

Appendix 2

Schedule

PORTFOLIO HOLDERS

Portfolio Holders are councillors who have been allocated specific areas of responsibility known as portfolios to ensure greater political accountability for the decisions taken by the Executive.

Within the area of their remit, portfolio holders will:-

- exercise strategic and political leadership, having regard to the goals, outcomes and priorities set out in the Council's corporate plans
- lead on policy development
- lead on service issues at Executive and Council meetings
- meet on a regular basis with senior management to discuss service issues including performance, the requirement for continuous improvement and adherence to the budget set by Council
- answer questions at Council
- act as spokespersons on behalf of the Council
- promote the Council's equalities duties and exercise oversight of the arrangements in place to secure best value.

The remits of each of the portfolio holders is detailed below. In any situation of uncertainty, it is for the Leader of the Council to determine which portfolio a delegation by Council lies within. For the avoidance of doubt, portfolio holders are not responsible for service management nor is there any delegation of decision making to any individual member of the Council.

PORTFOLIOS

LEADER OF THE COUNCIL

The Leader of the Council will exercise strategic leadership of the Council and promote the Council's core values, ensuring effective communication of Council policies and strategies. The Leader will carry overall political accountability for the co-ordination of Council business, achievement of the priorities identified in the corporate plans and leadership of the Council's community planning responsibilities.

The role of the Leader can operate across all portfolio remits as and when appropriate. This might, for example, include leading a policy development panel on an area not directly under his or her remit but one that requires specific expertise or strategic political direction.

In addition to the general leadership role set out above, the Leader will exercise strategic and political leadership in the following areas:

- oversight of the Council's corporate governance arrangements
- corporate budget planning and financial strategy
- workforce
- equalities
- the poverty strategy
- community participation
- efficient and effective use of the Council's heritable office and workplace assets.

CULTURE, LEISURE AND TOURISM PORTFOLIO

To exercise strategic and political leadership in the following areas:

- culture and the arts
- leisure, sport and recreation
- museums and galleries
- libraries
- development and maintenance of parks and public open space
- tourism
- built and natural heritage
- the contractual relationship with Falkirk Community Trust
- strategic management of assets maintained for the purposes contained in this portfolio

ECONOMIC DEVELOPMENT PORTFOLIO

To exercise strategic and political leadership in the following areas:

- economic development including inward investment, regeneration and business support
- employment training
- development planning policy
- strategic transport and infrastructure planning
- development and management of the Council's non-operational land and property
- economic partnerships
- funding from European programmes

EDUCATION PORTFOLIO

To exercise strategic and political leadership in the following areas:

- Early years, nursery, primary, secondary and special school provision
- “Getting it right for every child” (GIRFEC), particularly for children with additional support needs
- Curriculum for Excellence with a focus on attainment, wider achievement and improving positive and sustained destinations for all young people aged 16+
- community learning and development
- integrated children’s services plan
- strategic management of the school and CLD estate and management of school admissions

ENVIRONMENT PORTFOLIO

To exercise strategic and political leadership in the following areas:

- sustainability
- climate change
- flood risk management
- energy efficiency and carbon management
- renewable energy
- waste and recycling
- management and maintenance of roads and related assets, road safety and traffic management
- public transportation
- environmental health
- cemeteries and crematoria
- animal health and welfare

HEALTH & SOCIAL CARE PORTFOLIO

To exercise strategic and political leadership in the following areas:

- community care and adult services
- mental health and wellbeing
- health inequalities
- health improvement
- substance misuse
- care and carers including provision for looked after children
- services for people with a disability

HOUSING PORTFOLIO

To exercise strategic and political leadership in the following areas:

- strategic housing investment
- local housing strategy
- housing allocations policy
- tenancy participation
- homelessness
- affordable housing
- services related to the private sector including landlord registration
- tenant/tenancy support and supported accommodation
- strategic management of assets held on the Housing Revenue Account

PUBLIC PROTECTION PORTFOLIO

To exercise strategic and political leadership in the following areas:

- community safety
- relationships with Police Scotland and the Scottish Fire and Rescue Service
- criminal justice services including the management of offenders and relationships with the Community Justice Authority
- protection of children and vulnerable adults
- domestic abuse
- emergency planning
- trading standards
- building control
- licensing policy, other than that which is the responsibility of the Licensing Board

RESOURCES PORTFOLIO

To exercise strategic and political leadership in the following areas:

- oversight of the Council's arrangements for the proper administration of its financial affairs
- procurement
- ICT
- information security and governance
- corporate risk management