

## **CABINET MEMBER PORTFOLIOS 2013/2014**

### **CABINET MEMBER FOR COMMUNITIES AND COMMUNITY SAFETY**

#### **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 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 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 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;
- Work collaboratively with other Cabinet Members on any issues that cut across Portfolios.

### **Specific responsibilities**

The role of the Cabinet Member for Communities and Community Safety 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 and Community Safety portfolio, in conjunction with appropriate director/s.

The main areas of responsibility for the Communities and Community Safety Portfolio 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:
  - Community Cohesion
  - Third Sector Compact
  - Community Advice Services
  - Township Forums
  - Local Community Planning
  - Grants to Voluntary Organisations
  - User Focus and Engagement
  - External Funding for community development
  - Community Facilities
  - Crime and Disorder
  - Anti-Social Behaviour
  - Public Protection
- 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.
- Further develop the role of the Township Forums.

- Develop the role of co-optees on Township Forums
- Develop new ways of working to engage communities in decision making ie social media, more Choices consultation type roadshows.
- Work with the voluntary sector to target hard to reach groups.
- To lead the Council's policy contribution to the Police and Crime Commissioner Work and the Community Safety agenda ie;
- 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;
- 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).
- to evidence base success and achievements within the Portfolio to enable a report back to Council.