

CHAIR OF APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

To chair meetings of the Appointments and Conditions of Service Committee, the functions of which are:

- (i) to undertake the appointment process in respect of the Chief Executive and Corporate Directors; (long listing, short listing and formal interview) and, subject to having ascertained the views of the Executive Board in accordance with Standing Orders, to make recommendations to Council;
- (ii) to determine the terms and conditions of City Council colleagues and procedures for disciplinary action and dismissal;
- (iii) to designate proper officers;
- (iv) to designate officers as Head of Paid Service , Section 151 Officer and as Monitoring Officer and to ensure the provision of sufficient colleagues and other resources;
- (v) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- (vi) to receive reports on action taken in respect of terms agreed for the Chief Executive, Corporate Directors or Service Directors to leave the employment of the Council where those terms included compensation;
- (vii) to determine redundancies and efficiency retirements for Corporate Directors and Service Directors and to determine efficiency retirement for the Chief Executive;
- (viii) to appoint an independent person to investigate matters of misconduct and capability involving the Chief Executive, the S.151 Officer and Monitoring Officer.

Skills and Knowledge for Chair of Appointments and Conditions of Service

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and members of the public• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Political Understanding <ul style="list-style-type: none">• Understanding of working across political boundaries to foster communication and encourage co-operation• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour
Role specific skills <ul style="list-style-type: none">• Advanced chairing skills• Ability to deal with conflict and issues of a sensitive nature• To act with tact, diplomacy and discretion at all times• Understanding of the Council's Human Resources procedures (The People Management Handbook) in relation to support and determining terms and conditions for city council colleagues• Ability to plan and prioritise business of the Committee	
Other skills and abilities <ul style="list-style-type: none">• Understanding of the council's Constitution and the Code of Conduct• Understanding of recruitment and selection policies and procedures• Understanding the relationship between the council and trade unions• Detailed understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government	

CHAIRS OF AREA COMMITTEES

Chairs of area committees are the spokespersons and champions of their areas

and have the following specific responsibilities:-

- (i) Chairing Area Committee meetings;
- (ii) Leading and promoting consultation, area working, partnership development, community planning and regeneration and renewal activity at a local level;
- (iii) Reporting to and liaising with the Consultation and Area Working portfolio holding Executive Councillor on matters relating to the area committee and its work programme on a regular basis and as required;
- (iv) Ensuring that the area committee examines and comments on the effectiveness of Council services and inter-agency provision in the area, that reviews of service areas are commissioned as deemed necessary by the Executive, the Overview and Scrutiny Committee and the area committee and the results reported back to the Overview and Scrutiny Committee and the Executive Board or Council;
- (v) Leading the area committee in drawing up the action plan for the area and determining the budgetary requirements, and submitting them to the Executive Board for approval;
- (vi) Ensuring effective participation and representation at area committee meetings and area committee activities in general;
- (vii) Member of the Area Chairs Panel;
- (viii) With the Consultation and Area Working Executive Councillor and other members of the Area Chairs Panel, ensuring that the needs and priorities of the area are brought to the attention of the Executive and the Overview and Scrutiny Committee and are considered during the Council's policy planning and budgetary processes;
- (ix) Liaising with the Lead Corporate Director and Area Co-ordinator for the area and other officers engaged in providing services within the area.

Skills and knowledge of a Chair of Area Committee

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and members of the public involved with Area working• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Community Leadership <ul style="list-style-type: none">• Ability to build relationships with Area Committee members, key community contacts and senior colleagues• Ability to demonstrate tact and diplomacy skills to be able to work across the full range of council services, partners and political groups to the benefit of citizens• Ability to support and encourage relevant contribution from each member of the Area Committee• Ensuring maximum contribution from Area Committee members with portfolio lead responsibilities
Role specific skills <ul style="list-style-type: none">• Advanced chairing skills with the ability to manage conflict• Ability to plan and prioritise business of the Area Committee whilst remaining focus on the key challenges facing the local area• Ability to manage the performance of the committee• Ability to provide leadership for the local area• Ability to challenge the status quo and develop proposals to transform neighbourhoods• Ability to build effective working relationships with the Portfolio Holders of Neighbourhood Regeneration and Transport and Area Working	
Other skills and abilities <ul style="list-style-type: none">• Understanding of the council's Constitution• Understanding of the Code of Conduct, local government finance, audit processes and key internal policies• Knowledge of the role of partners and the services they deliver• Understanding of the relationship between the role of the Council and its Area Committees• Knowledge and understanding of locality working	

CHAIR OF AUDIT COMMITTEE

The role of the Chair of the Audit committee is to drive forward improvements on our corporate focus on governance. The Chair should:-

- (i). consider the reports of external audit and inspection agencies;
- (ii). support the committee in reviewing the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit;
- (iii). support the committee in reviewing the council's integrated planning and performance framework;
- (iv). support consideration of the effectiveness of the council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- (v). seek assurances that action is being taken on risk-related issues identified by auditors and inspectors;
- (vi). lead the committee to be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
- (vii). lead approval (but not direct) Internal Audit's strategy, plan and monitor performance;
- (viii). support the review of the summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary;
- (ix). ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

Skills and knowledge of a Chair of Audit Committee

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, external bodies and members of the public involved with Audit committee• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Regulating and Monitoring <ul style="list-style-type: none">• Detailed understanding of Local Government finance• Detailed understanding of audit processes• Detailed understanding of the council's planning and performance framework and the importance of strategic planning• Scrutinising current systems and procedures on a lean systems approach• Ability to effectively performance manage the objectives of the committee
Role specific skills <ul style="list-style-type: none">• To be impartial and objective at all times• Advanced Chairing skills, including the ability to manage conflict• Ability to represent the Audit Committee to the citizens of Nottingham and the media• Ability to plan and prioritise the business of the Audit Committee• Ability to act ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Supporting and encouraging contribution from each member of the committee	
Other skills and abilities <ul style="list-style-type: none">• Understanding of the council's Constitution• Understanding of the Code of Conduct, local government finance, audit processes and key internal policies• Detailed understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government	

CHAIR OF DEVELOPMENT CONTROL COMMITTEE

- (i) Chairing meetings of the committee;
- (ii) Ensuring that applications for planning permission and consent to display advertisements, building regulation aspects of proposals submitted to the City Council and other matters relating to development control are determined in accordance with legislative requirements and Council policies, in particular the Nottingham Local Plan and the Nottinghamshire Structure Plan, and with regard to central and regional guidance and directives;
- (iii) Ensuring that highway and public rights of way functions are dealt with;
- (iv) Ensuring consultation is undertaken as appropriate and according to regulation and that appropriate notices are provided;
- (v) Keeping in regular contact with the Executive Councillor with responsibility for strategic planning and with the Corporate Director of Resources , the Corporate Director of Environment and Regeneration and other officers as appropriate regarding development control and other related matters;
- (vi) Ensuring that site visits are undertaken by members of the committee when considered necessary.

