

## **ROLE SPECIFICATION**

### **EXECUTIVE MEMBER, SOCIAL SERVICES AND HEALTH**

#### **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 Resource Scrutiny Panel;
  - represent the Council's view on portfolio issues 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 Social Services and Health is central to the success of the Council in meeting its aims and objectives. This is particularly important in the delivery of a range of social services and promotion of healthy communities linked to corporate priorities within a corporate, community planning and health 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 Social Services and Health portfolio in conjunction with appropriate Director/s.

The main areas of responsibilities for Social Services and Health 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 and associated plans:
    - children's services
    - older people
    - mental health
    - learning disability
    - physical disability & sensory impairment
    - carers
    - drug and alcohol use and HIV/AIDS
  - to ensure, with the Executive Member for Lifelong Learning that the Council fulfils both the letter and the spirit of its legal obligations as Corporate Parent;
  - to ensure, with the Executive Member for Regeneration and Housing, that the housing and related care needs of the elderly are effectively provided and plans are in place to meet changing demands for housing with care across the Borough in all tenures;
  - to ensure that the current and potential demand for Social Services and related Health services are kept under constant review and that the supply of information and service delivery is appropriately matched to that demand. This role will entail activities: intended to develop and manage local markets; to develop capacity amongst current and potential providers of services; and which deliver information and services across agencies;
  - to represent the Council on the Executive Board of the Pennine Care NHS Trust and on the board of the proposed combined Bury Learning Disability Service.
  - to ensure that the balance of community care & children's provision meets the needs of all residents;
  - to represent the Council's view on Social Services and Health 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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