



**Stratford-on-Avon
District Council**
Cabinet Structure
and Contact Details
May 2012



Cllr Chris Saint
Leader

Telephone: 01608 662290
Email: chris.saint@stratford-dc.gov.uk

Political Leadership
Policy, Governance and the Budget
Localism and the Big Society
Council Structure and Appointments
Local Authority liaison and External Relationships



Cllr Rev. Neville Beamer
Chairman of the Council

Tel: 01789 263435
Email: neville.beamer@stratford-dc.gov.uk



Cllr Stephen Thirlwell
Deputy Leader

Telephone: 01564 794594
Email: stephen.thirlwell@stratford-dc.gov.uk

Partnerships and Partnership working
Sourcing strategy
Support to Leader, in his duties; deputising in his absence

Special Project: Superfast broadband



Cllr Christopher Mills
Vice-Chairman of the Council

Tel: 01926 641309
Email: christopher.mills@stratford-dc.gov.uk



Cllr Gillian Roache

Corporate Support Portfolio

Telephone: 01295 680309
Email: gillian.roache@stratford-dc.gov.uk

Community Safety and Licensing Policy
Consultation
Democratic, Member Services and Elections
Housing Services and Planning Policy (some LDF responsibilities shared with the Leader and Deputy Leader)
Legal Services and Standards
Member Development and Training



Cllr Mike Brain

Customer Access Portfolio

Telephone: 01789 720728
Email: mike.brain@stratford-dc.gov.uk

Central Administration
Contact Centre
Document Services
ICT and eGovernment
Information Kiosks and Access Points
Land Charges
Print and Design
Special Projects:
CCTV and related partnership work
London 2012 issues



Cllr Maurice Howse

Enterprise, Housing & Revenues Portfolio

Telephone: 07886 904800
Email: maurice.howse@stratford-dc.gov.uk

Benefits
Business Services and Tourism
Community and Voluntary Sector support
Homelessness
Housing Services (excluding Policy)
Revenues



Cllr Mike Gittus

Environment and Planning Portfolio

Telephone: 01789 488027
Email: mike.gittus@stratford-dc.gov.uk

Development Control and Enforcement
Dog Warden service
Emergency Planning
Environmental Health
GIS
Land Drainage
Licensing (excluding policy)
Pest Control



Cllr Jennie Ellard

Finance and Business Administration Portfolio

Telephone: 07854 141794
Email: jennie.ellard@stratford-dc.gov.uk

Budget Monitoring and Supervision
Human Resources
Internal Audit (commissioning)
Major Contracts and Procurement
Performance Management
Risk Management
Treasury Management
Special Project:
HS2



Cllr Lynda Organ

Technical Services Portfolio

Telephone: 01789 266278
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Asset Management and Corporate Property
Building Control
Car Parking
Grounds Maintenance
Health and Safety (including premises)
Leisure Services
Maintenance and Construction Management
Public Conveniences
Refuse Collection and Recycling
Street Cleaning

Hours spent on council related matters

Appendix 2

Business		No. hrs/month																											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Average*
1	At formal Council/ Committee/ Cabinet Meetings	14	6	8	8	10	60	8		10	40	22	8	16	4	n/a	8	9	22	12	10	24	26	27	10	44	24	14	17.8
2	At organisations where you are the Council's formal representative.	n/a	n/a	7	4	n/a	12	4	0	n/a	24	18	3	6	n/a	24	n/a	7	2	6	n/a	8	n/a	n/a	n/a	12	8	12	9.1
3	At informal Council Meetings.	4	4	n/a	4	2	12	3	varies	12	8	12	7	1	2	n/a	n/a	9	4	6	4	24	10	10	5	8	8	6	7.2
4	Reading papers and preparing for meetings.	6	16	30	5	8	12	3		26	8	21	15	7	10	12	4	14	10	20	6	80	9	8	20	8	16	10	14.8
5	Dealing with Ward issues.	20	40	6	16	16	8	63	daily	20	16	10	15	6	24	16	8	10	13	6	10	20	12	12	10	10	32	10	16.5
6	Dealing with Ward Member issues.	10	5	30	10	8	24	n/a	daily	15	4	3	8	4	n/a	n/a	2	10	8	6	4	20	11	10	5	n/a	16	10	10.1
7	Other significant amounts e.g. Travel	15	n/a	6	5	8	20	7		n/a	12	12	10	5	n/a	24	5	8	8	2	8	n/a	13	13	12	8	24	20	10.7
Total Number of Hours/Month		71	71	97	52	52	148	88		83	112	98	66	45	40	76	27	67	67	58	42	176	81	80	62	90	128	82	79.2

*Average has been calculated based on the number of responses received for each category. N/a responses and Response 8 have not been included.

