

## **Leader of Council's appointments to the Executive (including Lead and Associate Lead Member roles) and appointments to other bodies**

Lead Member(s): Cllr Bill Revans – Leader of the Council

Lead Officer: Scott Wooldridge – Monitoring Officer and Head of Democratic Services

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### **1. Summary / Background**

- 1.1.** A number of appointments to key roles within the Council and to Committees are reserved to Full Council. Full Council at its annual meeting on 25 May 2022 appointed Cllr Bill Revans as the Leader of the Council. The Leader of the Council has authority to agree Executive appointments alongside a number of other key elected member appointments which form part of the executive functions of the Council.
- 1.2.** In March 2022 the Somerset Structure Changes Order was formally approved, this legally established the process for the formation of a new single unitary council from 1 April 2023. The formation of the new Somerset Council is based upon Somerset County Council being a continuing authority. From 1 April 2023 the Council will be known as Somerset Council and following the dissolution of the four district councils it will take on all of their statutory responsibilities and functions in addition to the County Council's functions.
- 1.3.** This report sets out the Leader of Council's proposed membership for the Executive ('Lead Member' roles) following his appointment at the Council's Annual General Meeting on 25 May 2022. The report further details Associate Lead Member appointments and sets out arrangements for appointments to internal groups, joint and outside bodies that require the Leader of the Council's approval.

### **2. Recommendations**

#### **2.1. The Leader of the Council is recommended to:**

- 1. Approve the appointment of the Deputy Leader and Lead Members, together with the membership, responsibilities and method of working for the Executive as set out in section 3.7 and Appendix A.**
- 2. Approve the appointment and responsibilities of the Associate Lead Members as set out in section 3.9 and Appendix B.**
- 3. Note that the payment of Special Responsibility Allowances (SRA) for any new equivalent SRA qualifying posts created in 1 and 2 above that fit within the existing SRA bandings scheme will be subject to the Council considering recommendations of the Joint Independent Remuneration Panel in relation to the review of the Members'**

## **Allowances Scheme.**

- 4. Approve the key appointments in Appendix C (which are the responsibility of the Leader) which includes the elected member membership of the Somerset Health and Well-Being Board and the nominated members to the Somerset Waste Board, and delegate to the Monitoring Officer authority, in consultation with the Leader of the Council, to make amendments to appointments which are the responsibility of the Leader and for this delegation to last until the inaugural Annual General Meeting of the new Somerset Council**
- 5. Agree to ask the Monitoring Officer to prepare any amendments to the content of the Council's 'executive arrangements' within the Constitution as required by recommendations 1-3 above.**
- 6. Delegate responsibility to the Monitoring Officer in consultation with the Leader of the Council to agree the 2023 programme of ordinary meetings of the Executive.**

## **3.Reasons for recommendations**

- 3.1.** The County Council has operated a Leader and Executive/Cabinet model since 2001, under which the majority of functions that the Council undertakes are now the responsibility of a small number of councillors operating as an 'Executive' or 'Cabinet'. The Leader has responsibility for agreeing the executive arrangements.
- 3.2.** Councillor Bill Revans has been appointed as the Leader of the Council by the County Council on 25 May 2022 and as such this report has been prepared to confirm the membership of the Executive and Lead Member roles which are the Leader's responsibility under the Council's Constitution.
- 3.3.** This report also sets out proposals for other key elected member appointments such as to the Somerset Waste Board and the Somerset Health & Well-Being Board so that these are able to function and meet in order to undertake their roles. The report also details appointments to Associate Lead Member roles to provide support to Lead Members and succession planning for the future.

There are a number of other appointments that are the Leader's responsibility such as the appointment of elected members to internal groups, joint and outside bodies. It is further proposed that the Leader agrees a delegation to the Monitoring Officer to finalise these appointments as necessary.

- 3.4.** The Leader of the Council and the Executive will continue to be responsible for the discharge of all the executive functions of the Council under Education and Social Services legislation and in its capacity as Highway Authority (other than those public rights of way determinations exercised by the Regulation Committee), County Planning Authority (other than the determination of

planning applications), Waste Disposal Authority, Public Transport Authority and Traffic Authority and for all its statutory duties, including the exercise of relevant powers not specifically delegated by the Council to other Committees.

