

ROLE SPECIFICATION

LEADER OF THE COUNCIL

CONTEXT

The majority of the Council's Executive functions are the responsibility of the Cabinet (as assigned to it by law or under the Constitution) and they make most of the key decisions. The Cabinet has to make decisions which are in line with the Council's overall policies and budget.

ROLE

Members of the Cabinet have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework,
- be the focus for developing and delivering through partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
- present where appropriate reports to the various Overview and Scrutiny Committees;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, Overview and Scrutiny meetings;
- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

In addition to these collective roles and responsibilities as a member of the Cabinet the Leader of the Council has a wider role extending beyond the Council, as set out below:

As A Member of the Cabinet

To be specifically responsible for:

- Providing political leadership in relation to the Council's reaction to legislation affecting the operation of Local Government as a whole, rather than specific services.
- Providing political leadership in relation to proposals for enhancing the system of two tier local government as they affect the Borough.
- Constitutional matters and the ongoing development of the Council's Constitution
- Coordinating the activities of the various portfolio holders.
- Chairing the Cabinet

As Leader Within and Beyond the Council

To be specifically responsible for:

- Promoting the interests of the Borough and the Council in various regional, sub-regional and other fora, such as the regular meetings of Council Leaders and Chief Executives and the East Lancashire Leaders and Chief Executives Group (ELLCHEx).
- Promoting the interests of the Borough and the Council in the wider local government context through the Local Government Association and other routes.
- Promoting the Borough to potential investors and partners.
- Ensuring the Council's voice is heard and that the Council plays a leading role within the Local Strategic Partnership
- Managing relationships between the Council's various political groups and ensuring that the Cabinet is properly accountable to the wider Council.
- Speaking on behalf of the Council,

ROLE SPECIFICATION

CABINET MEMBER FOR REGENERATING AND PROMOTING ROSSENDALE

CONTEXT

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ROLE

Members of the Cabinet have wide ranging leadership roles and will need to:

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- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
- present where appropriate reports to the various Overview and Scrutiny Committees;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, Overview and Scrutiny meetings;
- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Regenerating and Promoting Rossendale is pivotal to the success of the Council in meeting its priorities especially the delivery of significant physical regeneration projects within the corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Economic Regeneration and Strategic Housing and Spatial Development Services.

The main areas of responsibility for the Regenerating and Promoting Rossendale portfolio are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Economic Development, including the promotion of the Borough for investment and tourism
 - Regeneration, including the development of thriving and attractive town centres.
 - Strategic Housing, including the provision of affordable housing, homelessness services and housing renewal activity in the Private Sector.
 - Development Control
 - Forward Planning, including the delivery of the Local Development Framework.
 - Building Control
- to ensure that appropriate Strategies and Plans for Economic Regeneration and Strategic Housing and Spatial Development in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- to market the borough within the sub-region, region and nationally, including providing political leadership in relation to the delivery of the Tourism Marketing Action Plan.
- to provide political leadership for the Council's involvement in the Elevate Housing Market Renewal Programme, including representing the Council on the Elevate Governing Body.
- to be a member of the Local Strategic Partnership's Regeneration Board and other bodies overseeing programmes and projects aimed at regenerating the Borough.

ROLE SPECIFICATION

CABINET MEMBER FOR A CLEAN AND GREEN ROSSENDALE

CONTEXT

The majority of the Council's Executive functions are the responsibility of the Cabinet (as assigned to it by law or under the Constitution) and they make most of the key decisions. The Cabinet has to make decisions which are in line with the Council's overall policies and budget.

ROLE

Members of the Cabinet have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework,
- be the focus for developing and delivering through partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
- present where appropriate reports to the various Overview and Scrutiny Committees;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, Overview and Scrutiny meetings;
- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for a Clean and Green Rossendale is pivotal to the success of the Council in meeting its priorities relating to the quality of the local environment within the corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Street Scene and Liveability Service, in conjunction with appropriate Senior Officers.

The main areas of responsibility for the Clean and Green Rossendale Portfolio are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Waste Management, including recycling
 - Parks and Open Spaces
 - Bereavement Services
 - Grounds Maintenance
 - Street Cleansing
 - Environmental Health
 - Neighbourhood Environmental Action Teams and associated activities, including markets
 - Community Safety
- To ensure that appropriate Strategies and Plans for Street Scene and Liveability services in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status.
- To act as a champion within the Council for working in and with neighbourhoods
- To provide political oversight and challenge to the processes used within the portfolio area for managing and mitigating risks to the health, safety and welfare of users of services and the Council's staff engaged in service delivery.

