meeting:	Independent Remuneration Panel
Date:	20 November 2007
Subject:	Members Allowances
Report of:	Democratic Services Manager
Status:	Public

1. Purpose of Report

- 1.1 That the Panel considers the recommendations approved by Council on 10 July 2007 in relation to index linking of Special Responsibility Allowances and the level of Special Responsibility Allowance paid to the Leader of the Council.

2.	<u>Recommendations</u> That the Independent Remuneration Panel re-considers the following recommendations: 2.1 That all Special Responsibility Allowances be index linked in line with the staff pay award with effect from 1 April 2007, to be reviewed in October 2007. 2.2 That no change be made to the Special Responsibility Allowance for the Leader of the Council, to be reviewed in October 2007.
3.	<u>Reason for Decisions Recommended</u> 3.1 To ensure that the Members Allowances Scheme is reviewed on a regular basis and that the allowances payable are appropriate.

4. Forward Plan

- 4.1 Not applicable.

5. Key Decision

- 5.1 Not applicable.

6. Matters for Consideration

- 6.1 At the meeting of Council held on 10 July 2007, Members approved a number of recommendations agreed by the Independent Remuneration Panel made at its meeting on 2 July 2007 (Council Minute 106:2007/2008 refers).

- 6.2 The first recommendation approved stipulated that all Special Responsibility Allowances should be index linked in line with the staff pay award, with effect from 1 April 2007. This recommendation was originally agreed by the Independent Remuneration Panel at its meeting held on 6 December 2006.
- 6.3 The tenth recommendation approved stipulated that no change should be made to the Special Responsibility Allowance payable to the Leader of the Council. This recommendation was originally agreed by the Independent Remuneration Panel at its meeting held on 26 March 2007.
- 6.4 Both recommendations were also approved to be reviewed again in October 2007.
- 6.5 In order for the Panel to review the Leader's Allowance, attached to this report at Appendix A is a breakdown of Councils' Leader's responsibilities and special responsibility allowances paid for a number of local authorities with this Council's 'family group'.
- 6.6 Not all councils within the family group have been included in the appendix as information on leaders responsibilities for those councils was not readily available at the time of putting the information together, however those that have been included cover differing sizes of authority, both in terms of demographic and geographical location, so there is still a broad range of information for the Panel to take account of.
- 6.7 Any recommendations made by the Panel will be presented to the meeting of Council to be held on 11 December 2007 for consideration by Members.

7. Other Options Considered

- 7.1 None. The Panel recommended that these areas be reviewed in October 2007.

8. Appropriate Consultations

- 8.1 None.

9. Financial and Efficiency Implications

- 9.1 The Council will need to consider the budgetary implications when it considers the recommendations of the Panel.

10. Exempt Information

- 10.1 None.

11. Appendix to this report

- 11.1 Appendix A – Councils' Leaders' Portfolio Responsibilities

12. List of Background Papers

- 12.1 Members Allowances Report – Independent Remuneration Panel 02 July 2007.

- 12.2 Minutes (9:2007/2008 refers) – Independent Remuneration Panel 02 July 2007.
- 12.3 Recommendations of the Independent Remuneration Panel Report – Council 10 July 2007.
- 12.4 Minutes (106:2007/2008 refers) – Council 10 July 2007.

The following Officers have been consulted (identified by ✓):

- Head of Paid Service
- S. 151 Officer
- ✓ Monitoring Officer

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Councils' Leader's Portfolio Responsibilities

Blaby District Council

Leader's current Special Responsibility Allowance

£10,000 per year.

Specific Portfolio Responsibilities

1. To allocate Portfolios.
2. To act as spokesperson on all matters within their Portfolio.
3. To Chair the Cabinet Executive and Strategic Board.
4. To act as Risk, Procurement and Efficiency Champion.
5. To hold such outside bodies appointments as are determined by the Cabinet Executive or the Council.
6. Policy and Strategic Management.
7. Performance Management.
8. Human Resources.
9. Communications.
10. Equalities and Access issues.
11. Health and Safety (Council's role as employer).
12. Services in respect of Portfolio Budget Responsibilities.
13. To provide political leadership for the Council.
14. To act as the principal political spokesperson on behalf of the Council and ensure effective communication between the Council, its communities and other external organisations.
15. To take political responsibility of the financial management and stewardship of the Authority.
16. To co-ordinate Cabinet Executive discussions on proposals relating to the policy, finance and strategic direction of the Council.
17. To ensure that the Cabinet Executive exercises collective responsibility.
18. To represent the Authority in discussions and/or negotiations with prescribed external organisations and others.
19. To be Lead Member in respect of the production of a Blaby Corporate Plan.