- 3.5.** The Leader of Council allocates all Executive decision-making responsibilities (covering Key and Non-Key Decisions) and functions, including any 'local choice' functions, where appropriate, delegated by Full Council. The Leader is proposing no changes to the current allocation of such responsibilities to:
- (a) the Leader;
  - (b) the Executive (formerly known as the Cabinet);
  - (c) the Traffic Regulation Order Sub-Committee of the Cabinet;
  - (d) jointly to two Lead members
  - (e) individual Lead members;
  - (f) the Somerset Waste Board; and
  - (g) Senior Leadership Team Officers.

#### Cabinet Membership and Cabinet Member Roles & Responsibilities

- 3.7** The Leader of the Council wishes to appoint a 10-member Executive. Member roles are detailed below:

- Leader of the Council
- Deputy Leader of the Council and Lead Member on Finance and Human Resources
- Lead Member for Children and Families
- Lead Member for Adult Social Care
- Lead Member for Transport and Digital
- Lead Member for Public Health, Equalities and Diversity
- Lead Member for Local Government Reorganisation and Prosperity
- Lead Member for Environment and Climate Change
- Lead Member for Development and Assets
- Lead Member for Communities

To provide support to the Executive and to aid succession planning, the Leader of the Council intends to appoint to the following Associate Lead Member appointments:

- Associate Lead Member for Governance and Communications
- Associate Lead Member for Finance
- Associate Lead Member for Education
- Associate Lead Member for Public Health
- Associate Lead Member for Adult Social Care
- Associate Lead Member for Economic Development and Inward Investment
- Associate Lead Member for Transport and Digital
- Associate Lead Member for Environment & Climate Change
- Associate Lead Member for Development & Assets
- Associate Lead Member for Communities

Appendix A provides further details regarding the proposed Lead Member posts, their main responsibilities and the members that the Leader is proposing to appoint to those posts. This also shows the proposed appointment of the Deputy Leader of the Council which is also within the gift of the Leader. Associate Lead Members cannot legally be given the full range of Lead Members responsibilities and therefore they cannot take formal decisions.

**3.8** In terms of the executive decision-making Cllr Revans has indicated that to ensure continuity no changes will be made – so it is proposed that:

- The definition of key and non-key decisions will remain unchanged as will the key and non-key decision processes contained within the Constitution.
- The Executive (Cabinet) Scheme of Delegation will continue unchanged.
- The Executive (formerly Cabinet) meeting arrangements will continue unchanged.

Note that the Chair and Vice-Chair of the Council and members performing Overview & Scrutiny or Regulation Committee functions cannot be members of the Executive due to legislation.

In the event that a Lead Member is unable to discharge his/her specific decision making functions for any reason (e.g. illness or holiday), the Leader (or in the Leader's absence or his/her inability to act – the Deputy Leader) may discharge those functions or decisions. Associate Lead Members cannot substitute or act as a Lead Member in their absence.

### Associate Lead Members

- 3.9** The Leader of the Council is able to appoint Associate Lead Members in support of the Lead Members. Associate Lead Members are not able to take decisions, but they can advise Lead Members and the Executive and:
- Lead on specific areas to be determined by the Lead Member.
  - Focus on information gathering and understanding key policy/service delivery areas.
  - Assist with the development of options and policies for consideration by the Lead Member.
  - Brief and make recommendations to Lead Members and others on the relevant issues that affect the decision making; and represent or deputise for the Lead Member at non-decision making meetings or events as necessary.

As an aid, the role of an Associate Lead Member could be compared to the Junior Minister roles of central government as they have no formal or legal powers of their own and instead provide a useful policy development and support role for their Lead Members. These roles also provide a valuable personal development opportunity and improve the resilience of the Council.

Appendix B sets out proposed Associate Lead Member appointments for the period 2022-23 together with the detail of their proposed roles.

Where an Associate Lead Member is temporarily unable to perform their role e.g. due to illness, then the relevant Lead Member is able to appoint a temporary Associate Lead Member. In these instances the Leader of the Council will be consulted and the Monitoring Officer informed.

### Somerset Health and Well-Being Board

- 3.10** The Somerset Health and Well-being Board is a formal committee of the Council established under Section 194 of the Health and Social Care Act 2012. The Council has responsibility for approving the overall membership of the Board.

