

# Annual Meeting of Medway Council – Supplementary agenda No.1

A meeting of the Council will be held on:

**Date:** 16 May 2018

**Time:** 7.00pm

**Venue:** St George's Centre, Pembroke Road, Chatham Maritime, Chatham  
ME4 4UH

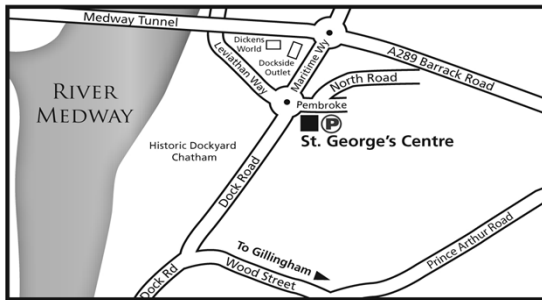
## Items

- 7 Executive Responsibilities and Scheme of Delegations (Executive and Non-Executive) (Pages 3 - 6)**

Please find attached Appendix A to the report.

For further information please contact Julie Keith, Head of Democratic Services on Telephone: 01634 332760 or Email: [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)

**Date: 16 May 2018**



This agenda and reports are  
available on our website  
**[www.medway.gov.uk](http://www.medway.gov.uk)**

A summary of this information can be made available in other formats from **01634 333333**

If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

উইলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	اروو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	এহুৎশফব	331786	فارسی	331840	Lietuviškai	332372



### PART 3 - RESPONSIBILITY FOR CABINET FUNCTIONS

The table below sets out a summary of the information presented to the annual meeting of the Council by the Leader of the Council and will be revised if necessary following each annual meeting. In addition, where the Leader makes any change to a portfolio, a Portfolio Holder or the themes within a portfolio, during the course of a municipal year the Leader shall produce a revised version of the table which shall be copied to all members and the Chief Executive, following which it shall replace any previous version in the Constitution.

<b>Portfolio</b>	<b>Portfolio Holder</b>	<b>Themes</b>
Leader	Alan Jarrett	<ul style="list-style-type: none"> <li>• Strategic Leadership of the Council</li> <li>• Communications and Marketing</li> <li>• Finance</li> </ul>
Deputy Leader and Housing and Community Services	Howard Doe	<ul style="list-style-type: none"> <li>• Adult Learning</li> <li>• All Housing Services (including HRA)</li> <li>• Archives</li> <li>• Armed Forces Covenant</li> <li>• Events and Festivals</li> <li>• Greenspaces</li> <li>• Heritage</li> <li>• Homelessness and Housing Options</li> <li>• Leisure Services</li> <li>• Libraries and Community Hubs</li> <li>• Sporting Legacy</li> <li>• Theatres and Arts</li> <li>• Tourism</li> <li>• Voluntary Sector</li> </ul>
Adults' Services	David Brake	<ul style="list-style-type: none"> <li>• Adults' Mental Health and Disability Services (including Learning and Physical Disabilities)</li> <li>• Adults' Partnership Commissioning (25+) and Better Care Fund</li> <li>• Community Care</li> <li>• Health</li> <li>• Independent Safeguarding and Review Service</li> <li>• Older people</li> <li>• Public Health – Lead Member, including Health and Wellbeing Board</li> <li>• Sustainability and Transformation Plan</li> <li>• Telecare/Tele Medicare</li> </ul>

