

Notice of Meeting

Leader's Decision Day

Date: Wednesday, 30 September 2015

Time: 17:00

Venue: Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,
Andover, Hampshire, SP10 3AJ

For further information or enquiries please contact:

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Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

Leader’s Decision Day

Wednesday, 30 September 2015

Agenda

1. **CHANGES TO PORTFOLIO RESPONSIBILITIES** 3-14
2. **APPOINTMENT OF PORTFOLIO HOLDER**

Changes to Portfolio Responsibilities

Report of the Leader

Recommended:

- 1. That the current Planning and Transport Portfolio be split into two portfolios; the Planning Policy and Transport Portfolio and the Planning and Building Portfolio, effective from 1 October 2015.**
- 2. That the responsibility for Sustainability be moved from the Planning Policy and Transport Portfolio to the Environmental Portfolio.**

SUMMARY:

- The Council operates a Leader and Cabinet model of governance under which, as required by the relevant legislation, all executive powers vest in the Leader.
- The Leader has authority to determine his own Cabinet and associated portfolios and portfolio responsibilities

1 Introduction

- 1.1 Test Valley Borough Council operates a Leader and Cabinet model as set out in the Local Government Act 2000. Under this model the Leader has authority to determine his own Cabinet and can change portfolios and portfolio responsibilities at a Leader’s Decision Day.
- 1.2 Since the introduction of portfolios, the allocation of responsibilities has been altered on several occasions to reflect changes in the organisation’s structure, provision of services and priorities (March 2005, July 2007, May 2009 and July 2011).
- 1.3 Currently there are seven Portfolios; Community and Leisure, Corporate, Corporate Management, Economic, Environmental, Housing and Environmental Health and Planning and Transport.
- 1.4 The current Planning and Transport Portfolio covers the responsibilities of two Council Services; Planning Policy and Transport and Planning and Building. It is proposed that the portfolio be split along service responsibilities to create two smaller, more focussed portfolios. It was specifically recognised that it will be vital for the two Portfolio Holders to work in particularly close co-operation with each other.

- 1.5 To establish the two portfolios, the responsibilities for Planning and Building would be moved into a new stand alone Planning and Building portfolio. The remaining responsibilities would be covered by the Planning Policy and Transport Portfolio.
- 1.6 The responsibility for Business Liaison in the South of the Borough would be retained by the Deputy Leader.
- 1.7 It is recommended that the responsibility for sustainability, which is currently within the Planning and Transport Portfolio, be moved to the Environmental Portfolio.
- 1.8 Changes to portfolio responsibilities can be seen in Annex 1.

2 Corporate Objectives and Priorities

- 2.1 The proposed changes to portfolio responsibilities reflect the Council’s service structure.

3 Options

- 3.1 There are considered to be two options; continue with the current position of a single portfolio covering the responsibilities of both Planning Policy and Transport and Planning and Building or to split the current Portfolio to form two portfolios.
- 3.2 Option 1 – This would maintain the status quo.
- 3.3 Option 2 – This would result in two portfolios covering planning related responsibilities. One portfolio would cover the responsibilities of the Council’s Planning Policy and Transport functions and the other would cover the responsibilities of the Council’s Planning and Building functions.

4 Resource Implications

- 4.1 An additional portfolio holder will result in an increase in the Members’ Budget in 2015/16 of £3,897 (£7,794 full year impact) to cover payment of their Special Responsibility Allowance, which will be met from contingencies.

5 Legal Implications

- 5.1 None

6 Conclusion

- 6.1 The change to portfolio responsibilities would result in eight portfolios; Community and Leisure, Corporate, Corporate Management, Economic, Environmental, Housing and Environmental Health and Planning and Building and Planning Policy and Transport.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	2	File Ref:	13/1/19/1
(Portfolio: Leader) Councillor Ian Carr			
Officer:	Bill Lynds	Ext:	8401
Report to:	Leader’s Decision Day	Date:	30 September 2015

Portfolio Responsibilities – Proposed Changes

PORTFOLIO RESPONSIBILITIES 2015		
Responsible for:	Detailed Description	Comments
Leader and Corporate Management Portfolio Holder		
Business Liaison - North		
	Public relations and communication	
Community Planning	Local Strategic Partnership	
Andover Vision		
	Chief Executive’s Service	
	HR	
	Corporate Plan	
	Public Consultation	
Corporate Management	Corporate Management	
	Website/Intranet Development	
	E-Government	
Deputy Leader and Planning and Transport Portfolio Holder		Split into two portfolios: Planning Policy and Transport and Planning and Building
Business Liaison - South		Will remain as the responsibility of the Deputy Leader
Building control	Flooding	Planning and Building Portfolio
	Sewerage & Drainage	Planning and Building Portfolio
Dangerous structures		Planning and Building Portfolio
Listed buildings and conservation areas	Assessment of implications of development on historic environment, designate conservation areas, propose buildings to be listed and serve notices	Planning Policy and Transport Portfolio
Off-street car parks and parking	Implementation of the off-street and on-street parking orders	Planning Policy and Transport Portfolio