The Board is a unique constitutional entity in the local government world for several reasons:

- (1) It has specific legislative decision-making responsibilities to exercise on behalf of the Council including the undertaking of the Joint Strategic Needs Assessment and the agreement of the Somerset Health and Wellbeing Strategy.
- (2) The Council is able to agree, and has agreed, voting arrangements on the Board that include giving elected members, officers of the Council, health professionals and partner representatives full voting rights.
- (3) Although Full Council has responsibility for approving the Board's Constitution in consultation with the Board, the Council Leader is responsible for appointing the County Council's elected representatives

- to the Board in accordance with the membership agreed by the Council.
- (4) The Government has relaxed specific provisions in the Local Government Act 1972 and the Local Government Housing Act 1989 to enable it to function in the way outlined above.

Under the legislation, the Council decides the number of places that it will have on the Board for elected members and decides whether or not those places are politically proportioned or not according to the respective strengths of the political groups on the Council. The Council has previously decided that the Board's membership should include 5 elected members from the Council to include the relevant Lead Members and member(s) of the Opposition. The Leader of Council has responsibility for electing the Chair of the Board from within the Council's elected member representation and appointing up to 2 Vice-Chair, 1 of which should be from the health sector.

It is proposed that the Lead Member for Public Health, Equalities and Diversity is appointed as the Chair of the Somerset Health & Well-Being Board. It is further proposed that a delegation be put in place to the Monitoring Officer following consultation with the Leader of the Council regarding the appointment of the Vice-Chair and that the representative from the Clinical Commissioning Group (to become ICB in June) is appointed as the second Vice-Chair.

Appendix C sets out the full membership of the Board for the approval of the Leader.

Where the appointed members of the board are unable to attend a meeting or perform their duties, their roles cannot be undertaken by a substitute member.

#### Somerset Waste Board

- 3.11** The Leader has delegated to the Board the County Council's statutory functions as Waste Disposal Authority, together with the delegation of powers under Local Government Act 2003 in relation to the ability to charge for discretionary services such as the use of discretionary recycling sites/services that are not provided under Section 51 Environmental Protection Act 1990.

The Board is a Joint Committee of Somerset County Council, Mendip District Council, Sedgemoor District Council, South Somerset District Council and Somerset West and Taunton Council. The Board was established under sections 101(5) and 102 of the Local Government Act 1972 and other relevant enabling legislation.

Each Council appoints two of its elected Members to be its representatives on the Board. One of the authority's appointed Members must be the relevant Lead Member for waste and/or the environment. Where a substitute takes the place of a Lead Member then the substitute must also be a Member of the

Executive.

It is proposed that Cllr Sarah Dyke (as relevant Lead Member for the Environment and Climate Change) is appointment as the Chair of the Somerset Waste Board until 31 March 2023 (Vesting day for the new Somerset Council) at which point the requirement for joint working arrangements will cease as full responsibility for all waste services in the county will pass to the new Somerset Council. It is further proposed that a delegation be put in place to the Monitoring Officer regarding the County Councils second appointment to the Board following consultation with the Leader of the Council.

#### Appointments to Internal Groups, Joint and Outside Bodies

- 3.12** The schedule attached as Appendix C sets out details of member appointments to internal groups, joint and outside bodies that fall under the Leader of Council's responsibility to appoint. This schedule is incomplete and further work is in progress. It is proposed that the Leader delegate authority to the Monitoring Officer to finalise and confirm these appointments and any changes to them in agreement with the Leader and following consultation with the other group leaders.

#### Programme of Ordinary Meetings of the Executive

- 3.13** The Executive's role is to consider key strategic, policy or operational decisions or where there are significant cross-cutting issues e.g. submitting recommendations on Plans and Strategies requiring approval by Full Council.

The quorum for a meeting of the Executive will be four Lead Members. Dates for meetings of the Executive for 2022 are as proposed below:

13 July 2022  
17 August 2022  
14 September 2022  
19 October 2022  
16 November 2022  
14 December 2022

It is proposed that responsibility to agree 2023 dates is delegated to the Monitoring Officer following consultation with the Leader of the Council.

Extraordinary meetings of the Executive may be called by the Leader or three Lead Members. Details of scheduled Executive meeting dates are available on the Council's website.

Executive meetings will be open to the press and public but they may be excluded where information of an exempt or confidential nature is being discussed.

