

Executive Members Portfolios (The City Mayor's Scheme of Delegation)

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Preface

Leicester has an elected City Mayor. The City Mayor leads the Council and has overall responsibility for the delivery of council services. He is directly accountable to local people.

To help him oversee the delivery of council services and plans for change he has appointed 3 Deputy City Mayors and a number of Assistant City Mayors. These councillors are referred to as Executive Members.

The City Mayor has given the Executive Members areas of responsibility. These are referred to as portfolios and are set out in this document.

Executive Members work closely with Directors of the relevant services to oversee the Council's operations in their portfolio and support the delivery plan.

There is a need to ensure that departments work together and services are integrated. Many of the areas of responsibility overlap. In many instances an Executive Member may take the lead on one area but the responsibility is shared across the Executive. This is particularly the case for equalities which underpins all the portfolios.

The City Mayor and Executive Members work collaboratively to ensure council departments and initiatives are joined up and make effective use of the Council's budget and other resources.

The Executive have regular briefings and meetings to identify related issues and the overall direction for the council.

Decisions taken by the Executive are usually taken by an individual Executive Member but could be taken collectively at a public meeting. Either way these are published on the Council's website.

The City Mayor and the Executive are committed to engage with citizens and partners and to ensure that the decision making process is transparent. This document supports this commitment by setting out who leads on what function.

Who takes Decisions?

The City Council has agreed a constitution which sets out how it operates, how decisions are made and the procedures which are followed. The law requires some of these processes, while others are a matter of local choice. The Constitution specifies which matters are the remit of Council. These will either be designated for decision-making by Full Council, (such as the Budget, the Constitution and the Policy Framework comprising various specific plans and strategies) or by a Committee of Council (various regulatory functions). The remaining functions are Executive functions.

The City Mayor is responsible for the allocation and discharge of all Executive functions and may decide how Executive functions are to be exercised.

Executive functions, with the exception of those reserved to the City Mayor (listed on page 5), are delegated to officers. The City Mayor can take back any delegation to officers and refer decisions to an Executive Meeting, an individual Executive Member or another authority.

Where a decision falls across more than one portfolio it will be subject to consultation with all relevant Executive Members.

Directors identify issues which may require Executive Member involvement or decision. These are logged and considered via regular briefings with the relevant portfolio holder(s). The City Mayor considers whether any of these issues should be referred to the Executive for decision (effectively taking back the delegation to officers). The City Mayor will nominate the decision-maker.

At present the City Mayor determines whether issues should be determined by the Executive/Executive member on a case by case basis. Should he determine that specific issues be referred for decision to an individual Executive Member on an on-going basis it will be recorded in this scheme.

This document will be subject to regular review by the City Mayor and an up to date version maintained on the City Mayor's web pages.

Notes

Within each portfolio is the ability to:

- determine policy and exercise all executive functions with regard to matters within the portfolio
- keep under review and be responsible for the implementation of all new legislation or guidance relating to the discharge of its functions.
- determine matters of strategy and operational procedures and practices and to major initiatives and reviews
- exercise an overview and co-ordinate of work