20. To ensure that appropriate deputising arrangements are in place, in conjunction with the Deputy Leader and with appropriate Cabinet Executive Members.
21. To prepare a Forward Plan of Cabinet Executive business in accordance with the Local Government Act 2000.
22. To be responsible for the Cabinet Executive delegation scheme.
23. To develop a two-way referral process between the Cabinet Executive and the Scrutiny Commission, including in relation to Policy Development and Review.
24. To be responsible for initiating and overseeing changes to the political management and Senior Officer structures.
25. To establish appropriate arrangements with the Chief Executive to ensure good management of the Authority.
26. To initiate the annual appraisal of the Chief Executive.
27. To take the lead in ensuring that cross cutting issues specified by Council form part of the Council's overall service delivery plans.
28. To be aware of training and development needs of the Cabinet Executive and to liaise with the Chief Executive in ensuring that any identified needs are met.

General Executive Responsibilities

1. To participate in the work of the Cabinet Executive and adhere to the principles of collective responsibility and good governance by:-
 - a. Providing the overall direction of the Council.
 - b. Proposing the policy programme, annual budget, Council Tax and rent levels.
 - c. Acting as consultee with designated Officers in relation to key service and delivery issues.
 - d. Monitoring and reviewing performance of Service delivery against determined objectives and performance indicators.
 - e. Taking political responsibility for Services and functions falling within the Portfolio.
 - f. Establishing a monitoring procedure for Service budgets falling within the portfolio and submitting budget performance reports to the Cabinet Member responsible for Finance and Strategic Management, as required.
 - g. Ensuring that those parts of Service Plans falling within the Portfolio are compatible with the Council's corporate vision, mission, aims and objectives.

- h. Attending Scrutiny Commission and Panel meetings in accordance with the Council's Constitution.
 - i. Producing an annual Portfolio Statement as set out in the Performance Management Framework.
 - j. Maintaining a regular dialogue with budget holders to ensure early warning of material variances and the initiation of prompt action.
2. To carry out such other duties as may be required.

Hinckley & Bosworth Borough Council

Leader's current Special Responsibility Allowance

£7,640 per year.

£4,095 per year – Member of Cabinet Executive.

Specific Portfolio Responsibilities

1. To promote the efficiency and effectiveness of the Council, through the Quality Programmes.
2. To oversee the formal administration of the Council's Quality System, Risk Management and Self Assessment Programmes.
3. To promote customer care and equality in service delivery and access.
4. To liaise on Emergency Planning, and to approve the Emergency Plan.
5. Approval of Emergency Plan.

General Executive Responsibilities

1. Subject to Contract Procedure Rules authorise and manage contracts for goods and services within approved budgets.
2. To institute legal proceedings, including proceedings for an injunction, to authorise the carrying out of works in default of a notice and to lodge an appeal against any Court decision in relation to executive functions.
3. To manage the services for which the Executive is responsible within approved budgets according to Finance Procedure Rules.
4. To recommend to Council the making of Bylaws in relation to Executive functions.
5. To ensure, within the policies and budgets approved by Council, that staff are trained and to approve attendances at courses, conferences and seminars.
6. To comment upon plans, strategies, policies and consultation documents which may affect the Borough produced by the EU, Government, Regional bodies, other public bodies, or local authorities.
7. Authority to negotiate financial settlements in respect of Executive functions.
8. The Executive can meet more frequently than is laid down in the Council programme.
9. To monitor service objectives and targets, programmes, and strategies for services.
10. To recommend capital and revenue budget to the Council.

