

EXECUTIVE MEMBER PORTFOLIOS 2011/2012

EXECUTIVE MEMBER FOR COMMUNITIES

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 relevant, performance reports to the Resource and Performance Overview and Scrutiny;
- represent the Council's view on portfolio issues at Council, Executive and where relevant at 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 Cabinet Member for Communities is pivotal to the success of the Council in meeting its ambitions and priorities.

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 communities portfolio, in conjunction with appropriate director/s.

The main areas of responsibility for the Communities Portfolio are:

Community Relations and User Focus:

- participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following policy and service areas:
 - Community Cohesion
 - Voluntary Sector Compact
 - Community Advice Services
 - Township Forums
 - Neighbourhoods
 - Local Community Planning
 - Grants to Voluntary Organisations
 - Communication
 - Customer Contact
 - Research and Consultation
 - External Funding for community development
 - Community Facilities
 - Freedom of Information
- to be the principal point of liaison with Bury's twin towns and in other similar relationships of similar status and intent, promoting the cultural diversity of the Borough;
- to oversee activities to promote good community relations within the Borough, especially through the use of information and analysis to develop policies and programmes which support corporate and partnership activity towards this end;
- to ensure that the contribution of community relations and user focus to the general social and economic well being of the Borough is properly defined and taken account of by the Council in its budget and policy framework and planning processes.

Safe and Secure Communities:

- 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
 - Public Protection
- 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 that tasking mechanisms are in place at an area level to tackle actual levels of crime and disorder and fear of crime;
- 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).
- 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;
- to present, where appropriate, performance reports to the Resource and Performance Overview and Scrutiny and Audit Committee.