City Mayor: Sir Peter Soulsby

Responsibilities	Lead Director
Strategic planning and regeneration.	Director Planning, Development & Transport
Economic development including inward investment, skills and employment and marketing.	Director Planning, Development & Transport
Museums and heritage interpretation.	Director of Tourism, Culture and Inward Investment
City Centre Management.	Director City Centre
Market Service and improvement.	Director Planning, Development & Transport
Transport Policy and Strategy/Traffic Management/Highways Design and Maintenance <ul style="list-style-type: none"> • Transport and highway infrastructure. • Traffic regulations. • Public transport and access. • Liaison with public passenger transport providers. • Road safety and road education 	Director Planning, Development & Transport
Property and assets, including <ul style="list-style-type: none"> • Corporate and financial interests of the City of Leicester in relation to the management of and transactions affecting land in public ownership. • Council's land transactions. • Management, staffing and control of any buildings used for the business of the Council. 	Director Estates and Building Services
Constitution, members and civic services, electoral services.	Director of Delivery, Communications and Political Governance
Emergency planning and resilience.	Director of Delivery, Communications and Political Governance
Financial strategy and oversight of financial management.	Director Finance
Corporate Management. Legal Services. Human Resources.	Head of Paid Service City Barrister/Solicitor and Head of Standards Directors and Head of Service with responsibility for HR services
Responsibilities of the Council and all related issues in respect of the Leicester, Leicestershire and Rutland Combined Fire Authority, the Leicestershire Magistrates Courts Committee, the Rent Office Service, and the Coroners' Service.	Head of Paid Service
Orders temporarily prohibiting the holding of processions when requested by the Police.	Director Delivery, Communications and Political Governance
Information and Community Technology (including information assurance)	Director Finance

Policy development, strategy and delivery - including full oversight of the delivery of the policy programme and priorities.	Director Delivery, Communications and Political Governance
Communications and consultation.	Director Delivery, Communications and Political Governance
Procurement Services and Strategy	City Barrister/Solicitor and Head of Standards
Through the Jobs and Skills services, create jobs, secure external funds and tackle worklessness.	Director Tourism, Culture and Inward Investment and Director Planning, Development & Transport

Executive Decisions Reserved to the City Mayor

1. Recommend to the Council, its (i) Policy Framework, (ii) Budget and (iii) amendments to the Constitution.
2. Recommend to Council the making of bye laws.
3. Recommending the promotion or opposition of a personal or local Bill in Parliament.
4. Determining policy for the granting of rate relief, except in circumstances where the relief delivers a government policy with the Government meeting the cost.
5. A decision as to whether the Council should act as an accountable body in relation to any project or funding programme, subject to a de minimus level of £100,000.
6. Granting pension fund admissions or otherwise supporting admission agreements.
7. Determining discretions available under pension fund regulations.
8. Freehold acquisitions, disposals and appropriations of property (excluding Right to Buy and Leasehold Reform Act sales and those matters covered under paragraph 9 below, but, in all cases, only where the market value exceeds £500,000. If the property in question is to be disposed or acquired by the means of an auction, then the market value should be estimated in advance by the responsible Director for the purpose of this reservation*
9. Expenditure on an individual site (acquisition of land/buildings and/or construction) for Affordable Housing which exceeds £1m.
10. Disposals of land and property at less than best consideration.
11. Those powers delegated to the City Mayor by the Council when approving the budget or capital programme. Currently these are:-

Revenue Budget – Delegations Approved by Council 22 February 2023

- a) Budget Ceilings - Authority to increase or reduce any budget ceiling. The maximum amount by which any budget ceiling can be increased during the course of a year is £5m. Increases or reductions can be carried out on a one-off or permanent basis.

b) Corporate Budgets –

- i) To determine the use of the corporate contingency.
- ii) Any policy decision relating to the provision in miscellaneous corporate budgets, (policy decisions will include use of the provision for waste re-procurement and the provision for residual ASC reforms);
- iii) To determine the use of the provision for Education Funding reform.

c) Earmarked Reserves

- i) To create or dissolve earmarked reserves. In creating a reserve, the purpose of the reserve must be clear.
- ii) To determine the use of any remaining balance when an earmarked reserve is dissolved.

Capital Programme - Delegations Approved by Council 22 February 2023

- a) Authority to determine a plan of spending for each policy provision, and to commit expenditure up to the maximum available.
- b) Authority to increase any scheme in the programme, or add a new scheme to the programme, subject to a maximum of £10m corporate resources in each instance.
- c) Authority to reduce or delete any capital scheme, subject to a maximum reduction of 20% of scheme value for “immediate starts”.
- d) Authority to transfer any “policy provision” to the “immediate starts” category.

