

Executive Member Roles and Delegations

Update for May 2024

Executive Member

These responsibilities are in addition to the councillor role profile.

Purpose

The purpose of Executive Members is to:

- take responsibility within the Executive on the basis of individual and/or collective responsibility for a delegated portfolio of services or functions of the council.

The key duties and responsibilities of Executive Members are to:

- participate in the Executive and to implement agreed policies by taking responsibility individually and/or collectively for any portfolio allocated by the Leader of the Council, including providing a lead on and proposing new policy, strategy, programming, budget and service standards in line with the strategic themes set out in the Council Plan.
- exercise delegated powers in line with the council's constitution.
- consult and communicate with councillors of all party groups, council officers and key partners as appropriate to make sure decisions are well formed and that council policies are widely understood and positively promoted.
- make sure that the party groups are briefed at the appropriate time on significant issues within the respective portfolio – that is, those which have financial or other major resource implications, will result in a change in established policy, or which are contentious or politically sensitive.
- act as spokesperson within and outside the council for matters within the portfolio.
- have responsibility for liaison with Chief Officers and other senior officers responsible for the services within the portfolio.
- answer and account to the council and the community for matters within the portfolio
- respond within agreed timescales to agreed recommendations of relevant overview and scrutiny panels.
- seek to involve and consult non-Executive councillors in the area of work for which they have responsibility, particularly members of the relevant overview and scrutiny panel.
- represent the council and the political administration in the community and elsewhere as required by the Leader.

Key skills

The required key skills of Executive Members include:

- advanced leadership skills for areas of individual responsibility
- ability to work as part of an executive team to drive forward the continuous improvement of the council.
- ability to challenge the status quo and deal with complex strategic issues and problems.
- ability to manage a busy and complex workload, often to tight timescales and deadlines.
- ability to represent the council in a variety of settings both inside and outside the council.

- ability to communicate effectively and to work constructively with officers, councillors, partners, members of the public, the media and other organisations.

Knowledge

An Executive Member should have the following knowledge:

- detailed understanding and in-depth knowledge of the respective portfolio, the scope and range of the relevant services for which they are responsible and an awareness of current agreed policies in respect of those services.
- detailed understanding of the national policy framework and its impact on local policy development for areas of individual responsibility
- detailed understanding of local government finance and audit processes and the ability to interpret council budgets and accounts.
- boundary between operational officer matters and the strategic policy space

Functions

The functions for which individual Executive Members are responsible, are set out in Part 2, Section 5 of the council's constitution.

5. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

Executive Member for Council Strategy and Climate Change (Leader of the Council and Chair of the Executive) - Cllr Mary Temperton

The **Executive Member for Council Strategy and Climate Change** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 As the Executive Leader, to have overall responsibility for providing the vision and strategic direction of the council. Ensuring that the council is inclusive, ambitious and always learning. To ensure that the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership are at the core of the council's work.
- 2 The Leader of the council has the overall fiduciary duty for the council's Revenue and Capital budgets. Overseeing the annual budget cycle to deliver a balance budget, set and collect Council Tax and other fees and charges. To deliver the Medium-Term Financial Strategy and ensuring adherence to the principles and obligations of sound financial management.
- 3 To provide community leadership, having overall responsibility for representing the council and its views to those who live, work or enjoy the borough of Bracknell Forest. To ensure that all people and communities are listen to, have their views taken seriously and are worked with collaboratively when making decisions on how to meet their aspirations.
- 4 To be the principal political leader, with responsibilities for coordinating the work of the council, the Executive, and all organisations in the public, private and voluntary sectors to achieve the strategic objectives of the borough. To champion the Mayor's charter that sets out the standards of behaviour expected from all councillors at all times.
- 5 To act as Chair of meetings of the Executive. To appoint Members of the council to the Executive, and to allocate responsibilities that are within the Executive scheme of executive functions. This to include the discharge of executive functions via the Executive as a whole, sub-committees of the Executive, individual Members of the Executive, an officer, a joint arrangement or another local authority.
- 6 To appoint Members of the council to external bodies, whose functions are the sole responsibility of Bracknell Forest Council's Executive.
- 7 The determination of the Terms of Reference for Committees of the Executive. This including, the appointment of the Chair and the Vice-Chair of those committees carrying out executive functions.
- 8 The council's vision and strategic direction. Responsibility for the council plan, and the annual service planning cycle. The performance management of the council, including monitoring and being accountable for the delivery of the council's objectives.
- 9 Matters relating to the Local Government Association and regional groupings.