Public question time arrangements at meetings of the Executive will remain unchanged – members of the public may address the Executive at their meetings, ask questions of the Executive, or present a petition provided notice of the intention has been given to the relevant Committee Administrator in the Democratic Services Team in writing by 12 noon three clear working days before a Cabinet meeting. The Leader or Deputy Leader have the discretion to vary these arrangements.

#### **4. Other options considered**

- 4.1** None considered, these proposals reflect the Leader of the Council's wishes. The proposals seek to support the transition to the new Somerset Council on 1 April 2023.

#### **5. Links to County Vision, Business Plan and Medium-Term Financial Strategy**

- 5.1** These recommendations seek to enable good and effective management of the council's business and ultimately good outcomes for citizens and service users. These arrangements are intended to enhance the County Council's ability to effectively pursue its vision as set out in the County Plan and Business Plan. The Executive arrangements of the Council are key elements within the Council's Constitution which is the key governance document of the Council and facilitates delivery of the County Plan.

#### **6. Consultations and co-production**

- 6.1** Cllr Revans has discussed the proposals in this report with the members of his political group and announced his proposals at the Full Council meeting on 25 May 2022.

#### **7. Financial and Risk Implications**

- 7.1** The increase in the overall number of Lead Members (formerly Cabinet Member) and Associate Lead Members (formerly Junior Cabinet Member) posts will see an increase Special Responsibility Allowance (SRA) payments.

In addition to the Leader of the Council, the Executive (formerly Cabinet) will increase from 8 Cabinet Members to 9 Lead Members – the SRA paid to a Lead Member is £18,787 p/a.

Additionally there will be an increase of 8 members appointed as Associate Lead Members (formerly Junior Cabinet Members) – the SRA paid to an Associate Lead Member is £2,348 p/a.

As above the proposed additional Lead Member and Associate Lead Members appointments have been costed and they represent an additional cost of



£31,310 in 2022/23 and £40,392 in 2023/24. Subject to the approval of the Council to the proposed new SRAs, funding will need to be allocated from the Contingency Budget to the Members Allowances Budget to offset these additional costs.

- 7.2** Failure to agree the changes proposed may hinder the delivery of Council services and key programmes / projects such as the change programme as the Executive has a key role in day to day decision making in relation to policy setting and service delivery. It could also leave the Council exposed to potential challenge and limit the ability of the Senior Leadership Team to operate effectively.

Likelihood	1	Impact	5	Risk Score	5
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## **8. Legal and HR Implications**

- 8.1** Under the Local Government Act 2000 and Local Government and Public Involvement Act 2007, the Leader of the Council may appoint the Deputy Leader and an Executive of his choosing, set the Executive portfolios and decide how executive functions are to be discharged. The size of the Executive (including the Leader of the Council) can be between 3 and 10 members of the Council.

- 8.2** There are no direct HR implications resulting from this decision.

## **9. Other Implications**

### **9.1 Equalities Implications**

The Council's duty under Section 149 of the Equality Act 2010 is to have "due regard" to the matters set out in relation to equalities when considering and making decisions on the provision of services. Members must consider the effect that implementing a particular policy will have in relation to equality before making a decision. It is highlighted that the proportion of women in Lead Member and Associate Lead Member roles has increased to 55% compared to 45% for the 2017-2022 former Cabinet. No specific implications have been identified. An Equalities Impact Assessment is not considered necessary for this decision as there are no direct impacts.

### **9.2 Community Safety Implications**

There are no direct Community Safety implications resulting from this decision.

### **9.3 Sustainability Implications**

There are no direct Sustainability implications resulting from this decision.

### **9.4 Health and Safety Implications**

There are no direct Health and Safety implications resulting from this decision.

### **9.5 Health and Wellbeing Implications**

There are no direct Health and Wellbeing implications resulting from this

decision.

## 9.6 Social Value

There are no direct Social Value implications resulting from this decision.