11. To have responsibility for the health and safety of the Council's employees and other persons who may be affected by the Council's activities or on land within the management and responsibility of the Council.
12. To oversee the management of any direct service organisation which delivers a function which is the responsibility of the Executive.
13. To meet as appropriate with the Leader of Opposition and Leaders of Minority Groups to discuss policy matters before taking recommendations to Council or Committee.
14. To have authority to deal with urgent business that must be decided within FIVE DAYS in relation to Executive functions.
15. Power to make Compulsory Purchase Orders other than in respect of Listed Buildings.
16. To set fees and charges for Executive functions within the Budget Policy Framework of the Council.

North West Leicestershire District Council

Leader's current Special Responsibility Allowance

£13,776 per year.

£2,558 per year – Member of Cabinet Executive (50% of payment made to other Cabinet Members).

Specific Portfolio Responsibilities

1. Financial Strategy.
2. Corporate Strategy.
3. Strategic and Regional Planning.
4. CPA (Comprehensive Performance Assessment) and inspection liaison.
5. E-Government and web commissioning role.
6. Strategic asset management and contingencies.
7. Health and Safety.
8. Risk Management.

General Executive Responsibilities

1. To be responsible for strategic and policy co-ordination.
2. To recommend major new policies (and amendments or revisions of existing policies) to the Council for approval as a part of the Authority's Budget and Policy Framework.
3. To prepare and agree other policies and strategies for implementation.
4. To recommend to the Council the annual budget, including the Capital and Revenue Budgets and the level of Council Tax and The Council Tax base.
5. To consider, at least annually, the level of reserves, provisions, and balances held by the Authority and recommend any changes to the Council.
6. To ensure that the annual budget is implemented and the underlying principles adhered to in any changes required from time to time. This will include recommending to Council any changes to policy that will materially reduce or increase the services of the Authority or create significant financial commitments in future years.
7. To take in-year decisions on resources and priorities, together with other stakeholders and partners in the local community, to deliver and implement the budget and policies decided by the full Council.
8. To exercise the Authority's duty in Section 17 of the Crime and Disorder Act 1998 to reduce crime and disorder.

9. To oversee the implementation of Best Value.
10. To consider and respond to recommendations and reports from the monitoring bodies.
11. To monitor expenditure on the capital programme.
12. To approve those major service developments or reductions which also constitute Key Decisions.
13. To receive and consider reports from the District Auditor (including the Management Letter) and agree any appropriate action.
14. To consider the reports of external review bodies on key aspects of overall service delivery.
15. To ensure that the promotion of the rights, welfare and interests among all groups in society is given equal and primary consideration in all aspects of the Council's work and services.
16. To carry out the Authority's responsibilities for improving economic, social and environmental well-being of the District and increasing the availability and equality of access to employment.
17. To review and monitor the Authority's strategy and overall implementation on E-Government, telecommunications, information systems and information technology, making recommendations to the Council as required.
18. To oversee the provision of all the Council's services other than those functions reserved to the Council.
19. To manage and maintain the Authority's housing stock.
20. To manage and maintain the Authority's other property portfolio.
21. To collect the Council Tax, National Non Domestic Rates (NNDR), periodic income and sundry debts.
22. To provide, manage and keep under review the concessionary bus fares scheme.
23. To exercise the Authority's powers for planning and responding to civil emergencies.
24. To exercise the Authority's functions as Local Planning Authority (except to the extent that those functions are by law the responsibility of the Council), including supplementary planning guidance, and designated conservation areas.
25. To oversee the Authority's overall policy on the voluntary and community sector.
26. To approve the purchase, sale or appropriation of land and buildings where the market value of the transaction exceeds £30,000 and to approve leasing (or otherwise) of property where throughout the term the annual rental will exceed £20,000.