Skills and knowledge of a Chair of Development Control Committee

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, developers, partners, external bodies and members of the public involved with Development Control• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Regulating and Monitoring <ul style="list-style-type: none">• Advanced understanding of judicial role• Advanced skills in evaluating arguments• Leadership skills in making evidence-based decisions• Ability to effectively performance manage the objectives of the committee
Role specific skills <ul style="list-style-type: none">• To be impartial and objective at all times• Advanced Chairing skills, including the ability to manage conflict• To have a detailed understanding of evidenced-based decision making and to promote this to other members of the committee• Ability to represent the Development Control Committee to the citizens of Nottingham and the media• Ability to plan and prioritise the business of the Development Control Committee, having regard for its terms of reference and key challenges facing the Planning function• Ability to act ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Understands the legal and financial implications on decisions made at Development Control• Detailed understanding of the Code of Conduct and the ability to challenge members of the committee on conduct issues	
Other skills and abilities <ul style="list-style-type: none">• An in-depth knowledge and understanding of the Planning issues and protocol relating to Planning procedures and the Development Control Committee• Understanding of the role of ward councillors in the planning process and how to handle conflicts of interest between being a Ward Councillor and a member of Development Control• Understanding of the role of Planning colleagues and the Council's relationships with other stakeholders (e.g. developers)• Understanding of the Local Development Framework and the Town and Country Planning Act 1990• Supporting relationship building with the Chair of Licensing with the cross-over between Licensing and Development Control issues	

CHAIR OF LICENSING COMMITTEE

The Chair of the Licensing Committee will be responsible for ensuring that issues relating to the determination and regulation of the issue of licences and other related matters are properly considered in accordance with legislative requirements and Council policy. Full Council may reserve to itself decisions on particular matters within the Committee's remit. The Chair will have the following specific responsibilities:-

- (i) Chairing meetings of the committee to determine those applications for local licences, permissions and registrations which are not delegated to officers, ensuring decisions conform to licensing law, Council byelaws and policies and with central and regional guidance;
- (ii) Ensuring that consultation is undertaken as appropriate and according to regulation and that appropriate notices are provided when required;
- (iii) Liaising with the Transport and Area Working, the Neighbourhood Regeneration and the Environment and Climate Change portfolio holders on issues relating to the remit, including responses to regional and national consultation;
- (iv) Maintaining close liaison with the Corporate Director for Resources, the Corporate Director of Communities and other colleagues as appropriate regarding licensing and other related matters.

Skills and knowledge of a Chair of Licensing Committee

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and members of the public involved with Licensing• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Regulating and Monitoring <ul style="list-style-type: none">• Advanced understanding of judicial role• Advanced skills in evaluating arguments• Leadership skills in making evidence-based decisions• Ability to effectively performance manage the objectives of the committee
Role specific skills <ul style="list-style-type: none">• Advanced Chairing skills, including the ability to manage conflict• To be impartial and objective at all times• Detailed understanding of the Licensing Act 2003 and the Gambling Act 2005• To have a detailed understanding of evidenced-based decision making and to promote this to other members of the committee• Ability to represent the Licensing Committee to the citizens of Nottingham and the media• Ability to plan and prioritise the business of the Licensing Committee, having regard for its terms of reference and key challenges facing local government in relation to Licensing Law• Detailed understanding of the Code of Conduct and the ability to challenge members of the committee on conduct issues	
Other skills and abilities <ul style="list-style-type: none">• An in-depth knowledge and understanding of the Licensing issues in Nottingham• An in-depth knowledge around the protocols relating to the Licensing Committee• Understanding of the role of ward councillors in the planning process and how to handle conflicts of interest between being a Ward Councillor and a member of Licensing Committee• Understanding of the role of Licensing colleagues and the Council's relationships with other stakeholders (i.e. Police)• Supporting relationship building with the Chair of Development Control with the cross-over between Development Control and Licensing issues	

CHAIR OF STANDARDS COMMITTEE

The role of the Chair is to:

- (i) chair meetings of the Standards Committee;
- (ii) champion high standards of conduct by councillors and co-opted members;
- (iii) act as an advisor on aspects of the code of conduct;
- (iv) ensure training and overview is available on matters relating to the code of conduct;
- (v) ensure any reports received from the Monitoring Officer about complaints relating to conduct and propriety are handled appropriately;
- (vi) ensure any recommendations from the District Auditor on these matters are considered;
- (vii) ensure cases arising from complaints about members' conduct are heard under the Council's procedure;

ensure matters referred under legislation or from the Standards Board are considered.

Skills and knowledge of a Chair of Standards Committee

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• Good standards of communication skills with the Council's Monitoring Officer, councillors of the Standards Committee, other Councillors and Independent members	Political Understanding <ul style="list-style-type: none">• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Understanding of working across political boundaries to foster communication and encourage co-operation• Is aware of and demonstrates political neutrality
Role specific skills <ul style="list-style-type: none">• Advanced chairing skills with the ability to manage conflict• Ability to represent the Standards Committee to the citizens and the media• Prioritisation and managing the work of the Standards Committee• Assimilating and analysing complex and contradictory information• Obtaining and weighing up evidence and making evidenced-based decisions and promoting that to all Committee members	
Other skills and abilities <ul style="list-style-type: none">• Broad knowledge of the role and functions of the Council and its councillors and of its structures and procedures• A detailed awareness of national and local importance, the role of the Standards Committee and of the Standards Board for England• Detailed understanding of the council's Code of Conduct and the constitutional arrangements relating to the Standards Committee	