In respect of Government investment programmes for which the Council receives grant as the accountable body to the Leicester and Leicestershire Enterprise Partnership (LLEP)
Delegations Approved by Council 22 February 2023

- a) Approval to accept the Government offers of funding and to add this to the capital programme.
- b) Approval to commence City Council schemes funded by the programme.

Housing Revenue Account Budget and Capital Programme - Delegations Approved by Council 22 February 2023

- a) Authority to increase any scheme in the programme, or add a new scheme to the programme, subject to a maximum of £10m corporate resources in each instance.
- b) Authority to reduce or delete any capital scheme, subject to a maximum reduction of 20% of scheme value for “immediate starts”.
- c) Authority to transfer any “policy provision” to the “immediate starts” category.
- d) Agree to delegate to the City Mayor the authority to reduce District Heating service charges by the extent to which this represents a change to the cost of providing those services.

Deputy City Mayor with responsibility for Culture, Leisure, Sport and Regulatory Services: Councillor Piara Singh Clair

The Deputy City Mayor Culture, Leisure, Sport and Regulatory Services will deputise for the City Mayor on all areas of policy, responsibilities and all other matters as required.

Responsibilities	Lead Director
Regulatory Services including Taxi and Private Hire Licensing.	Director Neighbourhood & Environmental Services
Working with the Licensing Committee particularly the cross-cutting issues and oversight of this economically important taxi and private hire trade, including the provision of adequate ranks, the age and condition of vehicles and robust but fair inspection, improving the relationships with operators while ensuring safeguarding the public.	Director Neighbourhood & Environmental Services
Neighbourhood Enforcement Services including Community Wardens Dog and Pest Control	Director Neighbourhood & Environmental Services
Tourism: including marketing and promoting the City and creating jobs in the tourist and visitor economy.	Director City Centre
Bereavement Services including establishing an affordable undertaking service.	Director Neighbourhood & Environmental Services
Festivals and Events Service.	Director Tourism, Culture and Inward Investment
Sports Services and Centres.	Director of Public Health
Sport and Leisure facilities – development of investment plan to improve the network of facilities.	Director of Public Health
Make Leicester a more active city.	Director of Public Health
To ensure that there is a good range of opportunities for organised sport and physical activity in all our communities for people of all ages.	Director of Public Health
Public Conveniences.	Director Neighbourhood & Environmental Services
The City's Museums.	Director Tourism, Culture and Inward Investment
Planning and Development Control.	Director Planning Development & Transportation.
Building Control and Enforcement.	Director Planning Development & Transportation.
Together with the Deputy Mayor for Transport, Clean Air and Climate Emergency, conservation and protection of the built environment.	Director Planning Development & Transportation.
To do more to protect, enhance and value the city's heritage and built environment.	Director of Tourism, Culture and Investment
Council Parks, Play Areas and Open Spaces, including work to protect, develop and promote	Director Neighbourhood & Environmental Services

their wider use to focus on protecting and enhancing the biodiversity of the city.	
Community Safety including:- <ul style="list-style-type: none"> • The Leicester Community Safety Partnership. • The Council's Community Safety Strategy • CrASBU • Links with the Police. 	Director Neighbourhood & Environmental Services and Director of Children's Social Care and Community Safety
Community Cohesion and the Prevent Agenda	Director Neighbourhood & Environmental Services and Director of Children's Social Care and Community Safety
To build community partnerships with schools and community organisations to tackle hate crime	Strategic Director for Social Care and Education and Director Neighbourhood & Environmental Services
Neighbourhood including working with the Police	Director of Neighbourhood & Environmental Services
Council responsibilities in all related matters in respect of the Police and Probation Services	Director of Neighbourhood & Environmental Services
Citywide CCTV	Strategic Director of City Development and Neighbourhood Services
With the Deputy Mayor for Transport, Clean Air and Climate Emergency, to work to deliver net zero in the portfolio area	Director Planning Development & Transportation.
You will further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to the portfolio.	Director of Delivery, Communications and Political Governance
Ward Community Budgets	Director of Delivery, Communications and Political Governance

