

# **Management Committee**

## **6 June 2017**

### **Brief holder Appointments and Responsibilities**

#### **For Decision**

#### **Portfolio Holder(s)/ Briefholder**

Corporate Affairs and Continuous Improvement

#### **Senior Leadership Team Contact:**

S Caundle, Assistant Chief Executive

#### **Report Author:**

Kate Critchel, Democratic Services Officer

#### **Statutory Authority**

The Scheme of Management and Article 7 of the Constitution

#### **Purpose of Report**

- 1 To agree the allocation of briefs to members at the first meeting of the committee in the 2017-18 municipal year.

#### **Recommendations**

- 2 (a) That the Briefholder responsibilities be confirmed as set out in the appendix attached to the report.  
  
(b) That each member of the committee be appointed to the role of Briefholder with special responsibility for a specified area(s) of the council's work.

#### **Background and Reason Decision Needed**

- 3 It is a requirement of the constitution that specific responsibilities for briefholder will be determined by the Management Committee at the start of each municipal year.
- 4 The briefs were reviewed in 2007 in line with constitutional arrangements; and again in 2015 when the responsibility for the harbour was added to the Tourism Brief now known as "Tourism, Culture and Harbour".
- 5 In May 2016 as part of the work to streamline decision making for the borough, the council took the opportunity to carry out another review of the brief holder responsibilities; no further changes were made.

## **Implications**

### **Corporate Plan**

6 The briefs are linked to the Council's Corporate Plan priorities.

### **Financial**

7 The allocation of briefs does not have any revenue or capital cost implications.

## **Appendices**

8 The current list of Brief holder responsibilities is attached at appendix 1

## **Background Papers**

9 There are no background papers.

## **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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**Date:** 12 May 2017

**BRIEF HOLDER RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

**Community Facilities**

Allotments, Cemeteries and Crematorium, Clubs, Community Centres, Parks and Open Spaces, Leisure Centres, Sports Grounds, Swimming Pool, Chalets, Play Areas, Local Plans and Infrastructure, Public Conveniences

**Community Safety**

CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel

**Corporate Affairs and Continuous Improvement**

Democracy, Elections, Policy, Member Services, Risk Management Services, Legal Services, Public Relations and Publicity, Audit, Performance and Improvement, Personnel, Shared Services Project, Local Strategic Partnership, Weymouth & Portland Partnership, Relationships External to the Borough, Twinning, Relationship with Portland Town Council

**Economic Development**

Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres, Town Centre, Tourism Development

**Environment and Sustainability**

Building Control, Cleansing, Coast Protection and Policy, Conservation, Development Control, Environmental Education and Initiatives, Forward Planning, Flooding, Local Development Plan, Recycling and Refuse Collection, Sea Defences, Sustainable Development, World Heritage

**Finance and Assets**

Budget Control, Corporate Property, Council Offices, Finance Consultation, Fees and Charges, Treasury Management, Procurement, Depot, Long Term Asset Management, Property Services, Collection of Local Taxes, Leasing

**Housing**

Affordable Housing, Homelessness, Housing Advice, Housing Benefit, Private Sector Leasing Scheme, Housing Assistance and Improvements through Grants, Loans, Advice and Enforcement

**Social Inclusion**

Social Inclusion, Customer Contact Centre, Localism Project, Community Regeneration and Development, People with Special Needs and Exclusions, People element of Bereavement Service etc., Safeguarding/vulnerable adults, Health service, Public health, Health & Wellbeing Board, Voluntary Bodies and Groups

**Tourism, Culture and Harbour**

Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourist Information Centre, Seafront Management

**Transport and Infrastructure**

Highways and Traffic Management, Parking Policy and Enforcement incl. fees and charges, Public Transport, Taxis and Private Hire incl. fees and charges, Cycle Network, Footpaths and Rights of Way, Liaison with Utility Companies