

# **Executive Members' Portfolios (The City Mayor's Scheme of Delegation)**

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## **Preface**

Leicester has an elected City Mayor. The City Mayor leads the council and has overall responsibility for the delivery of council services. He is directly accountable to local people.

To help him oversee the delivery of council services and plans for change, he has appointed two Deputy City Mayors and a number of Assistant City Mayors. These councillors are referred to as Executive Members.

The City Mayor has given the Executive Members areas of responsibility. These are referred to as portfolios and are set out in this document.

Executive Members work closely with directors of the relevant services to oversee the council's operations in their portfolio.

There is a need to ensure that departments work together and services are integrated. Many of the areas of responsibility overlap. In many instances an Executive Member may take the lead on one area but the responsibility is shared across the Executive. This is particularly the case for equalities, which underpins all the portfolios.

The City Mayor and Executive Members work collaboratively to ensure council departments and initiatives are joined up and make effective use of the council's budget and other resources.

The Executive have regular briefings and meetings to identify related issues and agree the overall direction for the council.

Decisions taken by the Executive are usually taken by an individual Executive Member but could be taken collectively at a public meeting. Either way these are published on the council's website.

The City Mayor and the Executive are committed to engage with citizens and partners and to ensure that the decision making process is transparent. This document supports this commitment by setting out who leads on which function.

## Who takes decisions?

The city council has agreed a constitution which sets out how it operates, how decisions are made and the procedures which are followed. The law requires some of these processes, while others are a matter of local choice. The Constitution specifies which matters are the remit of full Council. These will either be designated for decision-making by full Council, (such as the budget, the Constitution and the policy framework comprising various plans and strategies) or by a committee of council (various regulatory functions). The remaining functions are Executive functions.

The City Mayor is responsible for the allocation and discharge of all Executive functions and may decide how they are to be exercised.

Executive functions, with the exception of those reserved to the City Mayor (listed on page 5), are delegated to officers. The City Mayor can take back any delegation to officers and refer decisions to an Executive Meeting, an individual Executive Member or another authority.

Where a decision falls across more than one portfolio it will be subject to consultation with all relevant Executive Members.

Directors identify issues which may require Executive Member involvement or decision. These are logged and considered via regular briefings with the relevant portfolio holder(s). The City Mayor considers whether any of these issues should be referred to the Executive for decision (effectively taking back the delegation to officers). The City Mayor will nominate the decision-maker.

At present the City Mayor determines whether issues should be determined by the Executive/Executive member on a case by case basis. Should he determine that specific issues be referred for decision to an individual Executive Member on an on-going basis it will be recorded in this scheme.

This document will be subject to regular review by the City Mayor and an up to date version maintained on the City Mayor's web pages.

## Notes

Within each portfolio the Executive member has the ability to:

- determine policy and exercise all executive functions
- keep under review and be responsible for the implementation of all new legislation or guidance relating to the discharge of its functions
- determine matters of strategy, operational procedures and practices, and major initiatives and reviews
- review and co-ordinate work.

## City Mayor: Sir Peter Soulsby

<b>Responsibilities</b>	<b>Lead director</b>
Strategic planning and regeneration	Director of Planning, Development & Transport
City centre management	City Centre Director
Market service and improvement	Director of Tourism, Culture, and Inward Investment
Transport policy and strategy: <ul style="list-style-type: none"> <li>• Traffic management</li> <li>• Transport and highway infrastructure, design and maintenance</li> <li>• Traffic regulations</li> <li>• Public transport and access</li> <li>• Liaison with public passenger transport providers</li> <li>• Road safety and road education</li> </ul>	Director of Planning, Development & Transport
Property and assets, including <ul style="list-style-type: none"> <li>• Corporate and financial interests of the City of Leicester in relation to the management of and transactions affecting land in public ownership</li> <li>• The council's land transactions</li> <li>• Management, staffing and control of any buildings used for the business of the council</li> </ul>	Director of Estates and Building Services
Financial strategy and oversight of financial management	Director of Finance
Corporate management	Head of Paid Service
Legal services	City Barrister/Solicitor and Head of Standards
Human resources	Director of Corporate Services
Council owned workspaces	Director of Estates and Building Services
Responsibilities of the council and all related issues in respect of the Leicester, Leicestershire and Rutland Combined Fire Authority, the Leicestershire Magistrates Courts Committee, the Rent Office Service, and the Coroners' Service	Head of Paid Service
Orders temporarily prohibiting the holding of processions when requested by the police	Director of Corporate Services
Information technology (including information assurance)	Director of Corporate Services
Communications, marketing and media services	Director of Corporate Services
Policy development, strategy and delivery - including full oversight of the delivery of the policy programme and priorities.	Head of Paid Service
Consultations	Director of Corporate Services
Elections	City Barrister/Solicitor and Head of Standards
Procurement services and strategy	Director of Finance
Revenues and benefits	Director of Finance
Welfare advice	Director of Finance
Resilience and emergency planning	Director of Corporate Services