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Road traffic	To undertake duties under the agency agreements with the County Council including closure of the Highway	Planning Policy and Transport Portfolio
Street naming and numbering	Naming and numbering of new streets and properties and renaming of existing	Planning Policy and Transport Portfolio
Planning Policy	Preparation, application and monitoring of planning policy documents including Local Plan and Supplementary Planning Documents	Planning Policy and Transport Portfolio
	Neighbourhood Planning	Planning Policy and Transport Portfolio
Community Infrastructure Levy	Review and update of charging schedule and list of infrastructure	Planning Policy and Transport Portfolio
Town and Country planning	Advise on the policy implications of development	Planning and Building Portfolio
	Development Control And Enforcement such as:	Planning and Building Portfolio
	Processing Planning Applications	Planning and Building Portfolio
	Pre-applications and general advice	Planning and Building Portfolio
	Monitoring s.106 Agreements/ Charging, collection and monitoring of Community Infrastructure Levy	Planning and Building Portfolio
	Planning Enforcement	Planning and Building Portfolio
	Planning Appeals	Planning and Building Portfolio
	Processing building Regulation Applications	Planning and Building Portfolio
	Dangerous structures and demolition works	Planning and Building Portfolio
	Land drainage /flooding	Planning and Building Portfolio
Transport	Implementation of the Council’s transport capital schemes, prepare policy documents, to advise on community transport schemes	Planning Policy and Transport Portfolio
Trees and High Hedges	Making of tree preservation orders and consideration of high hedge applications, determination of tree works applications and conservation area notifications	Planning Policy and Transport Portfolio
Sustainability	To develop the Council’s policies and proposals on adapting to climate change	Move to Environmental Portfolio
Community & Leisure Portfolio Holder		
Community & Leisure Portfolio	Corporate Plan Priority: Contribute	
Indoor Sports Facilities	Romsey Rapids	

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	Andover Leisure Centre
	Knightwood Leisure Centre
	Charlton Leisure Centre
	Sports Academy
Outdoor Sports Facilities	
Urban Parks	
Open Spaces	Including Adopted Open Spaces Adopted Woodland - Valley Park
Playgrounds	Including Adopted Playgrounds
Cemeteries	Andover Cemetery Charlton Cemetery Romsey Cemetery Woodley Cemetery Shipton Bellinger Churchyard
Arts Function	Arts Function, inc The Lights public art and Andover town centre events
Safeguarding	
Sports Development	Sports Development Schemes
Nature reserves	Tadburn Meadows Rooksbury Mill Anton Lakes Valley Park Woodlands
Community Engagement	Community engagement Including revenue, councillor community and CAF grants Community Safety including CSP
Corporate Portfolio Holder	
Business Continuity	
Civic Ceremonies	
Customer Services	Customer Enquiries Development of Self Serve Facilities Corporate Printing and Mail
Data Protection	

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Democratic decision making and Member meetings	Council, Cabinet and Committee meetings
	Political Group Meetings
Electoral registration and elections	Parliamentary, European Parliamentary, County, Borough and Parish Council Elections and Referenda
	Registration of Electors
	Boundary reviews
Emergency Planning	
Freedom of Information	
Licensing	Licensing Act 2003
	Charitable Street and House to House collections
	Sex Shops and Sex Cinemas
	Tables and Chairs (Pavement Cafes)
	Hackney Carriages And Private Hire Vehicles
Member services	Member support and allowances
Mayoral Office	
Monitoring Officer	
Support Services and activities	Legal and Democratic Service
	IT services
Economic Portfolio Holder	
Economic Portfolio	Corporate plan priority: Work
Finance services	Support and advice to Councillors and Services on financial matters, production of statutory financial accounts, budget preparation, treasury management and internal audit.
	All other financial matters of the Council
Revenues services	Council Tax, including setting the tax base for the borough
	Local Council Tax Support Scheme
	NNDR - including processing of all mandatory and discretionary rate reliefs
	Housing Benefit & Discretionary Housing Payments
	Universal Credit Delivery Partnership

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Government Grants	Revenue Support grant, etc.
Economic Development And Promotion	Economic Development Strategies
	Business advice, information and support
	Skills training
	Business awards
	Education activities
	Promotion of tourism
	Romsey Town centre management
	Specialist markets
	Romsey Tourist Information Centre
	Andover Tourist Information
	Asset management
Booking and managing meeting rooms and halls	
Property maintenance and repairs	
Building FM	
Heritage	Partnership and Contract management
	Romsey Heritage Centre
	King John’s House, Romsey
Environmental Portfolio Holder	
Environmental Portfolio	Corporate Plan Priority: Enjoy
Waste Services	Waste strategy
	Waste and recycling collections
	Bulky waste collections
	Clinical waste collections
	Wheeled bin and sack deliveries
	Garden waste collections
	Waste minimisation
	Education and promotion
Local recycling centres	

