

**ROLE SPECIFICATION**  
**EXECUTIVE MEMBER**  
**ENVIRONMENT AND TRANSPORT**

**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 and diversity;

present where appropriate performance reports to the Resource and Performance 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; and

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 for Environment and Transport is pivotal to the success of the Council in meeting its aims and objectives especially the delivery of a range of environmental and transport policies linked to corporate priorities within the corporate and community planning framework adopted by the Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Departmental Planning framework on all issues relating to the environment and transport portfolio and in conjunction with appropriate Director/s.

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:-

- Local Agenda 21
- Climate Change Strategy
- Air Quality Management Plan
- Contaminated Land Strategy
- Local Transport Plan
- Waste Management
- Transportation and Parking
- Traffic Management and Road Safety
- Highway Network Management

- Highways Maintenance and Street Lighting
- Reservoirs and Flood Protection
- Waste Management & Recycling
- Street Cleansing
- Public Conveniences
- Winter Maintenance
- Abandoned Vehicles
- Licensing and Enforcement
- Food and Health & Safety Inspections
- Energy Conservation
- Gypsy Site
- Environmental Health
- Public Health
- Pollution
- Pest Control
- Trading Standards
- Reclamation & Environmental Projects
- Trees and Woodlands
- Heritage Strategy
- Cemeteries
- Parks
- Waste Management - Planning Issues

to ensure that the sustainability issues are taken into account by the Council in its Budget and Policy Framework and Planning processes;

to promote the environmental agenda in the Borough through participation in the Environment Forum;

to foster good relations with voluntary groups, other public bodies and the private sector on environmental issues;

ensure that all necessary, prudent, and satisfactorily financed actions are taken to maintain and enhance the quality of the Council's owned housing stock;

on strategy, to lead on public sector neighbourhood renewal activity, working with other Executive Members as appropriate;

ensure, with the Executive Member for Learning, Skills and Employment that neighbourhoods' housing needs are co-ordinated with the social and economic well-being of the Borough;

to ensure the Council's housing activity is focussed in accordance with the Housing Strategies and that these are taken into account by the Council in its Budget and Policy Framework and Planning processes; and

to ensure that effective governance arrangements are in place which monitor and challenge the performance of Six Town Housing.