

# CONSTITUTION - PART 3 - RESPONSIBILITY FOR FUNCTIONS

(Last updated May 2018)

## **3. Responsibility for Executive functions**

### **(A) CABINET RESPONSIBILITIES**

#### **PORTFOLIO: LEADER**

Councillor Richard Cooper  
Flat 1  
107 East Parade  
Harrogate HG1 5LR  
Member for Harrogate Central Ward

#### **Main role**

To provide political leadership on behalf of residents, stakeholders and partners in the co-ordination of Council policies, strategies and service delivery.

To promote the core values and objectives of the Council.

To lead the development of local, regional and sub-regional policy and strategic partnerships.

To develop partnerships with residents and stakeholders to deliver our strategic objectives and provide good quality services.

To chair Cabinet

#### **Duties and responsibilities**

1. To be the Cabinet Member having strategic responsibility for decision making in the following areas:-
  - a. Policy initiatives including publication of the Council's Corporate Plan.
  - b. Ensuring value for money and demonstrating that in external and internal assessments.
  - c. Communicating the Council's vision, values and objectives to Councillors, staff and the Unions and to residents and other stakeholders.
  - d. Relevant Local Enterprise Partnerships and other regional and national agencies.
  - e. Policy in respect of the Harrogate Convention Centre and the Council's

relationship with the Management Board.

- f. Strategic risk management.
  - g. Political leadership of the Council's own improvement agenda.
2. To take up membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Council's own initiatives.
  3. To be the Cabinet Member with overall responsibility for strategic risk management and decision-making in respect of Executive functions and operational risk management in respect of functions within this portfolio.
  4. Co-ordination of the implementation of policies and strategies especially in relation to cross-cutting issues to achieve a corporate approach.
  5. Implementation of an effective performance management framework including co-ordinating and monitoring the implementation of corporate policies through:
    - a. Strategic monitoring of the content and production of the Corporate Delivery Plan.
    - b. Leading on the setting of corporate objectives and performance indicators.
    - c. Establishing the implementation and monitoring of systems, in liaison with other Cabinet Members, to ensure that management and departmental performance plans are consistent with corporate strategies and policies.
  6. To ensure that systems exist to appraise the performance of senior managers.
  7. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:
    - a. Customer Services.
    - b. Grant funding.
  8. To have overall responsibility, at the political level, for ensuring that financial, staffing and other resources are adequate both in the functions listed at 6 above and generally across the Authority to meet the Council's obligations, aims and objectives.
  9. 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.
  10. To consider and report to the Council in respect of any Notice of Motion duly referred.

11. To be responsible for preparing budget estimates and a draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.