- 10 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.
- 11 As Executive Member for Climate Change, to set the strategic direction for the whole borough. To champion the borough's climate change work by providing place-based leadership.
- 12 Advocating for Net zero climate action from the top. Ensuring that the council facilitates the production and implementation of detailed strategic plans for the borough area to achieve Net zero objective set by the council.
- 13 To have responsibility for monitoring progress in reducing emissions and achieving carbon budgets. Ensuring that climate goals are being met.
- 14 Promoting community engagement on addressing climate change. This includes involving residents, businesses, and other stakeholders in climate-related initiatives and decision-making processes.
- 15 Ensuring that climate considerations are integrated across all council services. This includes aligning climate goals with operations, legal services, and member training and development.

Executive Member for Leisure, Culture, Public Protection & Democracy - Cllr Iskandar Jefferies

The **Executive Member for Leisure, Culture, Public Protection & Democracy** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Democratic & Registration Services, Digital & ICT Services (including customer services), Legal Services, Sports, Leisure, Heritage and Culture and Community hubs (including centres, community hubs, and community hub libraries).
- 2 The development and introduction of the digital council, including knowledge and information management (KIM), cyber resilience and records management (including links to the Berkshire Records Office and National Archives).
- 3 To exercise the Council's powers under the Local Government (Miscellaneous Provisions) Act 1976; to take appropriate actions as set out in the act.
- 4 To exercise the Council's powers under Section 2 of the Local Government Act 2000 [\[the promotion of well-being.\]](#)
- 5 The provision, maintenance and development of Arts, Culture and Heritage services within the borough, including libraries, South Hill Park Trust client, event spaces, Tourism information (the council's third space strategy).
- 6 The provision, maintenance and development of leisure within the borough, including leisure development, sports provision (including the council's sports centres and other leisure facilities).

- 7 Measures to promote the physical health and wellbeing of borough residents – including, encouraging participation in group activities, team sports and an active lifestyle for all.
- 8 Life events: Civil registration (births, deaths, marriages and civil partnerships). The Coroner’s Service and associated functions, Easthampstead Park Cemeteries and the Crematorium (including the development of new sites) and temporary and permanent mortuary services.
- 9 To be the lead Executive Member for complaints handling. To support a positive complaint handling culture by ensuring that the Executive receives regular information on complaints that provides insight on the council’s complaint handling performance.
- 10 To be the Executive Member for emergency planning and business continuity, in line with the Civil Contingencies Act 2004. To oversee the borough’s preparedness and resilience to crisis. To champion the borough’s Community Risk Register. To lead on the joint arrangements for the provision of emergency planning, making minor changes to the partnership agreement, including the admission and removal of partners.
- 11 To be the Executive Member on the Joint Public Protection Committee. To exercise the executive decision making delegated to this committee by council. To make minor changes to the partnership agreement, including the admission of new partners and service scopes.
- 12 Public Protection (Environmental health) including:
 - Food and safety control.
 - Control and monitoring of pollution and statutory nuisances.
 - Infectious disease and pest control.
 - Animal control.
 - Damp and mould.
 - Environmental Crime (fly-tipping, dumping and Removal and disposal of abandoned vehicles).
- 13 Public Protection (Trading Standards) including:
 - Weights and measures.
 - Fair trading.
 - Trade description.
 - Consumer credit and safety.
 - Consumer complaints.
- 14 Public Protection (Health and Safety) including:
 - Health, safety and welfare of people at, or affected by, work (functions that are not within the purview of the Health and Safety Executive).
 - Promotion of health education and home safety.
- 15 Any licensing functions, which are Executive Functions, and do not fall within the remit of the Licensing and Safety Committee.
- 16 Responsibility for covert monitoring covered by the Biometrics and Surveillance Camera Commissioner and Investigatory Powers Commissioner’s Office.