ROLE SPECIFICATION

CABINET MEMBER FOR A WELL MANAGED COUNCIL

CONTEXT

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ROLE

Members of the Cabinet have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework,
- be the focus for developing and delivering through partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
- present where appropriate reports to the various Overview and Scrutiny Committees;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, Overview and Scrutiny meetings;
- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for a Well Managed Council is pivotal to the success of the Council in meeting its priorities especially the delivery of strong corporate governance, the sound management of all the resources at the organisation's disposal, and of the risks facing the organisation within the corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the following service units:

- Financial Services, including risk management
- Human Resources, including Health and Safety
- Legal and Democratic Services, including asset management, licensing and member development
- Policy and Performance

The main areas of responsibility within the portfolio for a Well Managed Council are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - The Council's Policy Framework
 - The Corporate and Business Planning Framework
 - Financial Services
 - Internal Audit
 - Links with External Audit
 - Legal Services
 - Democratic Services and elections, including promotion of involvement in the democratic process.
 - Procurement
 - Property, Estates and Asset Management issues
 - Human Resource management, including organisational development, employee engagement and staff morale.
 - Licensing
 - The Equalities Agenda
 - The Efficiency Agenda
 - Measures for ensuring the quality of data used to manage performance and support decision making.
 - The Strategic Risk Register and the corporate risk management process
- To ensure that appropriate Strategies and Plans for these areas are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- To promote a culture of strong corporate governance and internal control within the Council
- To promote a culture of active management of risk and performance amongst the members of the Council.

- To provide political leadership for the process of improving the Council's Use of Resources Assessment score.
- To participate in Appointments and Appeals Panels.
- To act as a champion for member and staff development within the Council.
- In conjunction with the Leader of the Council to provide a point of contact for the Council's External Auditor with the political leadership of the Council.
- To act as the member champion in relation to Asset Management issues.
- To act as the member champion in relation to Health and Safety issues affecting both the workforce and elected members.
- To take a lead on the development of services to support members in fulfilling their various roles.

ROLE SPECIFICATION

CABINET MEMBER FOR HEALTH AND WELLBEING

CONTEXT

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ROLE

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- be the focus for developing and delivering through partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
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- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Health and Wellbeing is pivotal to the success of the Council in meeting its priorities especially the delivery of a range of activities related to the Council's work with key partners and stakeholders in the community to improve health outcomes and develop a cohesive community, within the corporate and community planning framework adopted by the Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Community and Partnerships Service, in conjunction with appropriate Senior Officers.

The main areas of responsibility for Health and Wellbeing are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Improving health outcomes
 - Community Cohesion
 - Liaison with the Local Strategic Partnership
 - Leisure, Culture and Physical Recreation
 - The promotion of the voluntary sector, including grants to voluntary organisations
 - Services for younger people in conjunction with the Member Champion
 - Services for older people in conjunction with the Member Champion
 - Town Twinning
- To ensure that appropriate Strategies and Plans for Community and Partnership Services in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status.
- To be the member lead in respect of the development of the Borough's Sustainable Community Strategy.
- To promote the cultural diversity of the Borough.
- To promote the work of the Local Strategic Partnership within and outside the Council.

ROLE SPECIFICATION

CABINET MEMBER FOR QUALITY SERVICES TO CUSTOMERS

CONTEXT

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- participate as a member of any panel, task group or other Council forum as appropriate;
- promote key projects and initiatives within the portfolio locally, regionally and nationally.
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Quality Services to Customers is pivotal to the success of the Council in meeting its priorities especially the delivery of a customer centred approach to the delivery of services, the development and embedding of service standard across the Council and the communication of these issues to stakeholders within the corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Customer Services and E-Government Service, in conjunction with appropriate Senior Officers.

The main areas of responsibility for Quality Service to Customers are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Customer Services
 - Revenues, Benefits and Fraud Investigations
 - Communication and Marketing of the Council
 - E-Government
 - ICT
 - Local Land Charges
 - Complaints
 - Business Transformation
 - The Use and Management of Information
- To ensure that appropriate Strategies and Plans within the service area are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- To champion the Council's customer service standards within and outside the Council;
- To act as the Member e Champion.
- To be a member of the Strategic Governance Board for the Revenues, Benefits and Customer Contact strategic partnership contract.
- To lead the development and delivery of the Council's Right First Time initiative.