CHAIR OF THE REGULATORY AND APPEALS COMMITTEE

To chair meetings of the Regulatory and Appeals Committee, the functions of which are to deal with:-

1. applications for local licences and registrations of various kinds including:-

- the licensing and registration functions and functions relating to health and safety at work set out in Schedule 1 of the Functions Regulations and
- the regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods;

but excluding

- matters which are statutorily the responsibility of the Licensing Committee;

2. Individual case panels selected by the Corporate Services Director from a wider group of members constituting the Appeals Panel hear and determine:-

- (i) appeals relating to housing rents and homelessness;
- (ii) appeals relating to the refusal / revocation of registration under the Council's Control Scheme for Houses in Multiple Occupation;
- (iii) day care and childminding representations;
- (iv) access to personal files appeals;
- (v) representations under the Data Protection Act 1998;
- (vi) Approved Premises (Marriages) appeals;
- (vii) statutory complaints concerning education matters;
- (viii) recommendations from the Social Services Complaints Review Panel.

The Appeals Panel also provides two representatives for the Social Services Review Complaints Panel and carries out any other appellate functions which, by virtue of statutory provision or any procedure agreed by the Council, require member determination.

Skills and Knowledge for Chair of Regulatory and Appeals Committee

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and members of the public• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Political Understanding <ul style="list-style-type: none">• Understanding of working across political boundaries to foster communication and encourage co-operation• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour
Role specific skills <ul style="list-style-type: none">• Advanced chairing skills• Ability to deal with conflict and issues of a sensitive nature• To act with tact, diplomacy and discretion at all times• To understand various cases of law in relation to Licensing, Data Protection, Education etc• Ability to plan and prioritise business of the Committee	
Other skills and abilities <ul style="list-style-type: none">• Understanding of the council's Constitution• Understanding of the Code of Conduct, local government finance, audit processes and key internal policies• Detailed understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government	

CHAIR(S) OF OVERVIEW AND SCRUTINY FUNCTIONS

The role of Chair is to promote the overall development of the overview and scrutiny function as well as having responsibility for their own committee. These responsibilities include:-

- (i) chairing and managing meetings, including high standards of conduct and courtesy are maintained;
- (ii) working with the appropriate colleague of the overview and scrutiny team to decide on the business to be undertaken at each meeting, the methods to be employed and agreeing the agenda;
- (iii) leading the committee in prioritising committee work;
- (iv) coordinating work with other overview and scrutiny bodies and chairs;
- (v) ensuring the remit and timescale for each review topic is clear (scoping), taking into account resources and workload;
- (vi) ensuring all councillors and co-opted members are engaged in the work and have the opportunity to contribute and be heard;
- (vii) keeping the committee members focussed on the topic; making sure witnesses and colleagues are introduced to the panel and are treated with courtesy and consideration;
- (viii) liaising with Executive Members in a systematic way on both scrutiny and policy matters which are relevant to their portfolios;
- (ix) working with and taking advice from the overview and scrutiny review coordinator on final reports following a major review;
- (x) making sure recommendations are based on evidence gathered during the review or other scrutiny work and are focused on the key issues, are clear and achievable.

In addition to the above responsibilities the Chair of the Overview and Scrutiny Committee is responsible for chairing meetings which is responsible for:-

- (i) A special development and review role for financial matters in support of the Deputy Leader's remit.
- (ii) Working with Executive Councillors on policy development within the remit of the Overview and Scrutiny Committee. On behalf of the committee, requiring or requesting the attendance of Executive members and/or other members, officers and outside witnesses when reviews are being undertaken.
- (iii) Liaising with Executive Councillors on matters called in for reconsideration.
- (iv) Liaising with the Leader or his/her deputy on matters requiring urgent determination.

Skills and Knowledge for Chair of Overview and Scrutiny
These skills are also applicable to the Vice-Chair of Scrutiny

These skills and knowledge areas build on those identified in the Role Profile for a City Councillor.

<p>Communication skills –</p> <ul style="list-style-type: none"> • Advanced listening and questioning skills • High standards of communication skills with colleagues, councillors, co-opted members, partners, external bodies and members of the public • Advanced presentation skills • Advanced Public Speaking skills 	<p>Scrutiny and Challenge</p> <ul style="list-style-type: none"> • Ability to lead the committee to prioritise objectives and progress the objectives and encourage ownership of all Committee members • Ability to effectively performance manage the objectives of the committee • Advanced chairing skills • Ability to deal with complex strategic issues and problems • Ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence
<p>Role specific skills</p> <ul style="list-style-type: none"> • Advanced chairing skills and the ability to manage conflict • Leadership of the Scrutiny function within and outside the Council • Assimilating and analysing complex information and supporting Committee members in their understanding • Ability to contribute to Scrutiny with a non-political approach • Leadership of the committee and encouraging it to act as a team • Ensuring effective contributions from each Councillor nominated on the committee • Ability to understand the Executive Councillor role and to build effective working relationships with members of the Executive • Project management skills • Detailed understanding of the Code of Conduct and the ability to challenge members of the committee on conduct issues 	
<p>Other skills and abilities</p> <ul style="list-style-type: none"> • A detailed awareness of the strategic importance of the scrutiny function within the Council • A detailed awareness of the constitutional arrangements relating to the scrutiny function • A detailed awareness of Nottingham City Council’s approach to overview and scrutiny and its relationship with the other parts of the council’s decision-making structures • Detailed knowledge of the challenges facing the scrutiny function (locally and nationally) and the role of the Chair in addressing them • Detailed understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government • Ability to champion Equality and Diversity issues. 	

