

## **ROLE DESCRIPTION**

### **LEAD MEMBER FOR ENVIRONMENT AND CORPORATE SERVICES**

#### **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.
- To ensure the identification of risk in any project the Council undertakes. In order to facilitate identification of risk, members will find a checklist in the Risk Management Strategy which can be found here:

[http://www.rossendale.gov.uk/downloads/download/210/other\\_financial\\_strategies](http://www.rossendale.gov.uk/downloads/download/210/other_financial_strategies)

## SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Lead Member for Environment and Corporate Services is pivotal to the success of the Council in meeting its priorities relating to the quality of the local environment, the delivery of strong corporate governance and the sound management of all HR resources at the organisation's disposal.

The role has responsibility for Operations, Climate Change, HR, Licensing (and enforcement), Legal Services, Executive and Democratic Services and Elections, including the promotion of involvement in the democratic process and member training.

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 portfolio, in conjunction with appropriate Senior Officers.

The main areas of responsibility 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:-
  - Operational services including:
    - Waste Management and the Joint Municipal Waste Strategy
    - Refuse bin, bulky waste and commercial waste collection
    - Public litter bins
    - Flytipping and graffiti/flyposting
    - Recycling
    - Grounds Maintenance
    - Street Cleansing
    - Cemeteries
    - Public Conveniences
    - Dog fouling
    - Dog/pest control
    - Grass cutting
    - Tree surgery
    - Parks and Open Spaces, including the Open Spaces Strategy
    - Play Strategy
    - CCTV
    - Bereavement Services
  - Forward Planning including:
    - Environmental Strategy and associated environmental initiatives
    - Climate Change
    - Air pollution
  - Legal Services including:
    - Legal services
    - Conveyancing
    - Elections
    - Land ownership
    - Land charges
    - Freedom of information
    - Council and committee meetings
    - Member training and development
    - Scrutiny
    - Mayoralty and Town Twinning
    - Complaints, including Ombudsman complaints
  - Performance including:
    - The Council's Policy Framework
    - Policy and performance

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- Measures for ensuring the quality of data used to manage performance and support decision making
  - Corporate planning and business planning/reporting
  - HR including:
    - Human Resources, including Health and Safety
    - Out of hours/Emergency Planning
    - Corporate Support and Facilities
    - Human Resource management, including organisational development, employee engagement and staff morale.
    - Recruitment
    - Staff training
    - Health and Safety
    - Payroll
    - Liaising with partners, in particular the Children’s Partnership Board
    - Equality and diversity
    - Liaising with the Member Champion for Equalities
    - To act as a champion for staff development within the Council.
    - To act as the member champion in relation to Health and Safety issues affecting both the workforce and elected members.
  - Communications
    - Promoting Rossendale
    - Communications and social media
  - Public Protection including:
    - Licenses and licensing enforcement
    - Parking enforcement
    - Taxi licensing
    - Fraud investigations
  - Environmental Health including:
    - Noise nuisance
    - Food hygiene and food safety
    - Water quality – private water supplies
    - Animal welfare licenses
- 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 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.
  - To promote a culture of strong corporate governance and internal control within the Council.
  - To act as a champion for member development within the Council.
  - To act as the member champion in relation to Programme and Project Management and its effective delivery.
  - To take a lead on the development of services to support members in fulfilling their various roles.
  - To be the lead member for Civic Pride and Haslingden 2040 Vision.
  - To agree urgent consultation responses to documents circulated by other bodies.

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