- 17 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Planning, Transport and Countryside - Cllr Guy Gillbe

The **Executive Member for Planning, Transport and Countryside** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Place: Including development control, town planning, building control, traffic and highways management, parking control and development, EV charging infrastructure and borough parks, countryside and the protection of our biodiversity.
- 2 The functions of the Council under Town and Country Planning legislation.
- 3 The functions of the Council under the Building Acts.
- 4 The functions of the Council as Local Highway Authority.
- 5 The functions of the Council as Streets Authority (including on-street parking.)
- 6 The functions of the Council under the Road Traffic Regulation legislation and in respect of road closures.
- 7 The functions of the Council under the Traffic Management Act 2004.
- 8 The functions of the Council relating to Public Rights of Way, cycle routes and pedestrian ways and recreational routes for the Borough. Including Road Safety.
- 9 The maximisation of income to the Council via contributions from external sources as a result of planning consents and agreements.
- 10 The parking of vehicles in respect of Council functions and Orders where these relate to the public highway (other than abandoned vehicles and street trading)
- 11 Car Park management and maintenance (including on-street schemes and the provision of car parking solutions.)
- 12 The functions of the Council under the Transport Act 1985 and making representations and objections in respect of applications under HGV licensing legislation.
- 13 To oversee the conservation and promotion of the borough's natural heritage. To enhance biodiversity through habitat preservation, the management of recreational parks, open spaces, and countryside areas to provide leisure opportunities while maintaining ecological balance. This including the management of the Look Out.
- 14 Tree management – the provision of tree advice and support services to land managers.

- 15 Any functions under any Planning and development control which are Executive Functions, and which do not fall within the remit of the Planning Committee.
- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible. These including regional and sub-regional planning and transportation matters.

Executive Member for the Environment, Community and Housing – Cllr Helen Purnell

The **Executive Member for the Environment, Community and Housing** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of the environmental services, services to keep the community safe and address the housing needs of the borough. To build and sustain resilient communities, that work together, based on trust, respect and mutual understanding.
- 2 Engaged and empowered Communities development: Responsible for Community Cohesion, focusing on building social capital and enhancing community resilience.
- 3 Empowerment of Civic Participation and Community Engagement: empowering community involvement and advancing civic participation for all communities and demographic groups. To encourage active participation in local activities while fostering collaboration with community organisations to promote community cohesion.
- 4 Facilitation of Inclusive Decision-Making Processes: facilitate community involvement in civic life by engaging with residents and community groups. Ensuring that the voices of all stakeholders are heard and considered in local governance.
- 5 Lead for the 3rd sector: voluntary and community groups. To collaborate with third sector groups to promote building of social capital, fostering trust and social cohesion. Encouraging civic participation through volunteering, capacity-building and co-designing, and co-delivering services. The distribution of grants and funding programs to ensure they thrive and address community needs.
- 6 To chair the Town and Parish Councils Liaison meeting.
- 7 The Council's arrangements to meet the requirements of Equalities legislation (public sector equalities duty).
- 8 Lead waste management and reduction strategies aligned with national and local "reject, reduce, reuse, and recycle" objectives, while promoting community engagement and advocating for sustainable infrastructure. Champion the circular economy principles and build a greener future for the community (incl: Household recycling centres, waste fleet and weighbridges).
- 9 Environmental Services: Public cleansing, including street sweeping, cesspools and private sewers. Public Conveniences, Grounds maintenance, other than countryside maintenance (excluding tree management). Rural hedges and ditches. Environmental improvement schemes not covered in any other portfolio.

