

CONSTITUTION - PART 3 - RESPONSIBILITY FOR FUNCTIONS

(Last updated May 2018)

3. Responsibility for Executive functions

(A) CABINET RESPONSIBILITIES

PORTFOLIO(S): DEPUTY LEADER AND RESOURCES, ENTERPRISE AND ECONOMIC DEVELOPMENT

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Member for Harrogate Duchy Ward

Resources – main role

Co-ordination and planning of corporate resources, especially in relation to cross-cutting issues in order to achieve a corporate approach.

Resources - duties and responsibilities

1. To submit proposals to the Cabinet on the medium term financial strategy, capital programme and annual budget allocations.
2. To have responsibility for resource planning and management including:
 - a. Employee relations and policies relating to staff employment.
 - b. Equal opportunities policies relating to staff employment.
 - c. The Council's contract processes, including changes to procurement policy and the approved list of contractors.
 - d. The strategic implementation of IT.
 - e. Corporate land use and asset management.
 - f. Monitoring expenditure.
 - g. Implementing audit plans.
3. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:

- a. Information Technology
- b. Human Resources
- c. Finance matters
- d. Legal issues
- e. Asset Management
- f. Central Services (excluding Customer Services).

Enterprise and Economic Development - Main role

Coordinating the activities of the Council which contribute towards the achievement of Council objectives relating to the economy and enterprise.

Enterprise and Economic Development - duties and responsibilities

1. To be responsible for monitoring the implementation of Council objectives relating to tourism, economic development and enterprise by:-
 - a. Setting performance targets relating to the objectives.
 - b. Ensuring goals and milestones are met.
 - c. Reviewing relevant areas of service provision.
 - d. Developing new policies and strategies if necessary.
 - e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.
2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision making in the following areas:-
 - a. Economic development and regeneration.
 - b. Enterprise including the development of an entrepreneurial strategy for the delivery of Council services; and
 - c. The development of income generating activities for the Council.
 - d. The Council's Office Accommodation Project.

Duties and responsibilities common to all roles

1. To work with other Cabinet Members to achieve the Council's objectives.
2. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.
3. To consider and report to the Council in respect of any Notice of Motion duly referred.
4. To be responsible for preparing budget estimates and draft capital programme and to set changes for services within the ambit of the portfolio following the parameters of the budget strategy fixed by Council.