Attendance statistics	05/05/2011 – 04/05/2012	Appendix 3
Councillor Susan Adams	100%	
Councillor Neville Beamer	100%	
Councillor Jennie Ellard	100%	
Councillor Peter Moorse	100%	
Councillor Helen Hayter	97%	
Councillor Lynda Organ	97%	
Councillor Peter Barnes	96%	
Councillor Mike Brain	96%	
Councillor Simon Jackson	95%	
Councillor George Matheou	95%	
Councillor Chris Williams	95%	
Councillor Chris Saint	94%	
Councillor Sir William Lawrence	93%	
Councillor Gillian Roache	93%	
Councillor Joyce Taylor	93%	
Councillor Ian Fradgley	92%	
Councillor Chris Mills	90%	
Councillor Stephen Gray	89%	
Councillor Jennifer Fradgley	88%	
Councillor Maurice Howse	87%	
Councillor Clive Thomas	84%	
Councillor Susan Juned	83%	
Councillor Kate Rolfe	83%	
Councillor Stephen Thirlwell	82%	
Councillor Eric Payne	81%	
Councillor Philip Seccombe	80%	
Councillor Hazel Wright	80%	
Councillor George Atkinson	78%	
Councillor Paul Beaman	77%	
Councillor Peter Oakley	76%	
Councillor Chris Spencer	75%	
Councillor Mike Gittus	73%	
Councillor Richard Hamburger	72%	
Councillor John Horner	72%	
Councillor Richard Cheney	71%	
Councillor Roger Wright	71%	
Councillor Eric Holder	70%	
Councillor Steven Kittendorf	70%	
Councillor David Wise	70%	
Councillor Danny Kendall	67%	
Councillor Izzy Seccombe	60%	
Councillor Keith Lloyd	56%	
Councillor Beverley Mann	52%	
Councillor Daren Pemberton	43%	

Attendance at meetings - 5 May 2011 - 4 May 2012 Appendix 3	
Meeting	Percentage in attendance
Annual Meeting	98
Audit and Regulatory	80
Council	87
Licensing	100
Overview and Scrutiny	75
Planning Committee (East)	90
Planning Committee (West)	90
Standards and Ethics	62.5
The Cabinet	90
Average	85

ROLE DEFINITION – LEADER OF THE COUNCIL

This Role Definition has been prepared recognising that the Leader will not be a Portfolio Holder.

Primary Role

To have overall responsibility for the Vision and Corporate Objectives of the Council and for ensuring their achievement.

To be the principal political spokesperson for the Council and have overall responsibility for representing its views to the public and all organisations with whom the Council has contact.

To provide community leadership.

Main Responsibilities

Lead the work of the Cabinet, its programmes and priorities.

Represent the Cabinet, as appropriate, to the Overview and Scrutiny Committees.

To act in the absence of any Portfolio Holder.

As the principal political spokesperson for the Council, to effectively communicate with appropriate media, organisations, etc. the policies of the Cabinet and Council.

To have overall responsibility for the development, implementation, monitoring and review of the Council's Vision and Corporate Objectives.

To have political responsibility for effective corporate governance of the Council.

To have overall responsibility for the achievement of the Best Value Performance Plan.

To ensure the appraisal of the Chief Executive in accordance with the Council's scheme.

Other responsibilities will also include oversight of:-

- Representing the Council on matters of corporate and strategic policy to Government, other authorities, agencies and organisations relevant to the Council's business.
- Regular liaison with the Chief Executive, Management Team and other senior officers to provide informal policy guidance and support.
- Regular liaison with other Group Leaders.
- Monitoring and managing the performance of individual Portfolio Holders and Committee Chairmen, assist with the identification of training and development needs of Portfolio Holders and other Members.
- Acting as final arbiter between Portfolio Holders.
- Undertaking periodic reviews of portfolios and their allocation to Members of The Cabinet.