27. To authorise the making of compulsory and control orders.
28. To write off debts of more than £1,000.
29. To write off stocks, stores and other assets and to write off any losses of money or stores or to settle claims.
30. To accept tenders which exceed budgetary provision.
31. To receive reports on contract overspends in accordance with limits set out in the Financial Procedure Rules and agree the action to be taken.
32. To give grants or loans to charitable, voluntary bodies or other bodies where permitted by law.
33. To promote and develop international exchanges and links with towns and cities in other countries.
34. To exercise the powers and duties of the Authority under Sections 13 and 14 of the Public Order Act 1986.
35. To be the focus for forming partnerships with other local, public, private, voluntary and community sector organisations to address local needs.
36. To confer with other local authorities, government departments, statutory bodies, voluntary bodies, the Police or other external agencies in order to discharge the responsibilities vested in the Executive Board.
37. To resolve any matters in dispute between Executive Members.
38. To deal with all local choice functions set out in Part 3 of the Constitution which the Council decides should be undertaken by the Executive Board.
39. To make decisions where no other tier of government has responsibility or where a policy or strategy does not exist.
40. Determining all local choice functions set out in Part 3 of the Constitution which the Council decides should be undertaken by the Executive Board.

Harborough District Council

Leader's current Special Responsibility Allowance

£6,460 per year.

Specific Portfolio Responsibilities

1. To lead the Council's overall cohesive corporate and strategic direction, budget, strategy and policy development.
2. To preside over meetings of the Executive.
3. To be the councillor of first choice to represent and act as principal spokesperson for the Council at Member level meetings with organisations.
4. To co-ordinate and develop partnership working and community liaison.
5. To act as the principal contact for the Chief Executive seeking views and to take soundings at the political level across all groups.
6. Lead Member for Local Strategic Partnership.

General Executive Responsibilities

1. To lead the community planning process and the search for best value, with input and advice from the Scrutiny Commission and its Panels and any other persons as appropriate.
2. To lead the preparation of the Council's policies and budget.
3. To take in-year decisions on resources and priorities, together with other stakeholders and partners in the community, to deliver and implement the Budget and Policy Framework decided by the Council.
4. To be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.

Leicester City Council

Leader's current Special Responsibility Allowance

£35,733 per year.

Specific Portfolio Responsibilities

1. To keep under review and be responsible for the implementation of all new legislation, circulars and directives relating to the discharge of the portfolio's functions.
2. Oversight of Corporate Governance arrangements.
3. To be responsible for any matter requiring consideration in the interests of the citizens of Leicester which is not the responsibility of any other portfolio.
4. By drawing up regulations and securing their observance to ensure that resources are maintained and safeguarded.
5. To co-ordinate the consideration of large schemes of development including those which concern more than one portfolio and to advise Cabinet about the way in which they should exercise their responsibilities for such schemes.
6. To provide premises and major equipment for the transaction of Council business (not including operational premises and equipment).
7. To make Orders temporarily prohibiting the holding of processions when requested by the Police.
8. To make grants and contributions to other bodies.
9. To determine the City Council's marketing policy.
10. To co-ordinate research commissioned by the Council.
11. To make, vary or revoke any order, regulation, plan or scheme not otherwise allocated to a Cabinet Portfolio.
12. To co-ordinate and determine issues with regard to the development of information and communications technologies across the Council.
13. To provide information and communications technologies services.
14. To ensure that the Council has effective arrangements for the management of its financial affairs.
15. To manage the Council's corporate finances, and hold to account those responsible for use of the resources allocated to them.
16. To collect, recover and monitor the recovery of Local Tax.
17. To oversee the collection of other income.

18. To determine applications for relief from Local Tax.
19. To make any determinations as required by legislation relating to the Council's capital expenditure and financing.
20. To keep under review, consider and recommend to full Council Finance Procedure Rules.
21. To make representations to central government about matters affecting the Council's corporate finances.
22. Consideration of the Annual Statement of Accounts for approval by Full Council, and to oversee any amendments required by Audit.
23. To oversee the Council's treasury, banking and risk management policies.
24. To consider and discuss with the District Audit Service the annual audit letter.
25. To examine and review the Council's performance as disclosed by the Audit Commission's Performance Indicators.
26. To provide central support and legal services.
27. To discharge all functions relating to a Births, Marriages and Death registration service.
28. To determine all matters relating to central purchasing arrangements.
29. To make nominations to any organisations on which the Cabinet has a right to make appointments.
30. To determine all matters relating to the official duties of the Lord Mayor, the Lord Mayor's Appeal, civic hospitality and the use of the Council Chamber and Town Hall parking facilities.
31. To provide accommodation and services for members of the Council.
32. To oversee all electoral matters in the City and the compilation of the register of electors.
33. To oversee the Council's press and public relations function, and to formulate policies for external and internal communication.
34. To consider all matters relating to the Council's corporate identity.
35. To co-ordinate the publication of information about the discharge of the Council's functions and other matters as required by legislation or other provision.
36. To oversee the Council's emergency planning function.
37. To ensure effective business continuity plans for the Council.
38. To consider the admission of honorary freemen and aldermen.