- 10 Closed landfill sites and associated surveillance, management and land utilisation.
- 11 The Council's functions as a Housing Authority, including the prevention of homelessness, the adequate provision for rough sleepers and those in need of temporary accommodation. The fair administration of the allocation of housing and ensuring that people in the borough have safe & affordable places to live. To represent the Council on the Strategic Housing Partnership.
- 12 The council's landlord function (non-commercial), for the provision of temporary accommodation and any other housing stock held by the council. This to include safety of these homes, and their repairs and maintenance.
- 13 The facilitation of delivering additional affordable homes within the borough, including ensuring sufficient provision for those with care and support needs (incl: adaptations).
- 14 The community safety statutory partners, including liaison with Royal Berkshire Fire and Rescue Service, Thames Valley Police. Liaison and engagement with the Office of Police and Crime Commissioner, including attending partnership boards and decision-making bodies.
- 15 To be responsible for meeting the council's statutory duties in relation to: Prevent, Serious violence, domestic abuse, and Youth Justice. To hold responsibility for prevention and reduction of anti-social behaviour and the statutory notices and actions that are associated with this area of work.
- 16 To issue and/or extend Public Spaces Protection Orders, and the use of CCTV systems in public places. Responsibility for overt monitoring covered by the Biometrics and Surveillance Camera Commissioner.
- 17 Any functions under Environment, Community Safety or Housing which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 18 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible. To serve on Executive Committee (e.g. Joint Waste Disposal Board).

Executive Member for Children and Young People – Cllr Roy Bailey

The **Executive Member for Children and Young People** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of services for Children and young people. To keep children safe and able to thrive. To address the needs of each child in the borough, their parents, carers, guardians, and ensure that the borough has a child focus. To collaborate with partners to drive positive change for children. The fostering educational excellence and promoting positive outcomes for children, as they fall under the Director of Children Service (DCS)'s purview (Children's Act 2004).

- 2 To be the Executive Member responsible for the provision of services to children with Special Educational Needs and Disabilities (SEND) shaping policies, practices, and resources to enhance the lives of children with SEND.
- 3 The Council's responsibilities for schools and the provision of education and learning. This to include apprenticeships, alternative provision and related matters. Virtual and extended schools, admissions, attendance, and elective home education.
- 4 The provision of home to school transport services. The provision of travel training and pathways to independent travel for children and young people.
- 5 Supporting parents, carers and guardians to ensure that children are safe and thrive. The supportive services for this group, including after-school clubs, breakfast clubs and support during school holidays.
- 6 The Council's responsibilities for Adult and Community Learning. This to include further and higher education provisions and providers (including sports academies providing education), as part of life-long learning.
- 7 The Council's responsibilities for children's social care and related matters including transition to adulthood. Holding the Executive Member responsibility for inspections, including the Inspection of Local Authority Children Service (ILACS) and Joint Targeted Area Inspections (JTAI).
- 8 The Early Years and Childcare Services, provided in the community (nurse provision, child minders and pre-schools services).
- 9 The provision of services for children and families who require support to achieve positive outcomes but who do not require a statutory intervention, including the provision of high quality universal and targeted early and family help, and youth work provision.
- 10 The Council's responsibility to young carers, ensuring their needs are assessed and they are supported through transition into adulthood.
- 11 To be the Executive Member with responsibility for Permanency. Representing the Council on the Berkshire Adoption Panel. Representing the Council on the Bracknell Forest and Windsor and Maidenhead Joint Fostering Panel.
- 12 To lead on corporate parenting, looked after children and care leavers. Championing the needs of looked after children in and from the borough.
- 13 To lead on the relationship with health for the provision of Child and Adolescent Mental Health Service (CAMHS)
- 14 Liaison with other providers of services to children and young people.
- 15 Any functions under Children, Families and learning which are Executive Functions, and which do not fall within the remit of another Executive portfolio.

- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Adults and Public Health - Cllr Megan Wright