ROLE DEFINITION – DEPUTY LEADER OF THE COUNCIL

Primary Role

To carry out the responsibilities of the Leader in his/her absence.

To assist the Leader in his/her duties.

To be a member of the Cabinet with particular oversight of a Portfolio.

Main responsibilities

Carry out those responsibilities assigned to the Leader in his/her absence.

Participate in the decision-making process on matters within the Cabinet's remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the Heads of Service responsible for the activities within the Portfolio.

Work closely with the other members who will support him/her with the Portfolio.

Particular responsibilities will also include:-

- Presentation of reports to the Cabinet
- Attendance at Overview and Scrutiny Committee
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Executive's position.
- Regular liaison with the Heads of Service to provide informal policy guidance and support.
- Regular liaison with other Group Leads on portfolio issues.
- Supporting the Leader and Management Team in the monitoring and management of the performance of individual Heads of Service.

ROLE DEFINITION – PORTFOLIO HOLDER

Primary Role

To be a Member of the Cabinet with particular responsibility for a Portfolio to be decided by the Leader of the Council.

Main Responsibilities

Participate in the decision-making process on matters within the Cabinet's remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the Heads of Service responsible for the activities within the Portfolio.

Work closely with the other members who will support him/her with the Portfolio.

Responsibilities will also include:-

- Presentation of reports to the Cabinet
- Attendance at Overview and Scrutiny Committee
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Cabinet's position.
- Regular liaison with the Heads of Service to provide informal policy guidance and support.
- Regular liaison with other Group Leads on portfolio issues.
- Supporting the Leader and Management Team in the monitoring and managing the performance of individual Heads of Service.

ROLE DEFINITION – CHAIRMAN OF THE COUNCIL

Role Purpose

To be the Civic Head of the District Council.

To chair Council Meetings.

Duties and Main Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To initiate activities designed to recognise and encourage civic awareness in the community.

To attend and chair briefings for Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To chair meetings of the Council ensuring among other things that all points of view have a fair opportunity to be heard, that Procedure Rules are applied and observed, with fairness and impartiality and that debate is guided towards clear and relevant decisions.

To oversee the organisation of an annual Civic Service and Civic Reception, and having regard to budget availability, up to one other major civic event.

To promote good relationships between councillors, between political groups and between councillors and officers.

To ensure that the Civic hospitality budget is spent prudently and to the best advantage of the whole District.

To ensure that the Vice-Chairman is kept informed of all relevant civic matters and has a useful civic role during his/her period of office.

ROLE DEFINITION – VICE-CHAIRMAN OF THE COUNCIL

Role Purpose

To support the Chairman of the Council in his/her role and in his/her absence.

To be the civic Head of the District Council.

To chair Council Meetings.

Duties and Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To participate in activities initiated by the Chairman designed to recognise and encourage civic awareness in the community.

To attend briefings for the Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To promote good relationships between councillors, between political groups and between councillors and officers.

ROLE DEFINITION – COMMITTEE CHAIRMEN

Note – this role definition applies equally to all Chairmen of meetings, ie. the Council, the Cabinet, Overview and Scrutiny Committee, Audit Committee, Regulatory Committee, Area Planning Committees, and Standards and Ethics Committee.

Primary Role

Preside over meetings ensuring proper order in the way in which business is conducted.

Inform self of the intended business and objectives of meetings.

Ensure decisions taken are in the remit of the Committee.

Determine that meetings are properly constituted and quorate.

Decide points of order, whether proposed motions and amendments are in order, taking advice, as appropriate, from the Chief Executive, Head of Corporate Support, or the Monitoring Officer, or their representatives.

Adjourn meetings if appropriate.

Close meetings at the conclusion of business.

Manage public participation at meetings in accordance with the Council's published scheme in this regard.