CITY COUNCILLOR (AND GENERAL MEMBER OF A COMMITTEE) ROLE PROFILE

All councillors:-

- (i) are collectively the ultimate policy makers and carry out a number of strategic and corporate functions appropriate to a member of Council;
- (ii) represent their communities and bring their views into the Council's decision making process. They are the advocate of, and for, the communities they serve;
- (iii) effectively, fairly and impartially represent the interests of their ward and those of individual citizens;
- (iv) undertake the necessary action arising from citizen casework;
- (v) contribute to the good governance of the Council and of the City and actively encourage community participation in decision making;
- (vi) are members of the area committee covering the ward which they represent;
- (vii) are willing to take on special standing or time-limited responsibilities should it be required of them;
- (viii) are available to represent the Council on other bodies;
- (ix) are to participate actively and effectively as a member on any scrutiny, regulatory or other committee / panel, assembly or forum to which they are appointed;
- (x) are to contribute actively in the Overview & Scrutiny of the Council's policies, budget, strategies and service delivery as a member of the Committee;
- (xi) develop and maintain a working knowledge of the organisation, services and activities and other matters which affect and impact on the role of the Committee they are appointed to;
- (xii) are required to maintain the highest standards of conduct and ethics. Additionally, a number of members are appointed to special roles within the Council and these roles and their responsibilities are also set out later in this Appendix 6 (F).
- (xiii) should undertake an annual Personal Development Review, commit to attend necessary and recommended development activities relevant to their roles and responsibilities. To keep informed on matters relating to the Council, the City and local government generally;

Rights and duties

Upon being elected a Councillor, certain rights and duties are conferred upon individual members:

- (xiv) all councillors have a right of access to documents, information, land and buildings of the Council as is necessary for the proper discharge of their duties and in accordance with the law and the protocols set out in this constitution;
- (xv) councillors must not make public information which is confidential or exempt or divulge information given in confidence to anyone other than a councillor or officer entitled to know it; for these purposes “confidential” and “exempt” information are defined in the Core Constitution (Access to Information).

Skills and Knowledge for the role of a City Councillor

Nottingham City Council are committed to developing their colleagues and councillors. We expect all colleagues and councillors to act and behave in a certain manner, all colleagues and councillors should:

- Take Personal Responsibility
- Lead by Personal Example
- Work in Partnership
- Have a Citizen and Colleague Focus
- Commit with Drive and Perseverance
- Demonstrate Business Initiative
- Have Interpersonal awareness
- Plan for Outcomes
- Value the contribution of others

There are particular skills and knowledge areas for Councillors, which help better understanding of the role. The key skills and knowledge associated with the role are:

<p>Communication skills –</p> <ul style="list-style-type: none"> • Influencing, persuading and negotiation skills • Effective working with the media • Active listening and questioning skills • Effective presentation and Public Speaking skills 	<p>Partnership Working –</p> <ul style="list-style-type: none"> • Builds positive relationships within the community and in the council • Encourages trust and working collaboratively to achieve goals • Maintains calm and focus, recognises when to delegate or provide support • Ability to take a long-term view in developing partnerships • Acts as a leader in enabling the communities to progress and take ownership of plans
<p>Community leadership skills –</p> <ul style="list-style-type: none"> • Engages enthusiastically and empathetically with all sectors of the community • Mediates fairly and constructively • Encourages trust • Lead and champion the interests of the local community 	<p>Scrutiny and Challenge –</p> <ul style="list-style-type: none"> • Acts as a critical friend by seeking opportunities for scrutiny and provides constructive feedback • Ability to assimilate and analyse complex information • Understanding of strategic issues and problems • Understanding of making evidence-based decisions
<p>Regulating and monitoring</p> <ul style="list-style-type: none"> • Understands judicial role by following protocol, evaluating arguments and making decisions that balance citizen need and local policy • Ensures progress by monitoring and intervening where necessary • Understanding of Local Government Finance and audit processes • Understanding of performance management and holding colleagues and councillors to account 	<p>Equality & Diversity</p> <ul style="list-style-type: none"> • Understands Equality and Diversity law • Upholds champion role in all duties • Understands impacts on individuals and communities • Actively seeks Equality Impact Assessments of any new or existing policy and practice

<p>Political Understanding</p> <ul style="list-style-type: none"> • Acts ethically, consistently and with integrity at all times • Works across group boundaries without compromising values or ethics • Is able to act for the best interests for the citizens they serve 	<p>Information Technology (IT)</p> <ul style="list-style-type: none"> • Ability to use email, Microsoft packages and the Internet
<p>Other skills and abilities</p> <ul style="list-style-type: none"> • Ability to chair meetings in the community and facilitate discussions • Knowledge of the issues within the ward and the wider locality • Understanding of National policies and the impact on wards • Understanding of how the Council works • Knowledge of the strategic priorities and key policies of the Council • Knowledge of partner organisations in the context of the ward • To engage and add value to the committees they are nominated to • Understanding of the role of a Ward Councillor in relation to their role on committees and to champion issues (where possible) that concern the citizens they serve. 	

EXECUTIVE ASSISTANTS

COMPOSITION AND GENERIC ROLES AND RESPONSIBILITIES FOR EXECUTIVE ASSISTANTS

- 1 Executive Assistants will provide general political support to the Executive and will, mainly, achieve this by supporting particular Executive Councillors' portfolios and areas of executive work. Their roles will include the following:-
 - (1) development of policy in areas allocated by the Executive;
 - (2) assisting Executive Councillors in all elements of work within their portfolios, including:-
 - (a) carrying out research and providing advice on executive functions, including briefings to support portfolio decisions;
 - (b) supporting liaison between the Executive Councillors and other Councillors, Corporate Directors and Overview and Scrutiny function, and external organisations;
 - (c) representing the Executive Councillors at internal and external meetings and events;
 - (3) development of knowledge, experience and expertise in the portfolio of the Executive Councillor;
- 2 Executive Assistants do not have delegated authority to take executive decisions in relation to any executive functions.

An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee nor any of its Select Committees or Task and Finish Panels involving a portfolio with which they are assisting. They may, however, be invited to attend the meeting in the capacity of expert witness.

