

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

A meeting of the Council will be held on:

**Date:** 18 May 2016

**Time:** 7.00pm

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

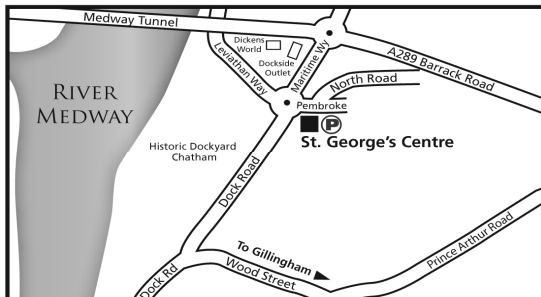
## Items

- 7 Executive Responsibilities and Scheme of Delegations (Executive and Non-Executive) (Pages 3 - 8)**

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: 18 May 2016



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**

উংলা 331780  
中文 331781

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ਪੰਜਾਬੀ 331784  
Polski 332373

کوردی 331841  
এক্‌শফব 331786

اردو 331785  
فارسی 331840

Русский 332374  
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>• Archives</li> <li>• Development and management of the Council's housing stock</li> <li>• Disabled adaptations to housing</li> <li>• Events and Festivals</li> <li>• Greenspaces</li> <li>• Heritage</li> <li>• Homelessness and Housing Options</li> <li>• Housing Landlord Services (HRA)</li> <li>• Housing Management and Allocations</li> <li>• Housing Strategy</li> <li>• Leisure Services</li> <li>• Libraries and Community Hubs</li> <li>• Private sector housing</li> <li>• Sporting Legacy</li> <li>• Theatres and Arts</li> <li>• Tourism</li> <li>• Voluntary sector</li> </ul>

Portfolio	Portfolio Holder	Themes
Adult Services	David Brake	<ul style="list-style-type: none"> <li>• Adults' Mental Health</li> <li>• Better Care Fund</li> <li>• Community care</li> <li>• Health</li> <li>• Independent Safeguarding and Review Service</li> <li>• Older people</li> <li>• Partnership Commissioning (Adults)</li> <li>• Public Health – Lead Member, including Health and Wellbeing Board, commissioning of treatment services for drugs and alcohol</li> <li>• Services for people with learning and physical disabilities</li> <li>• Telecare/Telemedicine</li> </ul>
Business Management (Cross Cutting Portfolio)	Rupert Turpin	<ul style="list-style-type: none"> <li>• Bereavement Services</li> <li>• Business Management</li> <li>• Commissioning</li> <li>• Community centres</li> <li>• Community officers</li> <li>• Emergency Planning</li> <li>• Income generation</li> <li>• Registration</li> <li>• Revenue &amp; Benefits</li> <li>• Risk Management</li> </ul>
Children's Services  (See Note 1)	Mike O'Brien	<ul style="list-style-type: none"> <li>• Adoption</li> <li>• Children and Adolescent Mental Health Services</li> <li>• Children with disabilities</li> <li>• Children's Social Care</li> <li>• Early help, including Medway Action for Families</li> <li>• Early years</li> <li>• Educational Improvement</li> <li>• Further education</li> <li>• Inclusion</li> <li>• Looked After Children (including fostering, care leavers and residential care)</li> <li>• Partnership Commissioning (Children)</li> <li>• Primary and secondary education</li> <li>• Safeguarding</li> <li>• School organisation and Student Services</li> <li>• School services</li> <li>• Special educational needs</li> <li>• Youth Services</li> </ul>

<b>Portfolio</b>	<b>Portfolio Holder</b>	<b>Themes</b>
Corporate Services  (See Note 2)	Andrew Mackness	<ul style="list-style-type: none"> <li>• CCTV</li> <li>• Community Safety Partnership</li> <li>• Customer Contact</li> <li>• Democracy and governance</li> <li>• HR</li> <li>• ICT</li> <li>• Internal Audit</li> <li>• Legal</li> <li>• Travellers</li> </ul>
Front Line Services	Phil Filmer	<ul style="list-style-type: none"> <li>• Parking</li> <li>• Public transport</li> <li>• Roads</li> <li>• Street cleaning and waste collection/recycling/waste disposal</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 Ambassador</li> <li>• Strategic Partnerships</li> <li>• Strategic Regeneration and Planning</li> </ul>
Planning, Economic Growth and Regulation  (See Note 3)	Jane Chitty	<ul style="list-style-type: none"> <li>• Economic Development</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	Adrian Gulvin	<ul style="list-style-type: none"> <li>• Business and Administration Support Service</li> <li>• Category Management / Procurement</li> <li>• Complaints Policy and Management</li> <li>• Council Plan</li> <li>• Joint ventures</li> <li>• Performance and service improvement</li> <li>• Property</li> <li>• Transformation</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 following services will fall within the remit of the Corporate Services 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.

**\*Note 3:**

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.

Addresses and wards of Cabinet Members can be found here:  
<http://democracy.medway.gov.uk/mgMemberIndex.aspx?bcr=1>

## Executive bodies

<b>Title</b>	<b>No and ratio</b>	<b>Names of nominated representatives</b>	<b>Term of office</b>
Bus Lane Adjudication Service Joint Committee	1	Councillor Filmer	Municipal year
Grounds Maintenance Operational Liaison Board (Medway Norse)	2	Councillors Franklin and Filmer	Municipal year
Medway Commercial Group Ltd	1	Councillor Mackness	Municipal year
Medway Public Services Ltd	1	Councillor Mackness	Municipal year
Medway Commercial Services Ltd	1	Councillor Mackness	Municipal year
Medway NORSE Board of Directors and Operational Liaison Board	2	Councillors Filmer and Opara	Municipal year
South East Local Enterprise Partnership (SELEP) Accountability Board	1 plus 1 substitute	Councillor Jarrett Substitute: Councillor Rodney Chambers OBE	Municipal year

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