## Executive decisions reserved to the City Mayor

1. To recommend to Council, its (i) Policy Framework, (ii) Budget and (iii) amendments to the Constitution.
2. To recommend to Council the making of bye laws.
3. To recommend the promotion or opposition of a personal or local Bill in Parliament.
4. To determine policy for the granting of rate relief, except in circumstances where the relief delivers a government policy with the Government meeting the cost.
5. A decision as to whether the council should act as an accountable body in relation to any project or funding programme, subject to a de minimis level of £100,000.
6. To grant pension fund admissions or otherwise supporting admission agreements.
7. To determine discretions available under pension fund regulations.
8. Freehold acquisitions, disposals and appropriations of property (excluding Right to Buy and Leasehold Reform Act sales and those matters covered under paragraph 9 below, but, in all cases, only where the market value exceeds £500,000. If the property in question is to be disposed or acquired by the means of an auction, then the market value should be estimated in advance by the responsible Director for the purpose of this reservation\*
9. Expenditure on an individual site (acquisition of land/buildings and/or construction) for affordable housing which exceeds £1m.
10. Disposals of land and property at less than best consideration.
11. Those powers delegated to the City Mayor by the Council when approving the budget or capital programme. Currently these are:-

### Revenue budget – delegations approved by Council 19 February 2025

- a) Budget ceilings - authority to increase or reduce any budget ceiling. The maximum amount by which any budget ceiling can be increased during the course of a year is £5m. Increases or reductions can be carried out on a one-off or permanent basis.

b) Corporate budgets –

- i) To determine the use of the demographic pressures contingency, the waste packaging provision and the homelessness provision;
- ii) To approve any policy decision relating to the spending of miscellaneous corporate budgets.

c) Earmarked reserves

- i) To create or dissolve earmarked reserves. In creating a reserve, the purpose of the reserve must be clear.
- ii) To determine the use of any remaining balance when an earmarked reserve is dissolved.
- iii) To transfer any sum between earmarked reserves.

d) Other

- i) To amend the flexible use of capital receipts policy, and submit revised policies to the Secretary of State.

Capital programme - delegations approved by Council 19 February 2025

- a) Authority to determine a plan of spending for each policy provision, and to commit expenditure up to the maximum available.
- b) Authority to increase any scheme in the programme, or add a new scheme to the programme, subject to a maximum of £10m corporate resources in each instance and to borrow whilst remaining within the prudential limits for debt in the treasury management strategy.
- c) Authority to reduce or delete any capital scheme, subject to a maximum reduction of £10m
- d) Authority to transfer any “policy provision” to the “immediate starts” category.

Housing Revenue Account budget and capital programme - delegations approved by Council 19 February 2025

Authority to reduce service charges to the extent to which this represents a change in the cost of providing those services.

## Deputy City Mayor for Housing, Economy and Neighbourhoods: Councillor Elly Cutkelvin

The Deputy City Mayor for Housing, Economy and Neighbourhoods will deputise for the City Mayor on all areas of policy, responsibilities and all other matters as required.

<b>Responsibilities</b>	<b>Lead director</b>
<p>The following housing services:</p> <ul style="list-style-type: none"> <li>• Housing options</li> <li>• Housing repairs</li> <li>• Tenancy &amp; estate management</li> <li>• Tenant participation</li> <li>• Homelessness services</li> <li>• Private sector housing team</li> <li>• Gypsy and traveller authorised site management</li> <li>• Housing development</li> <li>• Multi-agency travellers unit</li> </ul>	Director of Housing
Asylum and migration	Director of Housing
Regulatory services, including taxi and private hire licensing	Director of Neighbourhood & Environmental Services
Neighbourhood enforcement services including community wardens, dog and pest control	Director of Neighbourhood & Environmental Services
Bereavement services	Director of Neighbourhood & Environmental Services
Planning and development control	Director of Planning, Development & Transport
Building control and enforcement	Director of Neighbourhood and Environmental Services
Public conveniences	Director of Neighbourhood & Environmental Services
Street lighting	Director of Planning, Development & Transport
Street cleansing, litter and vandalism removal services	Director of Neighbourhood & Environmental Services
Waste management and recycling	Director of Neighbourhood & Environmental Services
Economic development, including inward investment, skills and employment and marketing	Director of Tourism, Culture & Inward Investment
Conservation and protection of the built environment	Director of Planning, Development & Transport
<p>Community safety including:</p> <ul style="list-style-type: none"> <li>• Leicester Community Safety Partnership</li> </ul>	Director of Neighbourhood & Environmental Services



<ul style="list-style-type: none"><li>• Community Safety Strategy</li><li>• Anti-social behaviour</li><li>• Links with the police &amp; probation services</li><li>• Citywide CCTV</li></ul>	
Domestic violence services	Director of Children’s Social Care and Early Help