Skills and Knowledge for Executive Assistants

These skills and knowledge build on those identified in the role profile for a City Councillor

<p>Communication skills –</p> <ul style="list-style-type: none"> • Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the council’s decision making process • Ability to work with the media • Intermediate influencing, persuading and negotiation skills • Advanced Listening and questioning skills • Intermediate Public Speaking skills 	<p>Political Understanding</p> <ul style="list-style-type: none"> • Good understanding of working across political boundaries to foster communication and encourage co-operation • Acts ethically, consistently and with integrity
<p>Providing Vision</p> <ul style="list-style-type: none"> • Demonstrates understanding to support the Transformation of the organisation • Demonstrates understanding of Strategic Priorities and policies based on local needs • Ability to work with senior colleagues and Executive Councillors to collate and analyse information and inform budget priorities and performance plans 	<p>Managing Performance</p> <ul style="list-style-type: none"> • Ability to work closely with senior colleagues and Executive Councillors to develop, agree and implement Portfolio Strategies • Develops knowledge of council systems • Emphasises a team approach • Encourages scrutiny and challenge
<p>Role Specific Skills</p> <ul style="list-style-type: none"> • Ability to build relationships with senior colleagues to help support portfolio priorities • Research and analytical skills • Knowledge of the key areas relating to the Portfolio they support and its relationship with other Portfolios within the Executive • Understanding of the strategic role of the Executive within the Council • Understanding of the role of a Portfolio Holder 	
<p>Other skills and abilities</p> <ul style="list-style-type: none"> • Understanding of Council strategies, policies and operations • Knowledge of the challenges facing Local Government • Understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government • Understanding of the national policy framework and its impact on local policy development • Knowledge of community needs and their priorities for action • Knowledge of the role of local partners and the services they deliver • Knowledge of the council’s Constitution, Code of Conduct, budget and audit processes and key internal policies 	

GROUP WHIP

In addition to other responsibilities, Group Whips have key responsibilities in the following:

- i. To participate in meetings of group whips and colleagues on matters relating to representation by Councillors on decision making bodies and other forums in line with the Council's Constitution;
- ii. To co-ordinate the nominations of Councillors on membership of committees, other bodies and outside organisations that are allocated to the group;
- iii. To liaise with members of the group to ensure the group is effectively and fairly represented at meetings;
- iv. To contribute to the development of the group on important issues, strategies, policies and services relating to the Council;
- v. To address and tackle any conduct issues with the Group's Leader;
- vi. To be a member of the cross-party Councillor Development Group and to put forward their group's viewpoint on matters relating to generic Councillor Development;

Skills and Knowledge for a Group Whip

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Good communication skills, principally with members of their own political group• Tact and diplomacy in dealing with politically sensitive issues (including disciplining members of their political group), within their political group and across other parties• Active listening and questioning skills• Relationship building skills with key colleagues such as the Monitoring Officer, Head of Democratic Services, the Councillor Development Consultant and other group whips from different political groups.	Political Understanding <ul style="list-style-type: none">• Understanding of working across political boundaries to foster communication and encourage co-operation• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Demonstrates political sensitivity to be able to address difficult issues with other political groups
Role Specific Skills <ul style="list-style-type: none">• Ability to broker consensus with colleagues within own political group• Relationship building with senior colleagues and councillors, particularly their group leader and members of their own group• Ability to effectively liaise across apolitical groups with other Group Whips• Ability to manage a busy and complex workload, often to tight timescales and deadlines• Organisational skills to facilitate the nomination of councillors to committees within their own political group• Ability to help identify development needs for Councillors and to actively participate in the Councillor Development Group workload and meetings	
Other skills and abilities <ul style="list-style-type: none">• A detailed understanding of the roles and responsibilities of the Group Whip function and its relationship with other parts of the council's decision-making process• Awareness of key areas as relevant to the role e.g. the council's approach to Councillor Development, the Councillors' Allowance scheme etc.• An awareness of the wider, national issues facing councillors and the practical implications for Nottingham City Council's Councillors.• Detailed understanding of the council's Constitution, Code of Conduct, budget and audit processes and key internal policies.	

LEADER(S) OF OPPOSITION GROUPS

In addition to other responsibilities, Leaders of Opposition Groups have key responsibilities in the following:

- (i). To be the main spokesperson for Councillors of their Political Group and the Political position of the group;
- (ii). To work with the Group Whip to ensure the process of nominations from their group to serve on all Committees and local outside bodies takes place;
- (iii). To work with the nominated group spokesperson to formulate overall policy and priorities for their group;
- (iv). To represent the Council on local, regional and national bodies, as appropriate, where formally appointed to do so;
- (v). To lead their group by ensuring that:
 - they lead their members to abide by the Code of Conduct and the councillor/colleague protocols;
 - adequate liaison takes place with leaders of other political groups to further the interests of the Council, the Executive, Chairs of Scrutiny and Regulatory committees on all matters affecting the functions of the Council and achievement of our Strategic Priorities, the Nottingham Plan 2020 and the 2030 vision;
 - adequate liaison takes places with the Council's Chief Executive, Corporate Leadership Team and Directors on all matters affecting the services provided by them on behalf of the Council;
 - regular briefings are delivered to their groups to ensure good communication takes place on all Council matters;
 - constructive challenge, alternatives and amendments are offered by members of their group, where appropriate, on recommendations to Overview and Scrutiny & Full Council.

Skills and Knowledge for a Leader of the Opposition

These skills and knowledge build on those identified in the role profile for a City Councillor

<p>Communication skills –</p> <ul style="list-style-type: none"> • Ability to facilitate effective communication within and across the Council and to ensure the community is given the opportunity to engage in policy development of the opposition group • Advanced skills in working with the media • Advanced influencing, persuading and negotiation skills • Advanced listening and questioning skills • Advanced presentation and public speaking skills 	<p>Political Understanding</p> <ul style="list-style-type: none"> • Understanding of working across political boundaries to foster communication and encourage co-operation • Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour • Demonstrates political sensitivity to be able to address difficult issues with other political groups
<p>Role Specific Skills</p> <ul style="list-style-type: none"> • Ability to provide political leadership of their group and manage the tensions between the political demands and expectations of the group and the needs of the council • Ability to hold the Executive to account • Ambassadorial skills to be able to represent the council both within and outside the council including at a regional and national level • Ability to discipline members of their political group, when necessary • Provides visionary and charismatic leadership, inspires trust in others and gains commitment • Demonstrates tact, diplomacy to be able to work across the full range of council services, partners and political groups, to the benefit of the citizens of Nottingham • Ability to plan and prioritise the business of the group • Demonstrates research skills and understands policy development. 	
<p>Other skills and abilities</p> <ul style="list-style-type: none"> • A detailed understanding of the strategic role of the Leader of the Council, Executive Councillors and the Leader of an opposition group within the council • Understanding of the legally defined role of the Chief Executive and other senior colleagues • Detailed understanding of the national policy framework and its impact on local policy development • Detailed understanding and appreciation of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government • Knowledge of the role of local partners and the services they deliver and their relationship with the council • Detailed understanding of the council's Constitution, Code of Conduct, budget and audit processes and key internal policies • Detailed knowledge of the challenges facing local government • Detailed knowledge of community needs and their priorities for action. 	

