

# **CABINET MEMBER PORTFOLIOS 2013/2014**

## **CABINET MEMBER FOR ADULT CARE, HEALTH & HOUSING**

### **Role specification**

#### **Role**

Members of the Cabinet 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 appropriate, performance reports to Overview and Scrutiny;
- Represent the Council's view on portfolio issues at Council, Cabinet and where appropriate, 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 designated lead members working within the portfolio holders area of responsibility; and

- 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 Adult Care, Health and Well Being is central to the success of the Council in meeting its ambitions and priorities. This is particularly important in the design, delivery and commissioning of adult care and public health services in partnership with health bodies.

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;
- To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - Housing
  - Integrated Services with the wider health economy
  - 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
  - Public Health
- to ensure that the current and potential demand for adult care services and related health services and housing 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 Health and Well Being Board and the combined Bury Learning Disability Service;
- to represent the Council's view on care services and health issues at Council, Cabinet and where appropriate Overview and Scrutiny;

## **Housing**

- 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;
- Ensure that the Council is compliant with the Health and Social Care Act (2012) in discharging duties that are assigned to Local Government in the Act.
- to evidence base success and achievements within the Portfolio to enable a report back to Council.