## 10. Scrutiny comments / recommendations:

10.1 Not applicable.

## 11. Background

11.1 The Council has operated a Leader and Cabinet model since 2001, under which the majority of functions that the Council undertakes are now the responsibility of the Leader and their Executive of up to 10 members operating as an 'Executive' or 'Cabinet'. The Leader has responsibility for agreeing the executive arrangements

## 12. Background Papers

12.1 Not applicable.

## **Report Sign-Off**

Legal Implications	Honor Clarke	25/05/22
Governance	Scott Wooldridge	25/05/22
Corporate Finance	Jason Vaughan	25/05/22
Human Resources and ICT	Chris Squire	25/05/22
Property	Paula Hewitt / Oliver Woodhams	N/A
Procurement	Claire Griffiths	N/A
Senior Manager	Patrick Flaherty	25/05/22
Commissioning Development	Sunita Mills / Ryszard Rusinek	N/A
<b><u>Informed about proposals in the report</u></b>		

Local Member	n/a	n/a
Opposition Spokesperson	Cllr David Fothergill	25/05/22
Scrutiny Chair	Cllr Gwil Wren	25/05/22

## **Appendix A**

### **Leader of the Council and Lead Member responsibilities**

<p><b>Leader of the Council:</b> <b>Cllr Bill Revans</b></p>	<p><b>Deputy Leader of the Council and Lead Member on Finance and Human Resources:</b> <b>Cllr Liz Leyshon</b></p>
<ul style="list-style-type: none"> <li>• Overall responsibility for the Council and its organisational design</li> <li>• Developing and Setting the Strategy and Vision for the whole organisation</li> <li>• Providing overall leadership and direction working closely with the rest of Cabinet and the Senior Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Member for development and oversight of Medium-Term Financial Plan and Annual Budget</li> <li>• Lead member for governance and internal control framework</li> <li>• Financial Management overview (Capital and Revenue)</li> </ul>

<p>Team</p> <ul style="list-style-type: none"> <li>• Working closely with the Executive in decision making to develop effective council policies and the delivery of high quality cost effective services to local people</li> <li>• Regional, National and international affairs</li> <li>• Developing and maintaining strategic relationships and relationships with key partners</li> <li>• Lead member for communications and management of the Council's reputation</li> <li>• Lead member for localism and engagement with districts, parishes, town councils and communities</li> <li>• Lead member for Commissioning Development</li> <li>• Business Strategy (including information governance)</li> <li>• Business Change activities</li> <li>• To appoint and hold the Executive, Lead Members and Associate Lead Members to account for their areas of responsibility including financial and operational performance and meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Democratic Services, Elections, Legal Services and Corporate Governance</li> <li>• Internal Audit</li> <li>• Treasury Management</li> <li>• Risk management</li> <li>• Lead Member for procurement functions</li> <li>• Human Resources and Organisational Development</li> <li>• Workforce Development</li> <li>• Ensure effective implementation of a culture and establishment of processes to support good staff performance</li> <li>• Member development, civic and member support services</li> <li>• Health and Safety</li> <li>• Business Support</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>
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<p><b>Lead Member for Adult Social Care: Cllr Heather Shearer</b></p>	<p><b>Lead Member for Children and Families: Cllr Tessa Munt</b></p>
<p><b>• All responsibilities of statutory Lead Member for Adult Social Care role</b></p> <ul style="list-style-type: none"> <li>• Lead Member for Adult Social Services</li> <li>• Developing integrated services with health and the voluntary sector</li> <li>• Developing and commissioning the independent care provider market</li> <li>• Services for adults with learning disabilities and/or autism</li> <li>• Services for adults with mental health needs</li> <li>• Services for older people</li> </ul>	<p><b>• All responsibilities of the statutory Lead Member for Children role</b></p> <ul style="list-style-type: none"> <li>• Lead Member for Children's Services,</li> <li>• Implementation of the Children's &amp; Young People's and associated plans <i>(shared with Lead Members for Adults, Health and Public Health Nursing services)</i></li> <li>• Engagement of children and parents in all aspects of the Council's services.</li> <li>• Children's Workforce Strategy <i>(shared with Lead Member for Human resources)</i></li> </ul>

- Support for carers
- Close working with Care Quality Commission
- Safeguarding adults
- Delivery of Personalisation Agenda and Personal Budgets
- Reablement and regaining independence
- Oversee the delivery of ASC Charging Reform and ASC Assurance
- To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan

- Delivery of commissioned services to support Children, young people and families health and well being
- Family Hubs
- Developing integrated services with the NHS to support children young people and families
- Youth Services and Young Carers
- Commissioned Early Help and Prevention services (*shared with Lead Member for Public Health*)
- Child Poverty (*shared with Lead Member for Public Health*)
- Delivery of Children's Social Care services
- Safeguarding Partnership arrangements across all Council services and with partner agencies.
- Corporate Parenting including governance arrangements
- Sufficiency of care placements (inc. the council's fostering services) and Strategic partnership.
- Family Safeguarding.
- Youth Offending Services and partnership governance
- Regional Adoption Agency and Strategic Governance Board
- Delivery of statutory Education services
- Schools Forum
- Appointment of School Governors
- Sufficiency of school places
- Commissioning of new school places (inc. SEND places) (*shared with Lead Member for Assets*)
- Sufficiency of early years and after school provision.
- Maintenance of LA maintained education provision (*shared with Lead Member for Assets*)
- Commissioning of Home to School Transport (*shared with Lead Member for transport*)
- Standing Advisory Council for Religious Education
- Commissioning of Post 16 Skills and

	<p>addressing NEETs.</p> <ul style="list-style-type: none"> <li>• New Academies and Academy conversions</li> <li>• Support Services for Education</li> <li>• Delivery of Children’s Inclusion services</li> <li>• Written Statement of Action in relation to Somerset SEND services</li> <li>• Virtual School for Children Looked After and governing body</li> <li>• Education Safeguarding</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>
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<b>Lead Member for Development and Assets: Cllr Ros Wyke</b>	<b>Lead Member for Transport and Digital: Cllr Mike Rigby</b>
<p>Lead Member for:</p> <ul style="list-style-type: none"> <li>• Strategic planning, Planning Policy &amp; Planning Control</li> <li>• Asset and property use and rationalisation</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>	<p>Lead Member for:</p> <ul style="list-style-type: none"> <li>• Improving infrastructure- road, rail, technology</li> <li>• Public Transport &amp; Highways</li> <li>• Traffic Management</li> <li>• Transporting Somerset</li> <li>• Highway maintenance</li> <li>• Area Highways services</li> <li>• Parking Services and Civil Parking Enforcement</li> <li>• Road Safety Policy (including Road Safety Partnership)</li> </ul>

	<ul style="list-style-type: none"> <li>• Transport Policy</li> <li>• Highway Assets and Improvements</li> <li>• Highways &amp; Transport contract management</li> <li>• Traffic &amp; Transport Development</li> <li>• Highways Lighting</li> <li>• Highways Development Control</li> <li>• Engineering Design &amp; Programmes</li> <li>• Technology (ICT) Policy and Strategy</li> <li>• Information Governance</li> <li>• Internal business development and innovation</li> <li>• Technology and Strategic Business Architecture</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>
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<p><b>Lead Member for Public Health, Equalities and Diversity:</b> <b>Cllr Adam Dance</b></p>	<p><b>Lead Member for Communities:</b> <b>Cllr Federica Smith-Roberts</b></p>
<ul style="list-style-type: none"> <li>• Lead Member for Public Health and Health &amp; Well-Being</li> <li>• Lead member for equalities and diversity</li> <li>• Lead Member for tackling health and social inequalities</li> <li>• Maintaining links with a wide range of stakeholders including health and the voluntary and community sector</li> <li>• Deliver the Somerset vision for health and wellbeing through implementation of the Somerset Improving Lives Strategy</li> <li>• Deliver integrated services with health</li> </ul>	<ul style="list-style-type: none"> <li>• Lead member for customers and communities</li> <li>• Consultation and engagement</li> <li>• Lead member for encouraging participation, volunteering and community self-help</li> <li>• Responsibility for Town Funds</li> <li>• Libraries, culture and heritage</li> <li>• Trading Standards</li> <li>• Leisure commissioning</li> <li>• Town and Parish Councils</li> <li>• Traded Services – such as registration services and scientific services</li> </ul>