APPENDIX 5

Outside Bodies – 2012/13

51M Group (Councillor Ellard)

Age Concern Shipston-on-Stour and District (Councillor Roache)

Alcester Heritage Trust (Councillor Payne)

Community Partnership Forum - Better healthcare programme for Banbury and surrounding areas (Councillor Roache)

Cotswold Conservation Board (Councillor Gray)

Coventry and Warwickshire Destination Management Partnership (Enterprise, Housing and Revenues Services Portfolio Holder – Councillor Howse)

Coventry, Solihull and Warwickshire Leaders’ Board (Leader of the Council - Councillor Saint)

District Councils’ Network (Leader of the Council – Councillor Saint)

Joint Committee(s) On Shared Services (Leader of the Council – Councillor Saint)

Local Government Association (Leader of the Council - Councillor Saint)

Marsh Farm Liaison Group (Councillor Howse)

PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee (Technical Services Portfolio Holder - Councillor Organ)

Royal Shakespeare Company (Chairman of the Council - Councillor Beamer)

Safer South Warwickshire

- South Warwickshire Crime and Reduction Partnership
- Warwickshire Safer and Stronger Communities Board
(Corporate Support Portfolio Holder - Councillor Roache)

Shakespeare Birthplace Trust (Chairman of the Council - Councillor Beamer)

South Warwickshire NHS Foundation Trust (Councillor Adams)

Southam Grange Hall Stewards’ Committee (Community Services Portfolio Holder plus one other - Councillors Ellard and Mills)

SPARSE (Councillor Ellard)

Stratford Health Communities and Older People Group (Enterprise, Housing and Revenues Services Portfolio Holder – Councillor Howse)

Stratford Local Strategic Partnership (Leader of the Council - Councillor Saint)

Stratford Sustainable Development Group (Environment and Planning Portfolio Holder - Councillor Gittus)

Stratford Vision Group (Leader of the Council – Councillor Saint)

Stratforward (Business Improvement District Company) (Councillor Beamer)

Virtual District Partnership (Deputy Leader - Councillor Thirlwell)

Warwickshire, Coventry and Solihull Habitat Biodiversity Action Plan Partnership (Environment and Planning Portfolio holder - Councillor Gittus)

Warwickshire Health Communities and Older People Group (Enterprise, Housing and Revenues Services Portfolio Holder – Councillor Howse)

Warwickshire Health Overview & Scrutiny Board (Councillor Matheou)

Warwickshire Housing Support Partnership (Enterprise, Housing and Revenues Portfolio Holder – Councillor Howse)

Warwickshire Overview & Scrutiny Board (Chairman of the Overview & Scrutiny Committee - Councillor Gray)

Warwickshire Partnership (Leader of the Council - Councillor Saint)

Warwickshire Rural Community Council (Finance and Business Administration Portfolio Holder - Councillor Ellard)

Warwickshire Sustainable Development Board (Environment and Planning Portfolio Holder – Councillor Gittus)

Warwickshire waste partnership (Technical Services Portfolio Holder – Councillor Organ)

West Midland Reserve Forces' and Cadets' Association (Councillor P Secombe)

West Midlands' Councils (Leader of the Council – Councillor Saint)

Overview and Scrutiny Work Plan 2012/13

APPENDIX 6

Topic	Issue	PH/MT Lead	Actions
Monitor – to challenge progress			
Council Plan 2012/13	To monitor and challenge progress with the Council Plan	Head of Corporate Support	In accordance with Cabinet timescales – OSC plan to be updated accordingly with key decision dates
Medium term financial strategy and financial performance	<p>To provide on-going monitoring and challenge to the Councils Financial Strategy and in particular impact of budget reductions in 2012/13 on service delivery, performance and progress with delivering saving targets.</p> <p>To receive a presentation of budget reductions to enable OSC to request further detailed information on any areas they wished to explore further.</p> <p>To consider impact on staff satisfaction and turnover, incorporating member satisfaction levels.</p> <p>To receive a presentation on the outcome of the review of the Capital programme</p>	Assistant Chief Executive	<p>August 2012 – Assistant Chief Executive to update OSC with progress in delivering 2012/13 savings.</p> <p>September 2012- Results of staff survey undertaken in June presented to OSC. <i>Deferred pending prior consideration at JCNG in November 2012</i></p> <p>Report on outcomes from Review of Capital Programme – date to be confirmed</p>
Consideration of the Council's saving proposals for 2013/14 and beyond	To comment on proposals for savings going forward	Assistant Chief Executive	<p>October 2012 – Set up OSC Budget Working Group</p> <p>November 2012 - key dates in Service and Financial Planning timetable be provided when finalised</p>
Progress with Shared Services programme	To receive progress updates on progress	Chief Executive	<p>August 2012 – Assistant Chief Executive to give verbal update</p> <p>January 2013 – Assistant Chief Executive to give progress update</p>

