

| | | | |
|--------------------|---|--|--------------|
| TITLE | : ROLE SPECIFICATIONS FOR EXECUTIVE MEMBERS | | |
| TO / ON | : COUNCIL | | 23 JULY 2003 |
| REPORT FROM | : THE LEADER OF THE COUNCIL | | |
| STATUS | : FOR PUBLICATION | | |

1.0 TYPE OF DECISION

1.1 What type of decision is to be taken:-

| EXECUTIVE DECISION | | COUNCIL DECISION | |
|--------------------|--|------------------|--|
| Key | | Non Key | |

1.2 If a key decision, has it been included in the Forward Plan

| | | | |
|---------------------------|-------------|--------------|--|
| Inclusion in Forward Plan | (Yes or No) | Date of Plan | |
|---------------------------|-------------|--------------|--|

2.0 SUMMARY

This report proposes clear descriptions of Executive Members roles, for approval.

3.0 OPTIONS AND RECOMMENDED OPTIONS (with reasons)

To approve the attached Role Specifications as areas of responsibility for the Leader, Deputy Leader and Portfolio holding Members of the Executive.

4.0 THIS REPORT HAS THE FOLLOWING IMPLICATIONS

Corporate Aims

The recommended revisions to the Role Specifications support all of the Corporate Aims.

Policy Framework

There are no direct implications for the policy framework.

Statement by Monitoring Officer

All Members of the Council have important roles under the Constitution and the Executive and its Members have wide-ranging leadership roles. It is therefore important to have a clear description of the focus, priorities and key tasks for Executive Members.

Statement by Director of Finance and E-Government

There are no financial implications arising directly from this report.

**Human Resource
IT/Land and
Property
Implications**

Wards/Area Boards affected

Scrutiny Panel's Interest

Consultations

Management Board, Elected Member Development Group, Leaders of all Groups and Executive Members.

Call-in

Briefings

| | | | |
|-----------------------------|--|-----------------|---|
| Executive Members/ Chair | | Chief Executive | ✓ |
|-----------------------------|--|-----------------|---|

5.0 INTRODUCTION

5.1 The Council has made significant changes to its democratic arrangements since the Constitution was approved in November 2001. A Role Specification for all Councillors was approved in December 2001 and then significant changes were made to reshape the Executive and Scrutiny Portfolios.

5.2 Members of the Executive

The Executive and its Members have wide-ranging leadership goals including:-

leading the community planning process and the search for Best Value with input and advice from Overview and Scrutiny Committees and Panels, Area Committees and any other persons as appropriate;

leading the preparation of the Council's policies and budget;

to take in – year decisions on resources and priorities, together with other stakeholders and partners in the local community and to deliver and implement the budget and policies decided by the Full Council; and

be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.

5.3 Portfolios are allocated to individual Executive Members and these are considered and reviewed to ensure that the specific briefs and responsibilities involved are allocated. Broadly thematic portfolios help to ensure Executive capacity for tackling cross cutting issues.

5.4 The performance, role and responsibilities of portfolio holding Executive Members was reviewed by the Deputy Chief Executive in 2002. This process included some reallocation of workloads and enabled clearer links to be made between the portfolios and the Council's Corporate Aims.

5.5 Given the need for a clear description of focus, priorities and key tasks, the Role Specifications at Appendix 1 have been revised and considered by Management Board, the Elected Member Development Group (as the Role Specifications will assist Members in identifying the most appropriate development for them in their work for the Council), Leaders of all Groups and Executive Members themselves.

5.6 Further work is being undertaken to provide similar specifications for Lead Members.

6.0 RECOMMENDATION

That the Role Specifications attached at Appendix 1 be approved.

Background documents:

For further information on the details of this report, please contact:

Jayne Hammond, Director of Legal & Democratic Services

Telephone No. 0161-253 5237

E-mail: j.m.hammond@bury.gov.uk