The **Executive Member for Adults and Public Health** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Adult Social Services (including commissioning and market management of the provider market), services to address mental and physical health needs of the community and public health and well-being needs of the borough.
- 2 The promotion and implementation of “Health in all policies” to improving health and health equity across all service providers within the borough. To lead on addressing the wider determinants of health in all activities that the council undertakes.
- 3 Lead the relationship with the NHS and its Trusts, providers and ancillary services. The effectiveness of the provision of health services to the borough residents.
- 4 Council services within hospitals, including hospital discharge, continuing health care assessments and social work practise in health settings.
- 5 Lead responsibility for Adult safeguarding and the protection of vulnerable people in all settings.
- 6 The Health & Wellbeing Board, liaison and joint commissioning with providers of health services, the Council’s function on Public Health.
- 7 The Executive Member for community mental health, including those seeking help with drug or alcohol addiction, high risk behaviours and suicide prevention.
- 8 To represent the Council on the Supporting People Commissioning Body. To represent the Council on the Older People’s Forum.
- 9 To lead on independent living, including Disabled Facility Grants, Adaptations (prescribed by Occupational Therapists) and social prescribing. Support the voluntary sector to help reduce isolation and loneliness.
- 10 To represent the Council as a member for the South East Councils with Adult Services responsibilities.
- 11 The Executive Member for the provision of services to adults with learning and intellectual disabilities.
- 12 To lead on sexual and reproductive health.
- 13 The Executive Member for telecare, assistive technology and services provided by ForestCare, including Out of Hours services.

- 14 The Executive Member for carers providing support to adults (paid or unpaid care) with health or social care needs.
- 15 Any functions under Adult health and social care which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Finance and Corporate Improvement Councillor Kathryn Neil

The **Executive Member for Finance and Corporate Improvement** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of the financial resources of the council, including accountancy services, payments, procurement and income management. To have responsibility for the staff of the council, including their welfare, wellbeing and relationship with the council.
- 2 The formulation of the Council's annual revenue budget, and its implementation following its approval by Council.
- 3 The formulation of the Council's annual capital budget, and its implementation following its approval by Council.
- 4 The powers and duties of the Council for the collection of local taxes, fee income, charges and debt recovery.
- 5 Financial (including investment and insurance) management, and management of the Council's balances.
- 6 The procurement processes and practises within the council. This to include the procurement obligation to obtain social value for the council's purchasing activities.
- 7 To act as lead Member in relation to risk management and audit responsibilities which are not covered by the Governance and Audit committee.
- 8 To be the joint Executive Member for the council's property joint venture. Holding a board role on the Cambium Partnership.
- 9 The Executive Member for the Business Change programme and Corporate Improvement.
- 10 Employee relations, and staff well-being and welfare. Relationship with Trades Unions, employee associations and staff networks. To be the link with the national pay bodies and employer groups.
- 11 Staff training and development. To lead on being an employer of choice (recruitment, retention and staff performance management). Staff apprenticeships and being a learning organisation.

- 12 Any functions under the resources and finance responsibility which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 13 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Economy and Regeneration - Cllr Paul Bidwell

The **Executive Member for Economy and Regeneration** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of services to business, the economy and the regeneration of the borough. To lead on the council having effective communications with residents, stakeholders and other place partners. To lead on the council's property assets, to maximise the estate to achieve the council's financial and community objectives.
- 2 The management, maintenance, improvement, development and redevelopment of Bracknell Town Centre. To have delegated authority to vary the Development Agreement with Bracknell Regeneration Partnership (BRP) regarding the early transfer of land and property interests acquired under the Compulsory Purchase Order (CPO).
- 3 The Executive Member for economic activity, business health and employment. This to include development of Business Improvement Districts, employer forums and working with business representative groups like the Chambers of Commerce.
- 4 To lead on making the borough attractive for inward investment; working to retain businesses and help attract new sectors to the Bracknell Forest area.
- 5 To be the joint Executive Member for the council's property joint venture. Holding a board role on the Cambium Partnership.
- 6 To lead on Markets within the borough, including Bracknell Town Centre.
- 7 The management of all property and land owned by the Council, including the council's commercial investment portfolio. To lead on maximising the benefits of the estate including sales, acquisitions and disposals to achieve the council's asset strategy.
- 8 Strategic and planned maintenance of all Council properties, other than housing properties, as part of the council's corporate landlord.
- 9 The corporate public relations, marketing and communications function. To lead on the quality of the engagement with residents, including surveys, questionnaires and formal and informal consultations (not including staff consultations). The Council obligations under the transparency code and open government.
- 10 Any functions under property, regeneration, business engagement or communications which are Executive Functions, and which do not fall within the remit of another Executive portfolio.

- 11 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.