

**Constitution of Hertsmere Borough Council**

**Part 3.2 – Responsibility for Functions – Allocations of Functions – Portfolio Holders**

**Allocation of Functions – Portfolio Holders**

<p>The members of the Executive, including the Leader of the Council, all have portfolio responsibilities. The Leader, as well as having a portfolio, also has specific leadership responsibilities. <b>The Executive as a body will:</b></p>
<p>Lead the preparation of the Authority’s policies and budget (with input and advice from Overview and Scrutiny Committees).</p>
<p>Deliver and implement the budget and policies decided by the Full Council.</p>
<p>Respond to any recommendations and reports from the Overview and Scrutiny Committees where such response does not fall within the powers delegated to an individual Executive Member.</p>
<p>Make appointments/nominations to outside bodies which arise between annual meetings of the Full Council.</p>
<p>Undertake all the powers and duties of the Council with the exception of those reserved to the Full Council itself or to committees or sub-committees.</p>
<p>Approve policy changes which do not fall within the Policy Framework.</p>
<p>Carry out the Council’s functions in relation to Elstree Film Studios Ltd and the Studios site.</p>

<p><b>EACH INDIVIDUAL EXECUTIVE MEMBER</b></p>
<p><b>Within the parameters of their portfolio and the approved Policy and Budget Framework will:</b></p>
<p>Be responsible for responding to proposals relating to the management of buildings and capital programme works and the variance of expenditure between heads of expenditure, provided that the variance does not conflict with the Financial Procedure Rules.</p>
<p>Approve tenders for work within the remit of their portfolio, in accordance with the Authority’s Financial Procedure Rules. Have the ability to accept tenders up to a maximum of £50,000 for contractual work or supplies provided the tender is the lowest (or the highest if it relates to income) and the amount is within the budget provision.</p>
<p>Respond to any recommendations and reports from the Overview and Scrutiny Committees on matters for which they have powers delegated as an individual.</p>
<p>Have regard to strategic consultation by Government Agencies, other Local Authorities or providers, etc.</p>
<p>Be responsible for ensuring equality and diversity in relation to all matters within their portfolio responsibilities.</p>

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**PLANNING PORTFOLIO HOLDER**

(corresponding responsibilities of Officers are set out in section 3.3 of the Constitution)

**Broad areas of responsibility**

Planning policy, listed buildings and conservation areas. Performance and resourcing of the planning service, building control and localism as determined by the Localism Act 2011.

**For decision by the Executive as a whole**

Changes to building control service levels.

**Responsibilities of the individual portfolio holder**

To lead in the formulation of recommendations on development plan documents and the approval of Local Development Schemes, Statements of Community Involvement, Annual Monitoring Reports and Supplementary Planning Documents.

To authorise minor amendments to the Authority's Local Development Scheme.

To respond to planning consultation documents (where a response is required on behalf of Hertsmere Council), except in instances where the Leader requests that the response is approved by the Executive.

To agree minor amendments to Supplementary Planning Documents for interim development control purposes and public consultation and their subsequent adoption, following any required changes arising from the public consultation. The decision as to whether the proposed changes constitute minor amendments shall be made by the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning and Localism.

Approval and adoption of Conservation Area appraisals and Conservation Area boundary changes, the de-designation of existing Conservation Areas and the designation of new Conservation Areas. The exercise of this power will follow consultation between the Portfolio Holder for Planning and Localism, the Chair of the Planning Committee and the Head of Planning and Economic Development, to consider whether any changes arising from public consultation are so significant that they require further consideration by the Planning Committee.

Community Infrastructure Levy and Panel.

Urgent repairs to listed buildings.

Agreeing additions to the List of Community Assets.

Determination of historic building grant applications.

Purchase notices.

Authorise prosecution and costs and expenses recovery for failure to comply with planning and building control notices.

Enforcement in relation to planning matters and building control.

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Decisions relating to building control, subject to submitting any proposals for changes in service levels to the Executive as a whole.

To lead on Member Development work.