<p>and the voluntary sector</p> <ul style="list-style-type: none"> <li>• Public health programmes including obesity, support to stop smoking, physical activity, drug and alcohol services, sexual health, public health nursing and mental health and wellbeing</li> <li>• Community Safety, Prevent and Refugee/Asylum resettlement</li> <li>• Volunteering</li> <li>• Health protection arrangements at a local level</li> <li>• Public health intelligence at local level feeding into population health management</li> <li>• Improving the health of the local population</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Civil contingencies and the Council's response to emergencies</li> <li>• Development of Local Community Networks (<i>shared with Lead Member for LGR and Prosperity</i>)</li> <li>• Customer services and access channels</li> <li>• Customer insight, research and evidence</li> <li>• Information and Communications</li> <li>• To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan</li> </ul>
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<p><b>Lead Member for Local Government Reorganisation and Prosperity:</b> <b>Cllr Val Keitch</b></p>	<p><b>Lead Member for the Environment and Climate Change:</b> <b>Cllr Sarah Dyke</b></p>
<ul style="list-style-type: none"> <li>• Lead member for Local Government Reorganisation including any associated transitional and change programmes</li> <li>• Lead Member for Economic Development &amp; Tourism</li> <li>• Capturing the benefits of new nuclear and other energy investments (including Hinkley Programme)</li> <li>• Encouraging inward investment and support for existing businesses</li> <li>• Improving skills, particularly for those furthest from employment to deliver inclusive growth</li> </ul>	<ul style="list-style-type: none"> <li>• Lead member for Climate Change and the Climate Emergency Strategy</li> <li>• Lead Member for Low Carbon Economy</li> <li>• Reduce waste and help residents recycle more</li> <li>• Minerals and Waste Policy</li> <li>• Rights of Way</li> <li>• Countryside Management</li> <li>• Flood, water and coastal management</li> <li>• Reduce Council's carbon footprint</li> <li>• To be accountable for policy development and the financial and</li> </ul>



- External business development and innovation
- Improving young people's prospects and skills (*shared with Lead Member for Children & Families*)
- To be accountable for policy development and the financial and operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium Term Financial Plan

operational performance of services within their area of responsibility, including meeting the requirements of the Vision and the Medium-Term Financial Plan

## **Appendix B**

### **Associate Lead Member Appointments**

- Associate Lead Member for Governance and Communications – Derek Perry
- Associate Lead Member for Finance – Peter Seib
- Associate Lead Member for Education – Caroline Ellis
- Associate Lead Member for Public Health – Ross Henley
- Associate Lead Member for Adults – Mike Stanton
- Associate Lead Member for Economic Development and Inward Investment – David Woan
- Associate Lead Member for Development and Assets – Sarah Wakefield
- Associate Lead Member for Communities – Nicola Clark
- Associate Lead Member for Environment & Climate Change – Dixie Darch
- Associate Lead Member for Transport & Digital – Mike Hewitson

#### *Purpose and Key Responsibilities*

Associate Lead Members are appointed by the Leader of the Council. Their titles and functions are also agreed by the Leader. Their primary role is to provide advice, policy development and support to their Lead Member.

Associate Lead Members will be allocated specific service areas to lead and advise the Executive and relevant Lead Member. They are not able to take decisions. They will:

1. Support their relevant Lead Member to provide clear political leadership both within and outside of the County Council in order to help advance and deliver the Council's priorities and key outcomes
2. Focus on information gathering and understanding key policy / service delivery in their areas of responsibility
3. Assist with the development of options and policies for consideration by the Executive and relevant Lead Member taking into account national policies and local circumstances
4. Brief and make recommendations to Executive and their relevant Lead Members and others on relevant issues in relation to policy and strategy development, service improvement or changes and decision making.
5. Represent or deputise for their relevant Lead Member at meetings or events as necessary.
6. Promote and support good governance of the Council and its business.
7. Keep other Members of Council informed about their activities,
8. Maintain effective working relationships with Senior Leadership Team officers and other Officers.

9. Create and maintain effective relationships with partners and organisations to deliver the Council's priorities
10. Be accountable to their relevant Lead Member, and ultimately the Leader of the Council, for the development and delivery of policies and strategies to meet the outcomes required by the Council and the Executive.
11. Be accountable to their relevant Lead Member for supporting the commissioning and delivery of services to meet the outcomes required by the Council and the Executive. This includes supporting the delivery of County Plan priorities and Medium Term Financial Plan savings
12. Play a key role in supporting transformational programmes within their areas of responsibility
13. Play a key role in the delivery of specific projects within their areas of responsibility

