

ROLE SPECIFICATION

EXECUTIVE MEMBER, PERFORMANCE MANAGEMENT

CONTEXT

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

ROLE

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

- lead the community planning process and ensure best value, with input and advice from scrutiny commissions and panels, area boards, officers and any other persons as appropriate;
 - lead the preparation of the Council's Budget and Policy Framework, to include attending and contributing to the Council's annual strategic planning event.
 - take decisions on resources and priorities with other stakeholders and partners in the local community to deliver and implement the budget and policies decided by full Council.
 - be the focus for forming 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 performance reports to the Resource Scrutiny Panel;
 - represent the Council's view on portfolio at Council, Executive and where appropriate scrutiny commissions;
 - represent the view of the Council on matters of corporate or strategic policy as the lead executive 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.
 - participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues.
 - provide support and guidance and work collaboratively with the designated lead members working within the portfolio holders area of responsibility.
 - be responsible for the functions delegated to the Executive either as a whole or to the Executive Member, as set out in the Council's Constitution.
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SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Executive Member for Performance Management is crucial to the successful management of a corporate performance management framework to promote the principle of continuous improvement.

In addition, the Executive Member for Performance Management is responsible for meeting the aims and objectives of corporate priorities within a corporate and community-planning framework adopted by Council.

This role has lead political responsibility for the successful application of the Council's Best Value and Performance Planning process. The performance-monitoring framework ensures there is support for the successful delivery of operational and financial performance targets within the Council's Service Development and Delivery Planning framework.

The Executive Member for Performance Management is responsible for all issues relating to the performance portfolio and in conjunction with the appropriate Director/s.

The main areas of responsibility are for Performance Management and Best Value:

- to maintain an effective performance, measuring, monitoring and reviewing performance management framework;
 - to ensure that the Annual Best Value Performance Plan.
 - to ensure that the published Corporate Plan and Best Value Performance Plan set out the Executive's priorities in the form of clear objectives and rigorous targets for all Council activity, and that those objectives and targets are properly reconciled with the other, relevant, aspects of the Budget and Policy Framework;
 - to review and evaluate the organisational performance of the Council in delivery of the Corporate Plan and Best Value Performance Plan, by use of the formal Performance Management System, and to assist with the development and carrying out of appropriate remedial action as needed;
 - to ensure that the activities required to draft, produce the Comprehensive Performance Assessment (CPA) Improvement Plan are adequately timetabled, co-ordinated and adopted– this will involve especially close liaison Management Board and Executive;
 - to ensure that the activities required to draft, produce the Service Development and Delivery Plans (SDDPs) are adequately timetabled, co-ordinated and adopted– this will involve especially close liaison Management Board and Executive;
 - to ensure there is a proactive monitoring performance management framework that results in the a the Performance Management Scrutiny Panel carrying out bi-annual monitoring of Council performance;
 - to ensure that performance reviews are carried out in accordance with agreed timescales and reporting requirements;
 - to promote understanding corporately of the requirements of, and opportunities presented by, "Service Improvement through Strategic Procurement";
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- to promote the use of project management techniques and disciplines to ensure the effective and efficient management of Council and Department projects;
 - to promote training and development with appropriate regard for: the ascertained needs of the Council in responding to performance management needs;
 - to represent the Council's view on Performance and Best Value issues at Council, Executive and where appropriate scrutiny commissions;
 - to present, where appropriate, performance reports to the Performance Management, Resource Scrutiny Panels and Audit Sub-Committee.
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