

EXECUTIVE MEMBER PORTFOLIOS 2010/2011

EXECUTIVE MEMBER FOR ADULT CARE, HEALTH & HOUSING

Role specification

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 Overview and Scrutiny, Township Forums, 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; promote and uphold the values within the Bury Values Prospectus;
- present, where appropriate, performance reports to the Overview and Scrutiny;
- represent the Council's view on portfolio issues at Council, Executive and where appropriate, Overview and Scrutiny;
- 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.
- ensure that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility;

Specific responsibilities

The role of the Executive Member for Adult Care, Health and Housing is central to the success of the Council in meeting its ambitions and priorities. This is particularly important in the delivery of a range of adult care 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 adult care services, health (including jointly managed health care services), recreation and sport, in conjunction with appropriate director/s and portfolio holders.

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 housing in conjunction with the appropriate Directors.

The main areas of responsibilities 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:
 - Integrated Services with the PCT
 - Older People
 - Mental Health
 - Learning Disability
 - Physical Disability & Sensory Impairment
 - Carers
 - Drug and Alcohol Use and HIV/AIDS
 - Supporting People
 - Asylum Seekers
 - Adult Placement
 - Direct Payments
 - Translation Services
 - Unscheduled and Urgent Care
 - Delivery of a range of housing policies linked to corporate priorities within a corporate and community planning framework adopted by the Council
 - Private Sector Housing
- to ensure that the current and potential demand for adult care 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 Strategic Partnership for Health and Social Care and the combined Bury Learning Disability Service;
- to represent the Council's view on care services and health issues at Council, Executive and where appropriate Overview and Scrutiny;
- to ensure that neighbourhoods' housing needs are co-ordinated with the social and economic well-being of the Borough;
- ensure, 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;
- foster good relations with the private housing sector, acting, as appropriate, as advocate for them, and as the Council's spokesperson to them in their dealings with the Council;

- develop and lead on policies which meet the strategic housing objectives of the Council and oversee any activities and priorities set out in the Housing Strategy;
- on strategy, to lead on private sector housing renewal activity, working with other Executive Members as appropriate;
- to ensure the Council's housing activity is focused 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;
- ensure that all necessary, prudent, and satisfactorily financed actions are taken to maintain and enhance the quality of the Council's owned housing stock;
- to ensure that effective governance arrangements are in place which monitor and challenge the performance of Six Town Housing;
- to present, where appropriate, performance reports to Overview and Scrutiny and Audit Committee.
- identify and understand the significant occupational health and safety risks within the area of responsibility and to ensure that they are adequately considered in policy development and decision making;