

**ROLE SPECIFICATION**  
**EXECUTIVE MEMBER**  
**SAFER AND SECURER COMMUNITIES**

**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 holder's 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 Safe and Secure Communities is pivotal to the success of the Council in meeting its aims and objectives especially the delivery of a range of community safety polices and services within the 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 safe and secure communities portfolio, 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:-

- Crime and Disorder
- Youth Offending
- Drugs and Alcohol
- Anti-Social Behaviour
- Community Cohesion

to ensure that the Council fulfils its duties under Section 17 of the Crime and Disorder Act 1998;

to facilitate safer communities in the Borough, particularly through the work of the Community Safety Partnership;

to oversee the development, production and implementation of the Community Safety Strategy, Emergency Plan, Business Continuity and the Youth Justice Plan;

to ensure, with the Executive Member for Community Engagement and User Focus, that tasking mechanisms are in place at an area level to tackle actual levels of crime and disorder and fear of crime; and

to develop good relationships with key partners in ensuring safe and secure communities for the borough (including GM Police, Probation, Magistrates Courts and GM Fire Service).