Deputy City Mayor with responsibility for Transport , Clean Air and Climate Emergency: Councillor Adam Clarke

Responsibilities	Lead Director
<p>The following Council Services:-</p> <ul style="list-style-type: none"> • Energy & Sustainability • Environmental protection services including air quality, pollution control, flood planning, natural environment, conservation and improvement of water courses; • Street cleaning, litter and vandalism removal services; • Waste management and recycling services; • Street lighting; • Emergency Planning & Resilience; • Highways & Transport; and • Residents' parking and other schemes that improve residential streets. 	
<p>To deliver the Climate Emergency Strategy – to work towards a zero carbon, climate resilient city.</p>	<p>Director Estates and Building Services</p>
<p>Ensure that energy consumption is both minimised and accords with environmental best practice.</p>	<p>Director Estates and Building Services</p>
<p>To develop and deliver the sustainable transport policy, including accelerating the development of cycling, walking and public transport being the chosen methods of transportation for many more people in Leicester.</p>	<p>Director Planning, Development & Transport</p>
<p>Work to achieve a significant step change in the reduction of the Council's and City's carbon footprint to mitigate the impact of climate change.</p>	<p>Chief Operating Officer Director Planning, Development & Transport and Director Estates and Building Services</p>
<p>The conservation and protection of the built environment. (With the Deputy City Mayor for Culture, Leisure, Sport and Regulatory Services)</p>	<p>Director Planning, Development & Transport</p>
<p>To drive the delivery of the Air Quality Action Plan to improve air quality.</p>	<p>Director Planning, Development & Transport</p>
<p>Tree Strategy including to extend Leicester's tree canopy coverage, planting more than one tree for any tree lost.</p>	<p>Director Planning, Development & Transport</p>
<p>Continue to convert Council fleet vehicles to clean energy/low emission vehicles and to support the take up of clean energy/low emission taxis and buses through a new Bus Partnership.</p>	<p>Director Planning, Development & Transport, Director of Housing and Director Neighbourhood & Environmental Services</p>
<p>To make a further 230 streets 20mph zones, as well as being responsible for residents parking in the city.</p>	<p>Director Planning, Development & Transport</p>
<p>To explore and introduce, if appropriate, a Workplace Parking Levy for Leicester.</p>	<p>Director Planning, Development & Transport</p>
<p>Leicester Eco-Schools Programme to deliver high quality environmental education and engage young people.</p>	<p>Director Education and Children's Services</p>
<p>Cultural Quarter</p>	<p>Director Tourism, Culture and Inward Investment</p>
<p>To be the Council's Heritage Champion</p>	<p>Director Planning, Development & Transport</p>
<p>With the Deputy City Mayor for Culture, Leisure, Sport and Regulatory Services, the conservation and protection of the built environment.</p>	<p>Director Planning, Development & Transport</p>

The Highways & Transport Strategy	Director Planning, Development & Transport
Highways surfaces, pavements, bridges and watercourses	Director Planning, Development & Transport
Street Lighting.	Director Planning, Development & Transport
Street Cleansing, litter and vandalism removal services	Director Neighbourhood & Environmental Services
To prepare in good time for the re-tendering of the Waste Management Contract.	Director Neighbourhood & Environmental Services
Waste management and recycling services, working towards a circular economy for waste and resources in the City encouraging reuse, recycling and waste minimisation and oversee our relationship with our waste collection and treatment contractor.	Director of Neighbourhood & Environmental Services
The ethical labour market, manufacturing, and the Leicester labour market partnership	Director Tourism, Culture & Inward Investment
Further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to the portfolio.	Director of Delivery, Communications and Political Governance