39. To monitor all matters relating to Leicester Shire Promotions Ltd.
40. To oversee the Council's customer service and complaint function and to formulate policies for customer care.
41. To undertake the responsibilities of the Council and all related issues in respect of the Leicestershire Constabulary, the Leicester, Leicestershire and Rutland Combined Fire Authority, the Leicestershire Probation Service, the Leicestershire Magistrates Courts Committee, the Rent Office Service and the Coroners' Service.
42. To safeguard and promote the corporate and financial interests of the City of Leicester in relation to the management of and transactions affecting land in public ownership.
43. To oversee the acquisitions, disposals and appropriations of property.
44. To monitor the Council's land transactions with particular regard to market trends and their financial and other effects upon the City Council.
45. To oversee the management, staffing and control of any buildings used for the business of the Council.
46. To oversee the acquisition and disposal of land by Compulsory Purchase Order or designated for that purpose.
47. To manage, improve and develop the non-operational estate of the City as an investment, including the acquisition and disposal of properties and the carrying out of works.
48. To oversee the acquisition, conversion, development and disposal of land and buildings for the purpose of securing planning objectives and for occupation for industrial and commercial purposes, including the management of buildings so occupied by small firms.
49. To agree terms for and authorise the acquisition and disposal of interests in land and property.
50. To determine all policy matters concerning the services which are operating within the remit of this portfolio.
51. To maximise income and returns from investment in all of the Authority's commercial activities.
52. To control and manage the operation of the trading units and other services, including City Markets, within the remit of this portfolio:
 - i. To define the operational objectives for those trading units and other services;
 - ii. To monitor their objectives and their implementation by means of pre-determined measures and targets of performance;

- iii. To define and subsequently review policy aims and objectives and business plans for those trading units and services;
- iv. To determine broad operational practices;
- v. To monitor financial performance and trading accounts to ensure effective financial control, competitiveness and value for money;
- vi. To accept tenders/quotations from contractors/sub-contractors providing goods and/or services to the Department's trading units; and
- vii. To submit tenders/quotations for work both inside and outside the Council for work by those trading units.

General Executive Responsibilities

1. To recommend to the Council its Policy Framework and Budget and any amendments thereto.
2. To make all executive decisions within and in furtherance of the Policy Framework and Budget and variations authorised by the Council.
3. To contribute to the development of and subsequent implementation and monitoring of the Community Plan.
4. To recommend to Council the making of bye-laws.
5. The granting of any approval under Section 85 of the Local Government Act 1972 which enables the Authority to approve a member's absence from a meeting of the Authority for a period in excess of 6 consecutive months for some appropriate reasons. This responsibility is delegated to the Town Clerk to perform in consultation with the Council.
6. All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
7. Policy developments of strategic significance relating to the portfolio's Terms of Reference.
8. Recommending the promotion or opposition of a personal or local Bill in Parliament.
9. Determining policy for the granting of rate relief.
10. A decision as to whether the Council should act as an accountable body in relation to any project or funding programme, subject to a de minimus level of £100,000.
11. Granting pension fund admissions or otherwise supporting admission agreements.
12. Determining discretions available under pension fund regulations.
13. Review, consideration and recommendation to full Council relating to Finance Procedure Rules.

