

## Executive Positions 2023/24

The Leader allocates broad areas of responsibilities and functions to individual members who serve on the Executive. These areas of responsibility are called ‘Executive Portfolios’ and are decided by the Leader:

Portfolio	Name
<p>Regeneration, Communications &amp; Strategic Partnerships</p> <ul style="list-style-type: none"> <li>• Local Government Reorganisation</li> <li>• Constitution</li> <li>• Regeneration (Town Centre and Neighbourhood Centres)</li> <li>• Town Centre Management</li> <li>• Media and Communications</li> <li>• Public Consultation</li> <li>• Partnerships including county, regional and national level activities</li> <li>• Town Twinning</li> <li>• Member Services &amp; Civic Suite</li> <li>• Modern Member Programme</li> <li>• Events</li> </ul>	Leader, Richard Henry
<p>Housing and Housing Development</p> <ul style="list-style-type: none"> <li>• Housing Strategy and Policy</li> <li>• HRA Business Plan</li> <li>• Housing Development and New Homes</li> <li>• Housing Management</li> <li>• Compliance and Building Safety</li> <li>• Housing Property Services including Repairs and Maintenance &amp; Voids</li> <li>• Private rented sector</li> </ul>	Deputy Leader, Jeannette Thomas
<p>Culture, Leisure &amp; Information Technology</p> <ul style="list-style-type: none"> <li>• IT Strategy and Action Plan</li> <li>• IT Partnership with East Herts</li> <li>• Reimagining Stevenage – Cultural Strategy</li> <li>• Culture, Art and Music</li> <li>• Sport and Leisure</li> <li>• Liaison with SLM Everyone Active</li> <li>• Tourism</li> </ul>	Lorraine Rossati
<p>Resources and Transformation</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Housing Revenue Account</li> <li>• Transformation</li> <li>• Estates</li> <li>• Human Resources (including equalities and diversity for employees)</li> <li>• Emergency Planning</li> <li>• Risk Management</li> <li>• Customer Service Centre</li> </ul>	Joan Lloyd

Portfolio	Name
<p>Environment and Performance</p> <ul style="list-style-type: none"> <li>• Climate Change and Net Zero Challenge</li> <li>• Planning and Development</li> <li>• Local Development Scheme and Framework</li> <li>• Waste Collection and Recycling</li> <li>• Street Scene</li> <li>• Parks, Open Spaces and Grounds Maintenance including Greenspace Volunteers</li> <li>• Biodiversity Strategy and Action Plan</li> <li>• So Stevenage Environment Forum</li> <li>• Performance Management and Data Quality</li> </ul>	<p>Simon Speller</p>
<p>Housing and Housing Development</p> <ul style="list-style-type: none"> <li>• Housing Strategy and Policy</li> <li>• HRA Business Plan</li> <li>• Housing Development and New Homes</li> <li>• Housing Management</li> <li>• Compliance</li> <li>• Housing Property Services including Repairs and Maintenance &amp; Voids</li> <li>• Private rented sector</li> </ul>	<p>Jeannette Thomas</p>
<p>Economy and Transport</p> <ul style="list-style-type: none"> <li>• Liaison with the business community</li> <li>• Economic Development</li> <li>• Transport</li> <li>• Highways</li> <li>• Parking</li> <li>• Vocational Training and Workforce Skills including Stevenage Works</li> <li>• So Stevenage Economic Task Force</li> <li>• Business Forums</li> <li>• Stevenage High Street and liaison with the Stevenage Old Town Business and Community Partnership</li> <li>• CCTV Working Party</li> </ul>	<p>Lloyd Briscoe</p>
<p>Co-operative Council and Neighbourhood Communities</p> <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Community and Voluntary Sector</li> <li>• Neighbourhood Management and Neighbourhood Teams</li> <li>• Neighbourhood Planning</li> <li>• Empowerment of Communities and individuals (including neighbourhood and residents' meetings)</li> <li>• Partnership working at neighbourhood level</li> <li>• Children's Activities</li> <li>• Safeguarding</li> </ul>	<p>Sandra Barr</p>

Portfolio	Name
<ul style="list-style-type: none"> <li>• Child Poverty</li> <li>• So Stevenage District Children’s Trust Partnership</li> <li>• Liaison with Herts County Council and the voluntary sector on youth services provision</li> </ul>	
<p>Community Safety and Equalities</p> <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Social Inclusion Forum</li> <li>• Enforcement (including environmental action days)</li> <li>• Community Cohesion</li> <li>• Equalities and Diversity including Equalities Commission</li> <li>• Environmental Health</li> <li>• Tackling Financial Inequality</li> <li>• Licensing</li> <li>• Health and Safety</li> <li>• So Stevenage Crime and Disorder Reduction Partnership</li> <li>• Older People</li> <li>• Tackling Health Inequalities</li> <li>• Health Promotion and Education</li> <li>• So Stevenage Partnership Health Forum</li> </ul>	Jackie Hollywell

#### Executive Portfolio Holders

As delegated by the Leader, the role of Executive Members with Portfolios is to take the lead in the development and implementation of policy for her/his specific Portfolio area of responsibility.

Additionally, Executive Members:

- Advise the Council or Executive on matters concerning the implementation, monitoring and performance of services, groups of services, initiatives, and projects, particularly in relation to her/his portfolio area.
- As a member of the Executive, contribute to the collective decision-making and corporate governance of the Council.
- To monitor the performance of Portfolio functions and activities to ensure objectives and targets are achieved to deliver the Council’s corporate business strategy and political objectives.
- To advise and consult with senior managers on matters of significance for Council policy and its implementation, particularly in relation to her/his Portfolio area.
- To ensure that value for money is achieved for all citizens of the Borough.
- To represent the Council’s views to other agencies, community interests and the local, regional and national media as appropriate.
- To regularly liaise with the Leader of the Council, other Executive Members, and senior managers on strategic matters to ensure proper coordination, consistency and delivery of services within Council policy, particularly in relation to her/his Portfolio area.
- To lead the development of effective partnership working with other agencies and take responsibility for ensuring that the Council’s objectives within specific partnerships are met.

- To communicate, consult and maintain a dialogue with the communities within the Borough to ensure that the needs and desires are understood so as to maximise the quality of life for all citizens.
- To chair as appropriate meetings of Members and officers and with Council partners.
- To assist in the setting of agendas and the presentation and reporting of issues to the Council, its committees and Members' seminars.
- To ensure that all the Council's policies and practices acknowledge and reflect the diversity of the community and ensure that the delivery of Council services recognises that diversity.
- In relation to Portfolio areas, serve as the initial point of consultation for the Borough Senior Leadership team on any issues relating thereto.
- Ensure that the council's strategic business plan objectives are met.
- Where necessary, consult with the leaders of other political groups to expedite the efficient and effective delivery of Council business.
- Take decisions in the case of urgency, as set out in the Council's Constitution.
- Take a leading role in the development and implementation of policy for her/his specific Portfolio area of responsibility ensuring that other members are engaged and involved in that development.
- Take non-key decisions where required in relation to her/his specific Portfolio areas of responsibility.
- Where requested, attend meetings of Scrutiny bodies to make presentations and/or answer questions.
- Work with the Leader on setting and monitoring performance objectives for the portfolio.
- Develop and maintain a knowledge of the values and principles of Co-operative working, undertaking training where necessary.

Any decisions taken by the Leader must comply with the principles of decision making and procedural rules as set out in the Constitution.