

CABINET PORTFOLIOS 2013/2014

DEPUTY LEADER AND CABINET MEMBER FOR FINANCE AND CORPORATE AFFAIRS

Role specification

The Deputy Leader will support the Leader of the Council in discharging the responsibilities set out in the Leader's role specification and to act as a portfolio holding member of the Cabinet.

Specific Responsibilities

The Deputy Leader will deputise for the Leader in discharging that role when the Leader is absent and as appropriate the specific responsibilities are set out in the role specification for the Leader of the Council.

The Deputy Leader will also undertake a designated role as a portfolio holding member of the Cabinet. In this case as Cabinet Member for Finance and Corporate Affairs.

Cabinet Member for Finance and Corporate Affairs

Role Specification

The Cabinet Member for Finance and Corporate Affairs will have wide ranging leadership roles and will need to:

- Ensure that Policy decisions are taken in line with agreed Council priorities and the Member's Portfolio Work Plan/s;
- Have a clear understanding of the portfolio, the scope and range of the services for which they are responsible and policies in respect of those services;
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- Ensure an appropriate consultation programme is developed for their area of responsibility, to involve local people and communities in the decisions of the Council as fully as possible;
- Respond within an agreed timescale to the recommendations of relevant scrutiny panel(s), setting out what action is proposed, if any, and giving full reasons for decisions taken;
- Seek to involve and consult non-Cabinet members in the area of work for which they have responsibility, particularly members of the relevant Scrutiny Panel(s);
- 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 Overview and Scrutiny;
- Represent the Council's view on portfolio issues at Council, Cabinet and where relevant at Overview and Scrutiny;
- Represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet 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 Deputy Cabinet Members working within the portfolio holders area of responsibility;
- Be responsible for the functions delegated to the Cabinet either as a whole or to the Cabinet 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;
- Work collaboratively with other Cabinet Members on any issues that cut across Portfolios.

Specific responsibilities

The role of the Cabinet Member for Finance and Corporate Affairs is crucial in leading high profile projects and policy areas that aim to raise the role and profile of the Council in the Borough and externally. It is also crucial to the successful application of prudent financial management and human resources issues and the delivery and monitoring of financial performance targets contained within the budget and the Council's performance management framework.

The main areas of responsibility are:

- To have policy oversight and lead political responsibility for the implementation of the Plan for Change;
- Participation in the formulation and application of policies and in decision making and cross cutting issues;
- To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
 - Priority-led Budgeting (Capital/Revenue/HRA)
 - E-Government and role as E-Champion
 - Asset Management
 - Risk Management
 - Benefits Performance
 - Customer Contact
 - Annual Internal Audit Plan
 - Procurement
 - Markets
 - 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
 - Management Development
 - Employee Review
 - Training and Development
 - Occupational Health and Safety
 - Member Development
 - Legal Services
 - Elections/Electoral Registration
 - Democratic Services
 - Registrars
- To promote the Council's corporate financial governance arrangements and ensure changes are made as appropriate – this will involve especially close liaison with the Cabinet, Assistant Director of Resource (Finance) (Section 151 Officer, and the Monitoring Officer (Assistant Director - Legal and Democratic Services);
 - 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 ensure that the budget is rigorous and has clear targets to achieve Cabinet priorities set out in the Corporate Plan 'One Council';
 - To present, where appropriate, performance reports to Overview and Scrutiny and Audit Committee;
 - To oversee any activities and priorities as set out in the Corporate Asset Objectives and Plan;
 - Participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following areas:

Specific responsibilities

- to maintain an effective performance, measuring, monitoring and reviewing performance management framework;
- to review and evaluate the financial and 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 the Council maintains a positive response to any Performance Inspection regime;
- to ensure that the activities required to draft and produce the Service Development Plans are adequately timetabled, co-ordinated and adopted – this will involve especially close liaison with Strategic Leadership Team and Cabinet;
- 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 improvement issues at Council, Cabinet and, where appropriate, Overview and Scrutiny;
- to evidence base success and achievements within the Portfolio to enable a report back to Council.