14. Declaration of any Compulsory Purchase Order.
15. Freehold acquisitions, disposals and appropriations of property (excluding Right to Buy and Leasehold Reform Act sales) but, in all cases, only where the market value exceeds £500,000. If the property in question is to be disposed or acquired by the means of an auction, then the market value should be estimated in advance by the responsible Corporate Director for the purpose of this reservation.
16. Entering into or granting of leases for any term where the annual rent exceeds £100,000 or the premium exceeds £500,000.
17. Disposals of land and property at less than best consideration.
18. Such other matters as the Cabinet may from time to time reserve to itself for decision

Lichfield District Council

Leader's current Special Responsibility Allowance

£12,120 per year.

Specific Portfolio Responsibilities

1. Overall responsibility for Executive decisions and co-ordinating work of the Executive.
2. The major consultative role in external affairs and promotion of the corporate identity of the organisation including the fostering of good public relations and the issue of publicity material.
3. To act in a consultative capacity in major matters as a link between the District Council, other District Councils, the County Council, Parish Councils, other public bodies and local communities.
4. To arrange for the discharge of an executive function under section 5(4) of the Local Government Act 2000, not included in the delegation scheme, subject to review by Full Council at the next Annual Council.
5. To lead on the formulation of regeneration proposals for Lichfield City Centre and other major redevelopment projects involving Council owned land.
6. To approve recommendations of Lichfield District Venture to progress Lichfield District Venture projects.
7. Responsibility for Communications, community research and promotion of the Council including the press.

General Executive Functions

1. All matters generally relating to the Revenue and Benefits Services.
2. To determine strategies for all the functions within the Revenue and Benefits Services area and to oversee the performance and implementation of those strategies for:
 - a. The collection of revenues specifically in relation to Council Tax, National Non-Domestic Rates and residual Community Charge and other charges on behalf of other services;
 - b. To consider the debt recovery policy and to monitor the operation and performance of that policy;
 - c. The administration of the Housing and Council Tax Benefits Schemes in accordance with the Social Security Acts and associated legislation; and
 - d. The provision of welfare benefit and money advice.
3. To consider, from time to time, the criteria for the writing-off of irrecoverable debts.

4. The strategies for all the functions within Revenue and Benefits Services and to oversee the performance and implementation of these strategies.
5. All matters relating to the provision and promotion of leisure, recreational and cultural facilities.
6. Strategies for all of the functions within the cultural services area and to oversee the performance and implementation of those strategies within the budget approved by the Council.
7. To determine the objectives and performance standards and targets for Council services and to monitor the achievement of those, along with statutory indicators, and in accordance with the Best Value Performance Plan.
8. Responsibility for the management and maintenance of recreational and cultural outlets including the Lichfield Garrick, leisure centres, parks and gardens, Stowe and Minster Pools, Chasewater and other such facilities.
9. The setting of criteria and the award of grant aid and revenue assistance to organisations and individuals within the budget approved by the Council.
10. The formation of partnerships which support the objectives of promotion and delivery of art and leisure activities.
11. The collection of income for leisure activities and to recommend the level of charges.
12. To recommend schemes and projects for inclusion in the Capital Programme which supports the objectives of the Council, and to commission the design and build of capital works within the approved Capital Programme and to explore avenues of external funding.
13. To consider staffing matters and make recommendations to Employment Committee.
14. All matters, other than regulatory and licensing matters, relating to environmental health and housing services, refuse collection, street cleansing and sustainability.
15. Preparation of the Community Strategy and implementation thereof.
16. To consider wider aspects of community need.
17. To formulate the strategy for the provision of Housing by exercising the Council's powers and duties in relation to the assessment of need; the provision of housing and ancillary development; and the allocation of Social Housing grant and associated funds.
18. To determine the contribution of the Housing Strategy and related functions to the promotion of the District to potential inward investment.
19. To recommend a Housing Strategy which encompasses all other strategic goals of the Council and to oversee its implementation.