Protecting vulnerable children is a top priority and you will ensure our safeguarding children's arrangements are effective and robust.	Director Children's Social Care & Early Help
Ensure a targeted and effective Youth Service in the City.	Director Children's Social Care & Early Help
Ensure an effective Youth Offending Service.	Director Children's Social Care & Early Help
Provide a housing adaptation service for homeowners and a programme of housing adaptations for people with disabilities moving in Council properties.	Director Children's Social Care & Early Help and Director Adult Social Care and Safeguarding
Provide support to our Adventure Playgrounds.	Director Children's Social Care & Early Help
Tackle holiday hunger through appropriate mechanisms.	Principal Education Officer
Anti-poverty initiatives and activities.	All Directors
Campaign to maximise welfare take-up so that everyone in Leicester receives their benefit entitlement.	Director of Finance
To be the Council's Reading Champion	Principal Education Officer
The recruitment, training & retention of Child Minders.	Director Children's Social Care & Early Help
With the Deputy Mayor for Transport, Clean Air and Climate Emergency, to work to deliver net zero in the portfolio area;	Director Planning Development & Transportation.
Further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to the portfolio.	Director of Delivery, Communications and Political Governance

Assistant City Mayor for Education and Housing: Councillor Elly Cutkelvin

Responsibilities	Lead Director
Carry out the responsibilities as set out in the current description of the Children's and Schools portfolio as detailed in the Council's Constitution and determined by statute	Strategic Director Social Care and Education
To oversee the significant investment in our Primary and Secondary Schools	Director Estates and Building Services
<p>Learning Services</p> <ul style="list-style-type: none"> • Early Years Settings and School quality and standards. • Special Educational Needs & Special Needs Teaching Service. • The Children's Educational Psychology Service. • Behaviour Support Service. • Education Welfare. <p>Young Peoples Services</p> <ul style="list-style-type: none"> • School Placements and Admissions and Sufficiency. • School Assets. 	<p>Principal Education Officer</p> <p>Director of Capital Programmes</p> <p>Director of Capital Programmes</p> <p>Principal Education Officer</p> <p>Principal Education Officer</p> <p>Director of Capital Programmes</p> <p>Director of Capital Programmes</p>
To work with our family of schools, and providing a supportive network	Principal Education Officer
Raise school attainment levels and education outcomes for our school children year on year for the next four years.	Principal Education Officer
To ensure that there are mechanisms in place to actively engage with and listen to our children and young people.	Director Children's Social Care & Early Help
To develop a School Readiness Strategy.	Director Children's Social Care & Early Help
Ensure every young person will be in education, employment or engaged in a work-based training programme	Director Tourism, Culture & Inward Investment
Enable all children in Leicester to go to a good or outstanding school.	Principal Education Officer
Support to move from school to FE/HE/apprenticeships/employment/work-based learning programmes.	Director Tourism, Culture & Inward Investment and Principal Education Officer
Maintaining the adult education service with an improved offer for careers advice, ex-offender programmes, digital technology and English language courses.	Principal Education Officer
<p>The following Housing Services:-</p> <ul style="list-style-type: none"> • Housing Options 	Director Housing

<ul style="list-style-type: none"> • Housing Repairs • Tenancy & Estate Management Service • Private Sector Housing Team • Gypsy and Traveller Authorised Site Management; • Housing Development Team • The Multi-Agency Travellers Unit <p>Specifically :-</p> <ul style="list-style-type: none"> • Maintaining high quality performance across housing services bringing creativity and innovation to improve the performance and finding solutions to problems people face in meeting their housing needs. • Tenant participation. • Monitoring of existing housing accommodation. • Consideration of future needs for housing. • Implement the Homelessness Strategy to reduce the number of families and individuals placed in temporary accommodation and to ensure that no one has to sleep rough on our streets. • Seek authorisation of all possible funding from Government to build new council and other affordable homes in the City. • Use every opportunity to continue and to restart programmes of private housing renewal. • Develop a new local standard for energy efficiency, safety and overall quality of private rented homes. • Promote private landlord and housing association responsibility. • Introduce a landlord licensing scheme to help protect all rented housing tenants. • Declaration of any Compulsory Purchase Order relating to the Empty Homes Strategy and build on the progress of getting empty homes back into use. • Working with Council tenant set new high service standards for maintenance and repairs. • Continue to simplify and extend the Leicester Home Choice system and the Council's housing allocation policies. • Protect the most vulnerable homeless people. • Continue to invest in Council estates. • Use the Housing Company to tackle housing shortages. 	
<p>With the Deputy Mayor for Transport, Clean Air and Climate Emergency, to work to deliver net zero in the portfolio area</p>	<p>Director Planning Development & Transportation.</p>
<p>Further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to the portfolio.</p>	<p>Director of Delivery, Communications and Political Governance</p>

