

## **ROLE SPECIFICATION**

### **EXECUTIVE MEMBER, RESOURCE**

#### **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 Performance Management and Resource Scrutiny Panel;
  - represent the Council's view on Resource issues at Council, Executive, Audit Sub-Committee 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 and to represent the Council's view on Resource issues on any appropriate outside bodies to other involved bodies (specifically CIPFA).
  - participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in Resource 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 Resources is crucial to the successful application of prudent financial management of the Council's various budgets, Human Resources and Organisational Development and Land and Property.

In addition, the Executive Member for Resources of the Council is responsible for meeting the aims and objectives of corporate priorities within a 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 Service Development and Delivery Planning framework on all issues relating to the resources portfolio and in conjunction with the appropriate Directors.

The main areas of responsibility are:

- participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following policy and service areas:-
    - Policy-led budgeting (Capital/Revenue HRA)
    - Financial Management
    - ICT Network
    - Mainframe Migration
    - E-Government and role as E-Champion
    - Benefits performance and new computer system
    - Annual Internal Audit Plan
    - Human Resource Management
    - Sickness/Managing Attendance
    - BVPIs for Human Resources
    - Single Status/Pay Strategy
    - Investors in People
    - Work Life Balance
    - Job Evaluation
    - Member Development
    - Management Development
    - Performance Appraisal
    - Training and Development
    - Health and Safety
    - Legal and Democratic Services
    - Freedom of Information
    - Records Management
    - Customer Contact
    - Grants to Voluntary Organisations
    - Resource Procurement
    - Research and Consultation
    - Communication
    - Procurement
  - to promote the Council's Corporate Governance arrangements and ensure changes are made as appropriate - this will involve especially close liaison with the Executive, Director Finance and E Government, and the Monitoring Officer ;
  - to ensure that community views are sought about key Council financial and resource priorities so as to inform the decision making process, and to ensure that activity to consult with the community is properly co-ordinated;
  - to oversee and ensure the Annual Statement of Accounts is published;
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- to ensure that Risk Management, including the management of business risks, is addressed appropriately.