20. To determine the criteria for the priority of those in housing need for the Authority, including for those whom the Council has a statutory requirement to do so, and to monitor the application of the criteria.
21. The determination of a comprehensive housing advisory service.
22. The formation of partnerships which support the strategic objectives of the Council; to oversee the liaison with Housing Associations and to determine the Partnership arrangements and agreements which arise out of those including the service levels for services provided to Registered Social Landlords by the Council.
23. To determine an annual Housing Investment Programme.
24. To determine the application for bids for funding under the various Government and European initiatives.
25. To oversee the programme monitoring of Housing Investment Fund.
26. Slum clearance, including Compulsory Purchase Orders and the exercise of the Council's powers and duties in respect of sub-standard and unfit dwellings.
27. House improvement and repair – Promoting and facilitating the improvement and repair of housing stock.
28. To authorise a charge on land consequent to expenses incurred by the Council demolishing premises whereupon the premises, the subject of the demolition were erected pursuant to section 36 of the Staffordshire Act 1983.
29. To determine policy concerning travelling persons resorting to the District.
30. The suppression of nuisances and matters prejudicial to health in relation to dwellings.
31. To determine standards in relation to houses in multiple occupation.
32. To determine the criteria and availability for grants to repair, improve and adapt homes.
33. To determine policy in relation to the promotion, facilitation, and enforcement of the improvement, repair and adaptation of homes.
34. To monitor progress and amend as necessary the Council's Home Energy Conservation Strategy.
35. The exercise of the stewardship role in developing sustainable communities.
36. The protection of personal and public health and the development of sustainable communities including the setting of objectives, performance standards, targets and strategies for all of the functions within the Environmental and Health Services area and to oversee the implementation of those strategies, and the achievement of the performance, in accordance with the Best Value Performance Plan and statutory requirements including Audit Commission and Department of Environment, Food and Rural Affairs.

37. All matters, so far as they relate to Environmental Health, to do with the specification of services and the award and enforcement of contracts.
38. To exercise functions under the Town and Country Planning Act 1990 and subordinate legislation, affecting the planning and development of the District.
39. To formulate the preparation of Local Development Frameworks under the Town and Country Planning Act 1990 and subordinate legislation for adoption by Council and any Consultation Document relating thereto, subject to consultation with the Planning Committee.
40. To consider the provision of land for public car parks.
41. The policy and management relating to public car parks.
42. To consider the acquisition of derelict or unsightly land.
43. The provision of adequate public open spaces within the context of Local Development Frameworks, development briefs and other development proposals.
44. The consideration of proposals for the structure of new roads, cycle-ways, footpaths prepared by the Staffordshire County Council and the Highways Agency; all issues concerning public transport and traffic management, regulation and control and environmental improvement of the District.
45. The consideration of proposals in the Staffordshire County Structure Plan and proposals in Local Development Frameworks, and other planning documents prepared by neighbouring planning authorities.
46. To consider matters relating to employment initiatives within the District having due regard to the economic changes in the local economy, and including such issues as:
 - a. The development of land for industrial, commercial and retail development to provide a wide range of employment opportunities for residents; and
 - b. The implementation of highway schemes where they particularly affect the potential economic development of the District and the well being of its residents, e.g. Birmingham Toll Road.
47. To consider initiatives and schemes to enhance and encourage the further development of town centres.
48. To consider proposals to support business development and expansion within town centres.
49. To initiate and respond to proposals to make more efficient use of vacant and under utilised land and property within town centres.
50. To consider issues relating to the management of town centres.
51. To consider the detail of and make recommendations in respect of the Local Transport Plan.

52. To review the overall performance of Committees against objectives of the organisation as a whole and to give guidance in the formulation and review of the Best Value Performance Plan.
53. To liaise with the officers' Leadership Team, as appropriate.
54. Identification of problems and needs, determination of objectives, analysis of alternative courses of action and formulation of proposals requiring Council consideration and action in regard to major issues of policy.
55. To identify the need for new services and to keep under review the necessity for existing ones and to make recommendations as necessary for change in the Committee or Directorate structure.
56. To consider the broad social and economic needs of the community and matters comprehensive importance to the area.
57. To consider the overall strategy, aims, objectives and priorities of the Council.
58. To make recommendations, when appropriate, arising out of a periodic review of services and internal management arrangements.
59. The monitoring of the internal managements, efficiency and effectiveness of the Council's operations.
60. To be responsible for the formulation of the policy framework and budget and monitoring thereof.
61. Consideration relating to the provision of burial grounds in the District.
62. To deal with major land and property matters and to review the Council's land and property portfolio and determine whether to acquire or dispose of Council owned land and property.
63. To agree the Council's Annual Asset Management Plan and operate the Asset Strategy Group as a sub-group of the Executive.
64. To consider changes in the modernisation of local government.
65. To review and keep under review the options available to the Council in response to the Government's proposals for new democratic forms of governance and make recommendations to Council.
66. To exercise functions under the Crime and Disorder Act 1998 (the 'Act') and subordinate legislation:
 - a. Applications to the Magistrates' Court for Anti-Social Behaviour Orders in consultation with Staffordshire Police (section 1);
 - b. The making of local Child Curfew Schemes in consultation with Staffordshire Police and other appropriate bodies (section 14);
 - c. The carrying out of reviews/audits of the levels and patterns of crime and disorder in the District (sections 5 and 6);