LEADER OF THE COUNCIL

1. The key responsibilities for this role are:-
 - (i). working with partners to build a shared vision for the City, aiming to ensure that Council policies and plans, and those of the Council's partners, match that vision;
 - (ii). promoting the City, and the Council and its core values and objectives;
 - (iii). steering and overseeing the strategic use of resources and the strategic planning cycle of the Council to achieve its objectives;
 - (iv). leading the political development of the City, within the context of regional, national, European and international policy and strategic partnerships;
 - (v). leading the work of the Executive Board in developing, setting and implementing policy and in taking key decisions.
 - (vi). speaking and issuing statements on behalf of the City Council.
 - (vii). leading on city centre management.

2. To be responsible for presenting a report to the Annual Council meeting setting out his or her proposals for Executive Board composition and allocation of responsibilities to portfolio holders.

3. To prepare the forward plan of 'key decisions'.

4. The Leader is also empowered:-
 - (i). To exercise Executive powers and duties included within any portfolio of any other Executive Councillor in the event that the Executive member concerned is unavailable or otherwise unable to act;
 - (ii). To determine that any decision which an Executive Councillor would otherwise be empowered to make shall only be made by the Executive Board;
 - (iii). To exercise all the statutory functions of the Leader within Leader and Cabinet executive arrangements of the Local Government Act 2000.

5. To carry out the functions of his/her specifically allocated portfolio.

6. To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.

Skills and Knowledge for the Leader of the Council

These skills are also applicable to the Deputy Leader of the Council

These skills and knowledge build on those identified in the role profile for a City Councillor

<p>Communication skills –</p> <ul style="list-style-type: none"> • Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the council’s decision making process • Advanced skills in working with the media • Advanced influencing, persuading and negotiation skills • Advanced listening and questioning skills • Advanced Public Speaking skills 	<p>Political Understanding</p> <ul style="list-style-type: none"> • Advanced level of working across political boundaries to foster communication and encourage co-operation • Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour
<p>Providing Vision</p> <ul style="list-style-type: none"> • Ability to Lead Nottingham and support the Transformation of the organisation • Ability to establish Strategic Priorities and policies based on local needs • Ability to work with senior colleagues to collate and analyse information and inform budget priorities and performance plans • Ability to actively encourage involvement of stakeholders in policy formation • Ability to create and communicate a shared council vision, providing clear direction and promoting understanding • Is open to new ideas and adapts easily to a changing landscape 	<p>Managing Performance</p> <ul style="list-style-type: none"> • Works closely with senior colleagues to develop, agree and implement Portfolio Strategies • Sets and communicates achievable objectives, monitors performance and acts proactively to address deficits • Develops knowledge of council systems and inputs council views at area specific meetings (planning & licensing) • Emphasises a team approach and shares responsibility for success and failure • Encourages scrutiny and challenge
<p>Role specific skills (Excellence in leadership)</p> <ul style="list-style-type: none"> • Ability to provide visionary and charismatic leadership, inspires trust in others and gains commitment • Shapes a culture of excellence and acts as a role model for appropriate behaviour, ethical practice and democratic process • Ability to build strong relationships with senior colleagues on open communication, joint working and trust • Acts as the public face of the council and champion council needs in regional and national debates • Ability to troubleshoot, judges what to get involved in and when to say ‘no’ • Committed to learning, developing others and sharing best practice • Juggles responsibilities and delegates where appropriate • Ability to, when necessary, discipline members of their political group • Advanced ambassadorial skills to represent the council internally and externally 	
<p>Other skills and abilities</p>	

- A detailed understanding of the strategic role of the Leader of the Council
- Detailed understanding of the legally defined role of the Chief Executive and other senior colleagues
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader of the Council within them
- Detailed understanding of council strategy, prioritisation, managing performance and policies within the council, in the wider context of the changing nature of Local Government
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed knowledge of the role of local partners and the services they deliver
- Detailed knowledge of the council's Constitution, Code of Conduct, budget and audit processes and key internal policies
- Understanding of the relationship between national politics and local political leadership
- Understanding of the wider, national issues facing Councillors and the practical implementation for Nottingham City Councillors
- An understanding of project management principles.

LORD MAYOR

The Lord Mayor is responsible for:

- (i) upholding and promoting the purposes of the Council's constitution, the interests of the wider Council and the public;
- (ii) presiding over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community; to make rulings that are binding in the Council meeting;
- (iii) ensuring that the business of the Full Council is planned and managed effectively and transparently in the interests of the wider Council and the public, with the support of an informal cross party steering group;
- (iv) to ensure that the plans and strategies that form the Council's Policy Framework are considered by Council in a planned and co-ordinated manner;
- (v) ensuring that the Council meeting is a forum for the debate of matters of concern to the local community;
- (vi) the resolution, in accordance with the Council's standing orders, of any disagreement between the Council and the Executive Board in respect of the budget and the policy framework;
- (vii) attending such civic and ceremonial functions as the Council requires;
- (viii) presiding over Citizenship ceremonies to welcome new British citizens to the City of Nottingham; receiving members of the Royal Family and other important visitors to the City.

Skills and Knowledge of a Lord Mayor

These skills and knowledge build on those identified in the role profile for a City Councillor

Communication skills – <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and citizens of the public• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	Political Understanding <ul style="list-style-type: none">• Understanding of working across political boundaries to foster communication and encourage co-operation• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Ability to distinguish between the role of a Ward Councillor, a member of a Political group and the role of the Lord Mayor• To be seen as politically neutral when undertaking official Civic duties
Role specific skills <ul style="list-style-type: none">• Advanced chairing skills with the ability to manage conflict• Ability to challenge conduct in Full Council meetings• Ambassadorial skills to represent the council and the city within the city boundary and any other civic engagements• Mentoring support to the Sherriff of Nottingham• To support and promote the civic role and traditions locally and encourage community participation in taking pride in the City of Nottingham• Strong, effective relationship building skills between the council, partners, citizens and overseas guests• To champion local businesses• Ability to plan and prioritise engagements in line with the council's strategic priorities	
Other skills and abilities <ul style="list-style-type: none">• Understanding of the council's Constitution, especially 'Standing Orders' section• Detailed understanding of the Code of Conduct• Broad knowledge of the landscape of local government and the council's strategic priorities and processes• Knowledge of the role of partners and the services they deliver• Knowledge and understanding of customs and beliefs of different cultural groups that make up Nottingham's communities.	