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	Household Waste and Recycling Centres (HWRC’s) (HCC)
	Waste Disposal (HCC)
	Project Integra
Street Scene	Street cleaning service Litter removal from major trunk roads
	Abandoned vehicles
	Fly Tipping
	Environmental enforcement
	Education and promotion
Grounds Maintenance	Grass cutting
	Shrub bed maintenance
	Formal planting schemes
	Playground inspections
	Cemeteries and burials (operations)
Vehicle maintenance	Maintenance of Council fleet and plant
	Hackney Carriage and MOT tests
	Vehicle and plant procurement
Housing and Environmental Health Portfolio Holder	
Housing and Environmental Health Portfolio	Corporate Plan priority: Live
Housing options and Hampshire Home Choice	Homelessness
	Housing advice including voluntary sector partnerships
	Hampshire Home Choice (Sub-regional choice-based lettings)
	Joint Housing Register
	Housing related support
	Temporary accommodation
Housing development and private sector housing	Affordable housing enabling and development
	Housing Strategy
	Empty homes

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	Private sector housing – Disabled Facilities Grants, energy efficiency, licensing of HMOs and mobile homes sites
Environmental protection	Pollution control including noise, air, water
	Animal welfare
	Dog control
	Pest control
Health protection	Food hygiene/safety
	Health and safety
	Infectious disease control

Portfolio Responsibilities

PORTFOLIO RESPONSIBILITIES 2015	
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Community Planning	Local Strategic Partnership
Andover Vision	
	Chief Executive’s Service
	HR
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Deputy Leader	
Business Liaison - South	
Community and Leisure Portfolio Holder	
Community & Leisure Portfolio	Corporate Plan Priority: Contribute
Indoor Sports Facilities	Romsey Rapids
	Andover Leisure Centre
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	Charlton Leisure Centre
	Sports Academy
Outdoor Sports Facilities	

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Urban Parks	
Open Spaces	Including Adopted Open Spaces
	Adopted Woodland - Valley Park
Playgrounds	Including Adopted Playgrounds
Cemeteries	Andover Cemetery
	Charlton Cemetery
	Romsey Cemetery
	Woodley Cemetery
	Shipton Bellinger Churchyard
Arts Function	Arts Function, inc The Lights public art and Andover town centre events
Safeguarding	
Sports Development	Sports Development Schemes
Nature reserves	Tadburn Meadows
	Rooksbury Mill
	Anton Lakes
	Valley Park Woodlands
Community Engagement	Community engagement
	Including revenue, councillor community and CAF grants
	Community Safety including CSP
Corporate Portfolio Holder	
Business Continuity	
Civic Ceremonies	
Customer Services	Customer Enquiries
	Development of Self Serve Facilities
	Corporate Printing and Mail
Data Protection	
Democratic decision making and Member meetings	Council, Cabinet and Committee meetings
	Political Group Meetings
Electoral registration and elections	Parliamentary, European Parliamentary, County, Borough and Parish Council Elections and Referenda
	Registration of Electors
	Boundary reviews

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Emergency Planning	
Freedom of Information	
Licensing	Licensing Act 2003
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	Sex Shops and Sex Cinemas
	Tables and Chairs (Pavement Cafes)
	Hackney Carriages And Private Hire Vehicles
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	NNDR - including processing of all mandatory and discretionary rate reliefs
	Housing Benefit & Discretionary Housing Payments
	Universal Credit Delivery Partnership
Government Grants	Revenue Support grant, etc.
Economic Development And Promotion	Economic Development Strategies
	Business advice, information and support
	Skills training
	Business awards
	Education activities

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	Promotion of tourism
	Romsey Town centre management
	Specialist markets
	Romsey Tourist Information Centre
	Andover Tourist Information
Asset management	Property disposals, acquisitions, lettings management & valuations
	Booking and managing meeting rooms and halls
	Property maintenance and repairs
	Building FM
	Partnership and Contract management
Heritage	Romsey Heritage Centre
	King John's House, Romsey
Environmental Portfolio Holder	
Environmental Portfolio	Corporate Plan Priority: Enjoy
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Street Scene	Street cleaning service
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	Environmental enforcement
	Education and promotion
Grounds Maintenance	Grass cutting

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		Shrub bed maintenance Formal planting schemes
		Playground inspections
		Cemeteries and burials (operations)
Vehicle maintenance		Maintenance of Council fleet and plant Hackney Carriage and MOT tests Vehicle and plant procurement
Housing and Environmental Health Portfolio Holder		
Housing and Environmental Health Portfolio	Corporate Plan priority: Live	
	Housing options and Hampshire Home Choice	Homelessness
		Housing advice including voluntary sector partnerships Hampshire Home Choice (Sub-regional choice-based lettings) Joint Housing Register Housing related support Temporary accommodation
	Housing development and private sector housing	Affordable housing enabling and development
		Housing Strategy Empty homes
		Private sector housing – Disabled Facilities Grants, energy efficiency, licensing of HMOs and mobile homes sites
	Environmental protection	Pollution control including noise, air, water Animal welfare Dog control Pest control
	Health protection	Food hygiene/safety Health and safety Infectious disease control
Planning and Building Portfolio Holder		
	Building control	Flooding

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	Sewerage & Drainage
Dangerous structures	
Town and Country planning	Prepare planning policy documents and advise on the policy implications of development
	Development Control And Enforcement such as:
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	Monitoring s.106 Agreements/ Charging, collection and monitoring of Community Infrastructure Levy
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