- d. Working with other bodies e.g. Lichfield District Crime Prevention Panel etc. to encourage action consistent with the Lichfield District Community Safety Strategy.
67. To develop, amend and monitor the Lichfield District Community Safety Strategy in partnership with the Lichfield District Safer Community Partnership/Forum.
68. To monitor compliance of the Council's corporate community safety responsibilities having regard to section 17 of the Act.
69. To maintain a close working relationship with representatives of the "responsible authorities" under the Act (i.e. the Staffordshire County Council and Staffordshire Police) and to co-operate with other key agencies prescribed by the Secretary of State in order to promote a positive multi-agency approach to crime and disorder issues through the District.
70. The identification and development of any appropriate funding sources for community safety and to maximise those resources which are available.
71. To recommend schemes and projects for inclusion in the Capital Programme which support the objectives of the Lichfield District Safer Community Strategy.
72. To determine:
 - a. The extension/improvement of closed circuit television schemes;
 - b. Matters concerning the operation and funding of the central control centre; and
 - c. Other matters to prevent crime and disorder.
73. The procurement of appropriate external advice in order to assist the Council in fulfilling its crime and disorder functions.
74. To review the allocation of all resources of the Authority and formulation of revenue budgets and Capital Programme.
75. Community Training responsibilities, including funding, staffing and management of programmes.
76. The discharge of any function relating to the control of pollution or the management of air quality.
77. Resolving that Schedule 2 to the Noise and Statutory Nuisances Act shall apply.
78. Responsibility for Corporate Risk Management.
79. Any other Executive or Local Choice functions not assigned to a non-Executive Committee.

Gedling Borough Council

Leader's current Special Responsibility Allowance

£9,480 per year.

Specific Portfolio Responsibilities

1. The budget and budget monitoring.
2. Capital Strategy.
3. Treasury management, investments and borrowing.
4. Insurance.
5. Audit.
6. Council Tax collection and administration.
7. Housing benefit administration.
8. IT and e-government.
9. The determination of fees and charges.
10. Financial support to Parish Councils.
11. Co-ordination and implementation of external funding bids.

General Executive Responsibilities

1. Authority to make new or replacement appointments to outside bodies which fall to be made from time to time during the year.

South Holland District Council

Leader's current Special Responsibility Allowance

£17,550 per year.

£7,020 per year – Member of Cabinet Executive.

£351 per year – Political Group Leader.

£35 per year – Per member of Political Group.

Specific Portfolio Responsibilities

1. Communication with the Media.
2. Strategic Housing.
3. Community Leadership.
4. Shared Services.
5. Improved two-tier working.

General Executive Responsibilities

1. Responsibility for the draft budget, subject to Council approval.
2. Responsibility for all plans and strategies subject to Council approval where these form part of the Budget and Policy Framework.
3. Residual planning functions such as Supplementary Planning Guidance and Conservation Areas.
4. All housing functions with the exception of large scale voluntary transfer.
5. Any function relating to contaminated land.
6. The discharge of any function relating to the control of pollution or the management of air quality.
7. The service of an abatement notice in respect of statutory nuisance.
8. The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.
9. The inspection of the Authority's area to detect any statutory nuisance.
10. The investigation of any complaint as to the existence of a statutory nuisance.
11. The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.
12. The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

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