SHERIFF OF NOTTINGHAM

Section 246 of the Local Government Act 1972 preserves the right of Councils to appoint a Sheriff. The post of Sheriff does not have a legal position within a Council nor within Royal or social precedence. It is therefore without legal or administrative functions.

The role of the Sheriff of Nottingham City is a ceremonial one to promote the City as a destination for visitors for short breaks, conferences, business and shopping;

and to encourage local residents to use and take part in cultural and leisure activities in the City. This is achieved by performing the following functions:

- (i) supporting the tourism strategy for the city and county;
- (ii) welcoming tourists and visitors to the city at various events, including conferences and entertainment/hospitality venues;
- (iii) hosting welcome receptions in order to promote the city, in particular for conference delegates and journalist familiarisation visits;
- (iv) working with Experience Nottinghamshire at promotional events such as tourism and destination exhibitions ;
- (v) opening new retail, entertainment or visitor attractions in the city and county.

In the absence of the Lord Mayor, the Sherriff of Nottingham assumes the specific responsibilities outlined as per the Lord Mayor's responsibilities. The Sherriff of Nottingham should normally chair "Council in Committee" meetings.

Skills and Knowledge of the Sherriff of Nottingham

These skills and knowledge build on those identified in the role profile for a City Councillor

<p>Communication skills –</p> <ul style="list-style-type: none">• Advanced listening, questioning and negotiation skills• High standards of communication skills with colleagues, councillors, partners, external bodies and members of the public involved with Area working• Advanced presentation skills• Advanced Public Speaking skills• Advanced skills in working with the media	<p>Political Understanding</p> <ul style="list-style-type: none">• Understanding of working across political boundaries to foster communication and encourage co-operation• Acts ethically, consistently and with integrity and acts as a role model for exemplar behaviour• Ability to distinguish between the role of a Ward Councillor, a member of a Political group and the role of the Sherriff of Nottingham• To be seen as politically neutral when undertaking official Civic duties
<p>Role specific skills</p> <ul style="list-style-type: none">• Advanced chairing skills with the ability to manage conflict• Advanced ambassadorial skills to represent the council and the city within the city boundary and any other civic engagements• To support and promote the civic role and traditions locally and encourage community participation in taking pride in the City of Nottingham• Strong, effective relationship building skills between the council, partners, citizens and overseas guests• To champion local businesses• Ability to plan and prioritise engagements in line with the council's strategic priorities• Ability to promote the city's tourism messages out into the community overseas visitors and our twinning partners• An advanced knowledge of the role of the Sherriff of Nottingham and the history associated with it• An advanced knowledge of the City of Nottingham and the active promotion to encourage visitors from the UK and overseas to visit the city	
<p>Other skills and abilities</p> <ul style="list-style-type: none">• Understanding of the council's Constitution, especially 'Standing Orders' section• Detailed understanding of the Code of Conduct• Broad knowledge of the landscape of local government and the council's strategic priorities and processes	

Deputy Leader of the Council

The key responsibilities for the Deputy Leader are identified as follows:

1. If the Leader is unable to act or the office of Leader is vacant, to deputise for and act in his/her place.
2. To provide assistance and support to the Leader and all portfolio holders in the delivery of their individual areas of responsibility.
3. Value for Money and Organisational Health.
4. Improved cross-cutting service delivery.
5. To carry out the functions of his/her specifically allocated portfolio.
6. The Deputy Leader and Portfolio Holder(s) may give notice to the Chief Executive or any relevant Corporate Director that he/she requires a report or portfolio holder decision to be prepared for consideration by themselves or the appropriate decision making board/committee in relation to functions within their remit of portfolio responsibility. On receipt of this notice the Chief Executive or Corporate Director will ensure that a report or portfolio decision form is produced for consideration within 14 working days or will provide reasons to the Deputy Leader or Portfolio Holder as to why it cannot be produced within that timescale. Any such notice from the Deputy Leader or Portfolio Holder(s) shall be copied to the Head of Democratic Services.

Portfolio Holders – general responsibilities

In addition to their specific portfolio responsibilities all Portfolio Holders also have the following common responsibilities:

1. Sharing responsibility with the Leader, Deputy Leader and other members of the Executive for the Executive business of the Council.
2. Promoting and being accountable for the services in their portfolio within the Council and the City as a whole, and nationally and internationally as required, representing the Council's views on matters of corporate or strategic policy within their portfolio.
3. Ensuring that the executive functions within the portfolio are performed in accordance with approved Council policies and strategies, and to the highest ethical standards.
4. Below the level of Key Decisions, and where not otherwise delegated, taking executive decisions in relation to executive functions within their portfolio, and in accordance with constitutional requirements. A portfolio holder may delegate decisions in respect of matters within their portfolio to an officer (subject to the financial limits set out in the constitution).
5. Reporting to the Leader, Executive Board and Overview and Scrutiny bodies on the performance of their portfolio, as reasonably required.
6. Directing, encouraging and developing Executive Assistants working on behalf of the Executive, and other Councillors and, generally, acting as a role model.
7. Approving capital expenditure in accordance with Financial Regulations on schemes within the remit of their portfolio which form part of the approved capital programme.
8. Speaking and issuing statements on behalf of their area of responsibility, in line with

policy agreed by the Leader.

9. To support open and transparent Scrutiny and to work constructively with Scrutiny in

developing policies and strategies for the future and in improving Council services.

To

work collaboratively with Scrutiny councillors (including attendance at scrutiny meetings,

as required).

10. Any Portfolio Holder may give notice to the Corporate Director for Resources that s/he

requires a report or portfolio holder decision to be prepared for consideration by themselves or the appropriate decision making board/ committee in relation to functions

within their remit of portfolio responsibility. On receipt of this notice the Corporate

Director for Resources will ensure that a report or portfolio decision form is produced for

consideration within 14 working days or will provide reasons to the Portfolio Holder as to

why it cannot be produced within that timescale.