<ul style="list-style-type: none"> • As Armed Forces Champion, to support our work as part of our commitment to supporting the Armed Forces. • Allotments, Community Food Growing and the Council's Food Plan. • Social Inclusion and the relationship with Health. • To ensure that every Neighbourhood Services and front facing Council operated community buildings should have dedicated wellness features, such as Mental Health first aider etc. • With the Deputy Mayor for Transport, Clean Air and Climate Emergency, to work to deliver net zero in the portfolio area. • Further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to your portfolio. • Neighbourhood Services, including Libraries and Community/Neighbourhood Centres. 	<p>Director of Delivery, Communications and Political Governance.</p> <p>Director of Neighbourhoods and Environmental Services Strategic Director of Social Care and Education</p> <p>Director of Neighbourhoods and Environmental Services Director Planning Development & Transportation.</p> <p>Director of Delivery, Communications and Political Governance Director of Neighbourhoods and Environmental Services</p>
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Assistant City Mayor for Policy, Delivery, Communications and Levelling Up: Councillor Danny Myers

Responsibilities	Lead Director
<p>The following Council Services:-</p> <ul style="list-style-type: none"> Jobs and skills services, including our relationship with Leicester and Leicestershire Economic Partnership, the Adult Education Service, those responsible for Council owned workspaces, apprenticeships, graduate retention, and our Skills Training services, and the Leicester Board. Adult Education Service Leicester employment and growth hub related services. Procurement and local purchasing services. The Smart Cities team. Council wide traded or entrepreneurial services, including the City Catering service; and Communications, Marketing and our Press, Media & Digital Media services. 	<p>Director of Tourism Culture and Inward Investment</p> <p>Director of Delivery, Communications and Political Governance</p>
Policy Development	Chief Operating Officer
The Council's role in securing inclusive and sustainable economic growth for Leicester	Chief Operating Officer
Maximising growth funding opportunities at a national level	Chief Operating Officer
Maintaining effective knowledge of and links to the national Levelling up agenda	Chief Operating Officer
Exploring opportunities for generating revenue, including through different models of commercial and commissioning activity, especially those that address market failures and/or which have wider social impacts	Chief Operating Officer
Looking into the rise of entrepreneurialism in Local Government and whether and how this could benefit the Council.	Chief Operating Officer
Digital transformation and Channel Shift	Director of Delivery, Communications and Political Governance
Social Value	Monitoring Officer
Explore the policy approach to stimulating growth.	Chief Operating Officer
Creating more commercially aware Councillors and services, and addressing issues or barriers that prevent that.	Chief Operating Officer
Corporate Communications and Marketing; including Press, Media and Digital Media;	Director of Delivery, Communications and Political Governance
Making Leicester a living wage city using the Council as a provider and driver for better working conditions and workers' rights across all sectors.	Director of Finance
Further increasing what the City Council spends with local businesses, while securing more social investment, local job opportunities and training and apprenticeship opportunities through our procurement activities	Monitoring Officer
With the Deputy Mayor for Transport, Clean Air and Climate Emergency, work to deliver net zero in the portfolio area	Director Planning Development & Transportation.

Further develop the Council's online services enabling significant channel shift away from face to face and telephony, where appropriate to your portfolio.

Director of Delivery,
Communications and Political
Governance