## **Appendix C**

### **Leader's Appointments to internal, partnerships and outside bodies**

<b>Name of body</b>	<b>Member representatives (until inaugural AGM of the new Somerset Council)</b>
Avon and Somerset Police and Crime Panel	Heather Shearer
Somerset Health & Well-Being Board (5)	Tessa Munt (Vice Chair) Adam Dance Heather Shearer (Note – Opposition appointments to be confirmed)
Somerset Waste Board (2 – including relevant Cabinet member)	Sarah Dyke Federica Smith-Roberts
Blackdown Hills Partnership Management Group	Ross Henley
The Brewhouse	Caroline Ellis
Carbon Management Board	Sarah Dyke
Chard Regeneration Scheme Project Board	Jenny Kenton
Children and Young People's Mental Health and Psychological Wellbeing Group	Caroline Ellis
Citizens Advice Bureau / Community Information Bureau	Jeny Snell Dawn Johnson
Connecting Devon and Somerset (Broadband)	Mike Rigby
Devon and Somerset Trading Standards Service Panel	Federica Smith-Roberts
Devon and the Severn Inshore Fisheries and Conservation Authority	Mike Murphy
Friends of Brides Mount	Liz Leyshon
Glastonbury Tribunal Ltd	Liz Leyshon
Heart of the South West Joint Committee	To be confirmed
Heart of the South West Local Enterprise Partnership Board	David Woan
Heart of the South West LEP Local Transport Board	Mike Rigby

Henry Leigh Trust	To be confirmed
Hinkley Point Stakeholders Group	Mike Caswell Hugh Davies
Hinkley Point Strategic Delivery Forum	David Woan
John Nowes Education Foundation	Evie Potts-Jones
Joint Committee of England and Wales for the civil enforcement of Parking and Traffic Regulations Outside London	Mike Rigby
Joint Committee of England and Wales for the civil enforcement of Bus Lanes Outside London	Mike Rigby
Local Government Association General Assembly	Bill Revans David Fothergill Mike Rigby Tessa Munt
Local Government Association, Innovation and Improvement board	Mike Rigby
Local Government Association, Peoples and Places board	Tessa Munt
Local Government Association - Fire Service Forum	Simon Coles
Local Liaison Group for Quarries in East Mendip	Adam Boyden
Mendip Hills AONB Partnership Committee	Pauline Ham
Mendip Quarries Advisory Group	Philip Ham Matt Martin Tony Robbins Edric Hobbs Adam Boyden
North Somerset Heritage Panel	Mike Murphy
Peninsula Transport Board	Mike Rigby
Planning Obligations Board (Hinkley Point C)	Mike Rigby
Quantock Hills Joint Advisory Committee	Andy Sully Lee Baker
Safer Somerset Partnership	To be confirmed
Salisbury to Exeter Lineside Consortium of Local Authorities	Derek Perry

Smokefree Somerset Alliance	Adam Dance
Severn Estuary Partnership	Mike Murphy
Somerset Archaeological and National History Society	Ros Wyke
Somerset Community Foundation – Hinkley Point C Community Fund Panel	Mike Murphy
Somerset Employment Skills Steering Group	Caroline Ellis
Somerset Growth Board	David Woan
Somerset Rivers Authority Board	Mike Stanton
HeaSomerset Smokefree Alliance	Adam Dance
Somerset Leaders' and Chief Executives' Group	Bill Revans
Somerset Local Access Forum	Edric Hobbs
Somerset Local Nature Partnership	Sarah Dyke
Somerset Outdoor and Residential Learning Advisory Group	Caroline Ellis
Somerset Rivers Authority	Mike Stanton
Somerset Safeguarding Adults Board	Heather Shearer
Somerset Safeguarding Children Partnership	Tessa Munt
Somerset Schools Forum	Caroline Ellis
Somerset Social Enterprise Loans Fund Panel	Simon Carswell Fran Smith
Somerset Water Management Partnership	Matt Martin
South West Audit Partnership Members Board	Dean Ruddle Andy Sully
South West Heritage Trust	Ros Wyke
South West Councils Employers Panel (SW Provincial Council)	Liz Leyshon
Standing Advisory Council for Religious Education	Caroline Ellis Tim Kerley Hazel Prior-Sankey
Taunton and Somerset NHS Foundation Trust	Ross Heley
Visit Somerset	Marcus Karvis
Walpole Liaison Group	Mark Healey

Wessex Regional Flood and Coastal Defence Committee	Marcus Kravis
Yeovil District Hospital NHS Trust	Adam Dance
Yeovil Innovation Centre Funding Partners Group	David Woan