2012/13 Reviews/Scrutiny Projects			
Community Transport	To have appropriate District Council representation on the Community Links Steering Group	Councillors Fradgley, Gray and Hamburger	October 2012 - Update by Head of Business, Housing and Revenues on proposed model for community transport agreed by the various groups.
New Homes Bonus	Identify options for a mechanism for transfer of some New Homes Bonus monies to local communities for capital or related means' without adversely impacting upon the funding streams this Council receives from central government.		<p>Group re-formed, comprising Councillors Johnston, Matheou, Pemberton* and Scorer.</p> <p><i>*Councillor Pemberton was appointed as he had been the proposer of the Notice of Motion. The Group was also asked to consult with the original proposers of the Motion, Councillors Atkinson and Horner.</i></p> <p>August 2012 – Chair to provide verbal update</p>

Overview and Scrutiny Work Plan 2012/13

APPENDIX 6

Concessions to Developers	Review approach in respect of concessions to developers under s106 agreements	Chief Executive	T&F Group commenced in July 2012 chaired by Councillor Moorse. Membership to include Councillors Lawrence, Hamburger and Matheou.
Watching Brief – to note progress and inform process where applicable			
Impact of Warwickshire County Council budget reductions on Stratford District residents and potential for further pressures on District Council ... work programmes and impact on Corporate Strategy	OSC to consider impact of WCC budget reductions both in 2012/13 and going forward to enable feedback to WCC on impact on SDC residents and Corporate Strategy to influence and inform future decisions.	Head of Customer Access	December 2012 - To receive briefing from Director of Resources, WCC and PH for Resources on WCC budget setting for 2013/14 and its impact on Stratford District.
	Impact of proposed reductions to evening bus routes being proposed by Warwickshire	Head of Revenues, Business and Housing	TBC
Impact of budget reductions on Policing in Stratford District	To receive a 6 monthly briefing note and feedback on impact to SDC residents and Corporate Strategy to influence and inform future decisions.	Head of Customer Access	December 2012 - Warwickshire Police Authority and senior representatives from Warwickshire Police to attend OSC to outline the budget setting for 2013/14 and its impact on Stratford District. They will also provide an update on progress with the Strategic Alliance with West Mercia Police – what is going well, what lessons have so far been learned, etc.
Local Development Framework	To monitor progress as presented to Cabinet	Head of Corporate Support	In accordance with Cabinet timescales but in particular to receive feedback from the consultation with Parish/Town Councils which OSC requested was undertaken at their meeting in April 2012.
Orbit Tripartite agreement	To keep watching brief to assess effectiveness of current arrangements.	Head of Revenues, Business and Housing	September 2012 – to receive an update on progress with the arrangements
NHS Reforms	To keep watching brief to assess effectiveness of current arrangements.	Chief Executive	In line with national guidelines
Feedback from LEP	Invite Chair of LEP to give presentation to Council on work programme and	Chief Executive	OSC to confirm if they wish to receive an update from LEP and their work

Overview and Scrutiny Work Plan 2012/13

APPENDIX 6

	priorities so OSC can assess and make comments as appropriate.		programme – date to be confirmed
Tourism promotion in Stratford District	To receive update from LEP on planned activities in this area so that OSC can provide feedback on areas where they would like further clarity or action.	Head of Revenues, Business and Housing	February 2013 – update on progress with Tourism arrangements
Grounds Maintenance	To receive a verbal presentation on verge cutting so OSC could better understand the co-ordination between the various agencies to review any opportunities that could lead to savings.	Head of Technical Services	November 2012 - presentation by the Head of Technical Services
Provision of Leisure	To update OSC on progress with confirming the future leisure provision for Stratford upon Avon Leisure and Visitor Centre	Head of Technical Services	November 2012 – presentation by the Head of Technical Services