

ROLE SPECIFICATION
EXECUTIVE MEMBER
QUALITY COUNCIL
(RESOURCE & PERFORMANCE)

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 and Performance Scrutiny Panel;

represent the Council's view on Resource issues at Council, Executive, Audit 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 and performance 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 and performance issues;

provide support and guidance and work collaboratively with the designated lead members working within the portfolio holder's 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.

SPECIFIC RESPONSIBILITIES

The role of the Executive Member – Quality Council is crucial to the successful application of prudent financial management of the Council's various budgets, Human Resources, Organisational Development and Asset Management.

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

Additionally, this role has lead political responsibility for the successful delivery and monitoring of operational and financial performance targets within the Council's Performance Management framework 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 areas:-

- Policy-led budgeting (Capital/Revenue HRA)
- E-Government and role as E-Champion
- Asset Management
- Risk Management
- Benefits performance
- Annual Internal Audit Plan

- Human Resource Management - Workforce Development Plan
- Sickness/Managing Attendance
- Corporate Health BVPI's
- Single Status/Pay Strategy
- Investors in People
- Work Life Balance
- Local Pay Review
- Member Development
- Management Development
- Employee Review
- Training and Development
- Occupational Health and Safety
- Freedom of Information
- Records Management
- Grants to Voluntary Organisations
- Resource Procurement
- Markets

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;

to ensure that Risk Management, including the management of business risks, is addressed appropriately;

to maintain an effective performance, measuring, monitoring and reviewing performance management framework;

to ensure that the published Corporate Plan sets 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, 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 and produce the Comprehensive Performance Assessment (CPA) Improvement Plan are adequately timetabled, co-ordinated and adopted – this will involve especially close liaison with Management Board and Executive;

to ensure that the activities required to draft, produce the Service Development Plans are adequately timetabled, co-ordinated and adopted – this will involve especially close liaison with Management Board and Executive;

to ensure there is a proactive monitoring performance management framework that results in the Resource and Performance 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";

to promote the use of project management techniques and disciplines to ensure the effective and efficient management of Council and Department projects;

to promote workforce 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 Committee;

to oversee any activities and priorities as set out in the Corporate Asset Objectives and Plan.