7 Portfolio Holder for Strategic Regeneration

The key responsibilities of a Portfolio Holder for Strategic Regeneration are identified as

follows:

Strategic Regeneration and Development

1 Overview of all regeneration activity across the City;

2 City Centre major regeneration projects;

3 Local Economic Partnership and European Funding;

4 Strategic and Operational Property;

5 Chair - Crime and Drugs Partnership;

Community Sector

6 Lead role with the Community Sector and Volunteering;

Portfolio Holder for Resources and Neighbourhood Regeneration

The key responsibilities of a Portfolio Holder for Resources and Neighbourhood

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Regeneration are identified as follows:

Area Working

1 Neighbourhood Regeneration;

2 Neighbourhood Management and Engagement;

3 Community Development;

Resources

4 Finance;

5 Information Technology, Legal and Democratic Services, Health and Safety, Risk Management and Emergency Planning;

6 Collection of Council Tax and National Non Domestic Rates;

7 Housing and Council Tax Benefits;

8 Welfare Rights;

9 Commercialisation;

Shareholder – Nottingham City Transport

Portfolio Holder for Energy and Sustainability

The key responsibilities of a Portfolio Holder for Energy and Sustainability are identified as follows:

Sustainability

- 1 Robin Hood Energy;
- 2 Climate change and carbon reduction;
- 3 Nature conservation – strategy;
- 4 Energy and energy bills;
- 5 Energy from waste including Enviroenergy (waste recycling group);
- 6 Nottingham Energy Partnership;
- 7 Waste disposal;
- 8 Air Quality

Customer Care

- 9 Implementation of Citizen First and Customer Focus

10. Portfolio Holder for Community Services

The key responsibilities of a Portfolio Holder for Community Services are identified as follows:

Cleansing

- 1 Waste collection;
- 2 Street Scene;

Community Safety and Enforcement

- 3 Overview of the Council's Section 17 responsibilities;
- 4 Public and Consumer Protection;
- 5 Community Safety and Respect for Nottingham;
- 6 Community Cohesion;
- 7 Licensing;
- 8 Domestic Violence

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HR

- 9 Corporate HR;
- 10 Performance management

11. Portfolio Holder for Education, Employment and Skills

The key responsibilities of a Portfolio Holder for Education, Employment and Skills are identified as follows:

Schools

- 1 Education Improvement Board;
- 2 Educational provision 3-16 including school re-organisation and governance, Academies and Free Schools;
- 3 Attendance;
- 4 Special Educational Needs - Special Education Schools;
- 5 Pupil Referral Units;
- 6 Employability in Schools;

Jobs and Skills

- 7 Lead on skills and employment:
 - Post 16 Training, Further Education and Higher Education

- Develop opportunities for young people and adults
 - Local jobs for local people and making the connections
 - Investment initiatives
 - Nottingham and Notts Futures Advice, Skills and Employment;
- 8 Capital programme and general finance support

12. Portfolio Holder for Business, Growth and Transport

The key responsibilities of a Portfolio Holder for Business, Growth and Transport are identified as follows:

Business and Growth

- 1 Growth Plan delivery;
- 2 City Centre and Neighbourhood retail management;
- 3 Business support, development, and liaison;
- 4 Procurement;
- 5 Sector development;
- 6 Inward investment;
- 7 Place Management Organisation;
- 8 Heritage;
- 9 Social Enterprise and Enterprise Development;
- 10 International strategy;
- 11 International and European Links;

Transportation

- 12 Traffic management and parking;
- 13 Highways design and maintenance;
- 14 Public transport;
- 15 Street lighting;
- 16 Corporate Council transport fleet

13. Portfolio Holder for Early Intervention and Early Years

The key responsibilities of a Portfolio Holder for Early Intervention and Early Years are identified as follows:

Children's Services

- 1 Performing the lead role for Children's Services in accordance with statutory requirements and guidance;
- 2 Children's safeguarding and children's social care;
- 3 Children in care and care leavers;
- 4 Leading on Early Intervention;
- 5 Children's Partnership and Young People's Plan
- 6 Integrated Youth Service including the Youth Offending Team;
- 7 Early Years including Children's Centres;
- 8 Children's disability and children's mental health;
- 9 Lead on Commissioning of Children's Services;
- 10 One Nottingham

14. Portfolio Holder for Adults and Health

The key responsibilities of a Portfolio Holder for Adults and Health are identified as follows:

Adults

- 1 Corporate strategies for older people and vulnerable adults;

2 Championing independent living:

- Telecare;
- Catering;

3 Adult Safeguarding;

Health

4 Public Health and wellbeing, including:

- Health Inequalities;
- Smoking and avoidable injuries;

5 Chair of the Health and Wellbeing Board;

6 Mental health and wellbeing ;

7 Teenage conception;

8 Wider health links

Commissioning

9 Corporate strategic commissioning;

10 Lead on Commissioning of Adults Services;

11 Community Centres;

Reputation and Communications;

Health and Social Care Integration

15. Portfolio Holder for Leisure and Culture

The key responsibilities of a Portfolio Holder for Leisure and Culture and are identified

as follows:

Leisure and Culture

1 Parks, allotments, open spaces and playgrounds;

2 Street Parks (Play Zones);

3 Leisure Transformation Programme;

4 Museum and heritage sites;

5 Libraries, arts and events, museums, theatres and sport;

6 Lead on arm's length venues – Ice Arena, Playhouse, Theatre Royal, Royal Centre;

7 Nature conservation – operational;

8 Tourism;

9 Markets, fairs and toilets;

10 Cemeteries and crematoriums

16. Portfolio Holder for Planning and Housing

The key responsibilities of a Portfolio Holder for Planning and Housing are identified as follows:

Planning

1 Planning policy and development management;

2 Responsibilities as a Lead Local Flood Risk Authority;

3 Designation of Assets of Community Value

Housing

4 Physical neighbourhood transformation and regeneration;

5 Estate management - Council and private estates;

6 Private housing and private rented sector;

7 Performance of NCH and Housing Associations;

8 Student housing;

9 Support to vulnerable people

Homelessness

Housing with care and support

10 Strategic and retained housing functions;

11 Regeneration Land and Property (tied in with above)

12 HiMOs (Houses in Multiple Occupation)