

**Appendix 4 REDDITCH BOROUGH COUNCIL
GUIDE TO / FOR PORTFOLIO HOLDERS - UPDATED**

Portfolio Holders ('PFHs' / 'Lead Councillor/Member for...') are appointed annually by the **Leader Council** and between them cover all areas of the Council's work and responsibility.

Current Portfolios are:

Community Leadership & Partnership, inc. Vol. Sector	(Leader of the Council (ex officio))
Corporate Management	<i>(Internal systems / support services: Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council / Committee business / Council Buildings / Civic Suite / Licensing process *)</i>
Community Safety & Regulatory Services	<i>(Crime & Disorder, Safer Communities, Licensing impacts *, planning against Emergencies)</i>
Housing, Local Environment & Health	<i>(Housing & Health-related Services, Better Environment, Cleansing & Waste Management, Climate Change, Landscape / Open Space)</i>
Leisure & Tourism	<i>(Culture & Recreation, Community Training, Education, Learning & Skills, Children, Youth, Surestart)</i>
Planning, Regeneration, Economic Development & Transport	<i>(Planning & Land use, Economic Development, Public Transport)</i>

Notes:

1. "Portfolio" indicates a specified area of responsibility allotted by **the Leader** formal resolution, for the purposes listed below.
2. These allocations are deliberately 'thematic' and do not align simplistically with Officer Structures – **PFH's may have more than one Lead Officer and vice-versa.**
3. **Only the 'Strong Leader' currently has any specific authority to act without Council / Committee sanction, that authority being derived from statute, rather than the Council's Scheme of Delegation.**
4. **Opposition Groups sometimes appoint informal 'Shadow PFH's' but outside of any formal constitutional arrangement.**
5. "Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility, :

CAN NOT	1.	Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec Committee, Council, or Officer delegated authority)	
	2.	Appoint a substitute Portfolio Holder for any purpose. Only the Council can make such arrangements and authorise Members accordingly. <i>(Officer advice July 2008)</i>	
SHOULD	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Sustainable Community Strategy • Corporate Plan • Service Plans • Budgets • Performance Indicators • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as Consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as “Spokesperson” for the Council in relation to Press / Media / outside the Council, but <u>not exclusively</u> (other Members may also have this shared role) <i>(Council decision – 11th October)</i>	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility;	

		and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. <i>(Council Annual Meeting 22nd May 2006)</i>	
	6.	To exercise a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed. <i>(Exec - January 2007 / Council ...)</i>	
MAY ALSO	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. in accordance with current approved constitutional requirements.	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee in accordance with current approved constitutional requirements.	