

## Proposed Change to the Constitution

**Title:** *(Short title for ease of reference)*

Cabinet Portfolios 2023/24

**Relevant section of the Constitution (including page/paragraph number):**

Part 3 – Responsibility for Functions and Schemes of Delegations, Annex B – Responsibility for Executive Functions, Cabinet Portfolios, Page 32

**Description of proposed change:**

*(Please show the tracked changes here or attached as a separate word document)*

Replace Annex B with the Portfolio Holder responsibilities as shown below.

**Reason, including referenced documents/acts, for proposed change:**

Portfolio responsibilities are at the discretion of the Leader and a change to the previous arrangement was notified November 2023. Annex B needs to be updated to reflect the changes.

**Timescale:**

ASAP

**Proposer:**

|        |   |
|--------|---|
| Name:  | Claudette Valmond                               |
| Title: | Head of Legal Partnership<br>Monitoring Officer |
| Date:  | 7th November 2023                               |

**Approval** *(to be completed by Legal Services)*

**\*Changes approved by the Monitoring Officer under delegated authority**  
**\*Proposed major changes to be submitted to Audit and Governance Committee for approval**  
*(\*delete as appropriate)*

**Signature of Monitoring Officer:**

**Date:**

Amendment No:

Date incorporated:

## CABINET PORTFOLIOS

### **Leader of the Council**

- Communications and public relations
- Consultations and engagement
- Strategic policy

### **Rural Communities**

- Championing rural communities
- Communication and engagement with parish and town councils and other relevant groups
- Oversight of the Parish Charter (incl. Planning Liaison)
- Community safety and CCTV
- Community centres and Hubs
- Community partnerships
- Assets of Community Value
- Younger and older people
- Equalities and equal access
- Community grants
- Cost of Living Crisis

### **Finance and Performance**

- Finance
- Revenues and Benefits (incl. fraud and debt recovery)
- Internal Audit and risk management
- Mid Kent Services
- Property and estates
- Facilities
- Human resources (incl. learning and development)
- Performance and project management
- Technology and digital Transformation

### **Tunbridge Wells Town and Local Areas**

- Championing Royal Tunbridge Wells, Southborough and Rusthall
- Communication and engagement with the Town Forum and other relevant groups
- Economic Development and Tourism
- Business engagement
- Supporting the Town Centre
- Transportation

### **Leisure, Wellbeing and Culture**

- Culture, leisure and the arts
- Assembly Hall Theatre and the ice rink
- The Amelia Scott
- Events
- Sports and leisure centres
- Grounds maintenance
- Customer access

### **Environment, Sustainability and Carbon Reduction**

- Parks
- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Fly tipping and abandoned vehicles
- Environmental Protection
- Environmental Health
- Food Hygiene and Health and Safety standards in businesses
- Corporate Health and Safety
- Licensing
- Sustainability, carbon reduction and promoting biodiversity
- Supporting residents and raising funds for carbon reduction

### **Governance and Transparency**

- Democratic Services
- Transparency
- ICT Demand
- Legal Services
- Freedom of Information/Data Protection
- Complaints
- Constitution
- Other methods of service delivery (incl. commercial entities)
- Procurement policy and strategy
- Devolution/enhanced two-tier working

### **Housing and Planning**

- Planning policy
- Strategic sites and delivery
- Development management
- Heritage and conservation
- Planning Enforcement
- Land charges
- Building control
- Housing (including private sector and housing needs)
- Homelessness
- Parking (on and off-street)

**CABINET PORTFOLIOS**

|                         |   |
|-------------------------|---|
| <b>Portfolio</b>        | <b>Leader of the Council - Councillor Ben Chapelard</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Strategic policy</li> <li>▪ Communications, consultations and engagement</li> <li>▪ Transparency</li> <li>▪ Human resources (including learning and development)</li> <li>▪ Democratic Services</li> <li>▪ Devolution/Enhanced two-tier working</li> </ul> |

|                         |   |
|-------------------------|---|
| <b>Portfolio</b>        | <b>Communities (and Deputy Leader) – Councillor Nancy Warne</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ To act as Deputy Leader of the Council</li> <li>▪ To be the lead cabinet member for rural/parished areas and to lead on communication and engagement with parish chairs and other relevant groups</li> <li>▪ Community safety and CCTV</li> <li>▪ Community centres and hubs</li> <li>▪ Community partnerships</li> <li>▪ Assets of Community Value</li> <li>▪ Equalities (including younger and older people)</li> <li>▪ Community grants</li> <li>▪ Responding to the Cost of Living Crisis</li> </ul> |

|                         |  |
|-------------------------|--|
| <b>Portfolio</b>        | <b>Finance and Performance – Councillor Chris Hall</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Finance</li> <li>▪ Revenues and benefits (inc fraud and debt recovery)</li> <li>▪ Internal audit and risk management</li> <li>▪ Property, Estates and Facilities Management</li> <li>▪ Performance and project management</li> <li>▪ ICT, Technology and Digital transformation</li> <li>▪ Legal services</li> <li>▪ FOI/EIR/Complaints/Data Protection</li> <li>▪ Procurement policy and strategy</li> </ul> |

|                         |  |
|-------------------------|--|
| <b>Portfolio</b>        | <b>Environmental Services – Councillor Ellen Neville</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Cemetery and crematorium</li> <li>▪ Recycling and waste collection</li> <li>▪ Street cleansing and littering</li> <li>▪ Fly tipping and abandoned vehicles</li> <li>▪ Environmental Protection</li> <li>▪ Environmental Health</li> <li>▪ Food Hygiene and Health and Safety standards in businesses</li> <li>▪ Corporate Health and Safety</li> <li>▪ Licensing</li> </ul> |

|                         |   |
|-------------------------|---|
| <b>Portfolio</b>        | <b>Economic Development – Councillor Justine Rutland</b>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ To be the lead cabinet member for Royal Tunbridge Wells town centre and the unparished area and to lead on communication and engagement with the Town Forum and</li> </ul> |

|  |   |
|--|---|
|  | <p>other relevant groups</p> <ul style="list-style-type: none"> <li>▪ Economic Development and Tourism</li> <li>▪ Business engagement</li> <li>▪ Supporting the Town Centre</li> <li>▪ Culture and the arts</li> <li>▪ Assembly Hall Theatre and the ice rink</li> <li>▪ The Amelia Scott</li> <li>▪ Events</li> <li>▪ Customer access</li> </ul> |
|--|---|

|                         |  |
|-------------------------|--|
| <b>Portfolio</b>        | <b>Sports, Leisure and Health – Councillor Pamela Wilkinson</b>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Sports and leisure centres</li> <li>▪ Parks</li> <li>▪ Grounds Maintenance</li> <li>▪ Health</li> </ul> |

|                         |   |
|-------------------------|---|
|                         | <b>Housing and Planning – Councillor Hugo Pound</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Planning policy</li> <li>▪ Strategic sites and delivery</li> <li>▪ Development management</li> <li>▪ Heritage and conservation</li> <li>▪ Planning Enforcement</li> <li>▪ Land charges</li> <li>▪ Building control</li> <li>▪ Housing (including private sector and housing needs)</li> <li>▪ Homelessness prevention and reduction</li> </ul> |

|                         |  |
|-------------------------|--|
| <b>Portfolio</b>        | <b>Carbon Reduction and Sustainability – Councillor Jayne Sharratt</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Sustainability – Carbon reduction and promoting biodiversity</li> <li>▪ Community Leadership in supporting residents and raising funds for carbon reduction</li> <li>▪ Transportation</li> <li>▪ Parking (on and off-street)</li> </ul> |