

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Environmental Services**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of Environmental Services.

As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Annual Service Improvement Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

## **Areas of Responsibility**

To have overall responsibility for:

- Engineering and construction services
- Highways and traffic management
- Road safety excluding active travel initiatives
- Bridges and structures
- Environmental services
- Environmental enforcement
- Waste Management
- Tactical and operational flood management
- Parks and Green Spaces
- “Friends” Groups (parks)
- Allotments

## **Key Roles and Responsibilities of the Environmental Services Portfolio**

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council’s Constitution, the Executive Member for Environmental Services is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:-

1. The functions, powers and duties of the Council as Highway Authority including:
  - a) detailed highways and transportation schemes and proposals excluding active travel
  - b) traffic calming, street lighting, road safety, traffic regulation and network management
  - c) management of decriminalised parking enforcement and car parking facilities
2. Highways inspections and maintenance.
3. Highways and engineering planning and development.
4. Matters relating to the strategic management of parks and green spaces and liaison with Friends of Parks Groups;
5. Sewers and drainage including flood and water management
6. Waste collection, management, disposal and recycling.
7. Clean neighbourhoods including street cleansing and collection of litter.

**To submit to the Executive:**

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.