Business Management	Rupert Turpin	<ul style="list-style-type: none"> <li>• Audit and Counter Fraud</li> <li>• Bereavement Services</li> <li>• Business Management</li> <li>• Commissioning</li> <li>• Community Centres</li> <li>• Community Officers</li> <li>• Customer Contact</li> <li>• Democracy and Governance</li> <li>• Emergency Planning</li> <li>• Income Generation</li> <li>• Registration</li> <li>• Revenue and Benefits</li> <li>• Risk Management</li> </ul>
Children's Services – Lead Member (statutory responsibility)  (see Note 1)	Andrew Mackness	<ul style="list-style-type: none"> <li>• Children's Partnership Commissioning (0-25)</li> <li>• Children's Provider Services (including Adoption, Fostering, Supported Accommodation and Residential Care)</li> <li>• Children's Social Care and Safeguarding Services</li> <li>• Children with Special Educational Needs and Disabilities (including Mental Health)</li> <li>• Early Help (including Medway Action for Families, Youth Offending Team (YOT) and Youth Services)</li> <li>• Early Years</li> <li>• Inclusion</li> <li>• Safeguarding Children Board (MSCB)</li> <li>• Medway Commercial Group (MCG)</li> </ul>
Educational Attainment and Improvement	Martin Potter	<ul style="list-style-type: none"> <li>• Further Education</li> <li>• Primary and Secondary Educational Improvement</li> <li>• Safeguarding</li> <li>• School Organisation and Capital Projects</li> <li>• School Services (including Admissions and Medway Test)</li> <li>• Schools Liaison</li> </ul>
Front Line Services	Phil Filmer	<ul style="list-style-type: none"> <li>• Highways</li> <li>• Parking</li> <li>• Public Transport</li> <li>• Street Cleaning and Waste Collection/Recycling/Waste Disposal</li> </ul>

		<ul style="list-style-type: none"> <li>• Street Lighting</li> <li>• Traffic Management</li> <li>• Transport Strategy</li> <li>• Travel Safety</li> </ul>
Inward Investment, Strategic Regeneration and Partnerships	Rodney Chambers OBE	<ul style="list-style-type: none"> <li>• Heritage Champion</li> <li>• Inward Investment</li> <li>• Local Growth Fund</li> <li>• Medway Ambassadors</li> <li>• Strategic Partnerships</li> <li>• Strategic Regeneration and Planning</li> </ul>
Planning, Economic Growth and Regulation  (see Note 2)	Jane Chitty	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Employment</li> <li>• Local Plan</li> <li>• Markets</li> <li>• Planning Policy</li> <li>• Regulation – Environmental Health, Trading Standards, Enforcement and Licensing (Executive Functions only)</li> <li>• Social Regeneration</li> <li>• South Thames Gateway Building Control Partnership</li> </ul>
Resources  (see Note 3)	Adrian Gulvin	<ul style="list-style-type: none"> <li>• Business and Administration Support Service</li> <li>• Category Management / Procurement</li> <li>• Community Safety Partnership</li> <li>• Complaints Policy and Management</li> <li>• Council Plan</li> <li>• HR</li> <li>• ICT</li> <li>• Joint Ventures</li> <li>• Legal</li> <li>• Performance and Service Improvement</li> <li>• Property</li> <li>• Transformation and Digital Services</li> <li>• Travellers</li> </ul>

**\*Note 1:**

The roles and responsibilities of the Portfolio Holder for Children's Services are set out in statutory guidance "The roles and responsibilities of the Lead Member for Children's Services and the Director of Children's Services, under sections 18(7)

(Director of Children's Services) and 19(2) (Lead Member for Children's Services) of the Children Act 2004:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/271429/directors\\_of\\_child\\_services\\_stat\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/271429/directors_of_child_services_stat_guidance.pdf)

**\*Note 2:**

The Leader and Full Council have delegated the Council's building control functions to the South Thames Gateway Building Control Joint Committee. The Terms of Reference of the South Thames Gateway Building Control Joint Committee are set out within the Council's Constitution and include executive and non-executive functions. Councillor Chitty is appointed to sit on the South Thames Gateway Building Control Joint Committee.

**\*Note 3:**

The following services will fall within the remit of the Resources Portfolio, in relation to the Community Safety Partnership:

- Tobacco control, excluding smoking cessation services
- Community safety aspects of alcohol and drug misuse
- Public health aspects of promotion of community safety, violence prevention and response.

Addresses and wards of Cabinet Members can be found here:

<http://democracy.medway.gov.uk/mgMemberIndex.aspx?bcr=1>