**Assistant City Mayor with responsibility for Adult Social Care: Councillor Mohammed Dawood**

<b>Responsibilities</b>	<b>Lead director</b>
All statutory adult social care services and commissioning: <ul style="list-style-type: none"><li>• ASC – localities</li><li>• ASC – contact and response</li><li>• ASC – mental health</li><li>• ASC – learning disabilities</li><li>• ASC – independent living</li><li>• ASC – contracts and assurance</li><li>• ASC – commissioning</li><li>• ASC – early intervention</li><li>• ASC – occupational therapy</li><li>• ASC – health transfers service</li></ul>	Strategic Director of Social Care and Education

## Assistant City Mayor with responsibility for Health, Culture, Libraries and Community Centres: Councillor Vi Dempster

<b>Responsibilities</b>	<b>Lead director</b>
<p>All public health services and commissioning:</p> <ul style="list-style-type: none"> <li>• Manage relationships with NHS partners.</li> <li>• Partnership working with the NHS on commissioning and integrating services</li> <li>• Drug and alcohol dependency</li> <li>• To chair the Health and Wellbeing Board</li> <li>• To chair the Forum for Older People</li> <li>• Promoting mental health and well-being</li> <li>• To be the council's Mental Health Champion</li> <li>• Social inclusion and the relationship with health.</li> </ul>	Director of Public Health
Tourism, including marketing and promoting the city and creating jobs in the tourist and visitor economy	Director of Tourism, Culture and Inward Investment
Festivals and events	Director of Tourism, Culture and Inward Investment
Sports services and centres	Director of Neighbourhood & Environmental Services
Museums	Director of Tourism, Culture and Inward Investment
Cultural Quarter	Director of Tourism, Culture and Inward Investment
Parks, play areas and open spaces	Director of Neighbourhood & Environmental Services
Trees and woodlands	Director of Neighbourhood & Environmental Services
Allotments, community food growing and the council's Food Plan	Director of Neighbourhood & Environmental Services
Constitution, members and civic services	City Barrister & Head of Standards
Neighbourhood services, including libraries and community centres	Director of Neighbourhood & Environmental Services
Ward community budgets	City Barrister & Head of Standards

## Assistant City Mayor for Communities, Adult Learning, Jobs and Skills: Councillor Mustafa Malik

<b>Responsibilities</b>	<b>Lead director</b>
Jobs and skills services, apprenticeships	Director of Tourism, Culture and Inward Investment
Council traded or entrepreneurial services	Director of Corporate Services
Adult education	Director of Tourism, Culture and Inward Investment
Equalities and community engagement	Director of Corporate Services
Partnership working with voluntary and community sector, and faith organisations	Director of Corporate Services

## Assistant City Mayor for Children and Young People: Councillor Elaine Pantling

<b>Responsibilities</b>	<b>Lead director</b>
Schools, including local authority schools, academies and wider educational settings for children	Director of SEND and Education
Education services: <ul style="list-style-type: none"> <li>• Early years settings</li> <li>• School quality and standards</li> <li>• Educational Psychology</li> <li>• SEND Support Service</li> <li>• Statutory SEND Services</li> <li>• Education Welfare</li> <li>• School admissions and sufficiency</li> <li>• School assets</li> <li>• Virtual School</li> <li>• Passenger and Transport Services</li> <li>• Home to School Transport</li> <li>• School Governor Services</li> </ul>	Director of SEND and Education
The recruitment, training & retention of child minders	Director of SEND and Education
Statutory lead member for children's services: <ul style="list-style-type: none"> <li>• Safeguarding children's service</li> <li>• Children's fieldwork</li> <li>• Looked After Children</li> <li>• Adoption services</li> <li>• Early help</li> <li>• Children and families respite services</li> <li>• Disabled children's service</li> <li>• Special educational needs and disabilities</li> </ul>	Director of Children's Social Care and Early Help
Youth services	Director of Children's Social Care and Early Help
Youth offending service	Director of Children's Social Care and Early Help



## Assistant City Mayor for Environment and Transport: Councillor Geoff Whittle

<b>Responsibilities</b>	<b>Lead director</b>
Energy and sustainability	Director of Estates and Building Services
Highways, pavements, bridges and watercourses	Director of Planning, Development & Transport
Sustainable transport	Director of Planning, Development & Transport
Environmental protection services including air quality, pollution control, flood planning, natural environment, conservation and improvement of water courses	Director of Planning, Development & Transport
Residents' parking and other schemes that improve residential streets.	Director of Planning, Development & Transport
To deliver the Climate Emergency Strategy – to work towards a zero carbon, climate resilient city.	Director of Estates and Building Services
Leicester Eco-Schools Programme to deliver high quality environmental education and engage young people.	Director of Estates and Building Services

## Assistant City Mayor for Community Cohesion: Councillor Manjula Sood

<b>Responsibilities</b>	<b>Lead director</b>
Community cohesion	Director of Corporate Services
Prevent agenda	Director of Corporate Services
As Armed Forces Champion, to support our work as part of our commitment to supporting the Armed Forces.	Director of Corporate Services