

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

### **CABINET MEMBER FOR LEISURE, TOURISM AND CULTURE**

#### **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 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 Leisure, Tourism and Culture 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 Leisure, Tourism and Culture Portfolio, in conjunction with appropriate directors.

The main areas of responsibility 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:
  - Sport and Recreation
  - Physical Activity
  - Arts, Libraries and Museums
  - Adult Education
  - Tourism
  - Attractions
  - Catering
  - Cleaning Services
  - Parks and Countryside
  - Civic Halls
- to ensure that the contribution of culture 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;
- to ensure that appropriate strategies and plans for culture in the Borough are researched, formulated and reconciled with other strategies and plans of equivalent status
- to ensure that the Borough both influences and receives support at GM level across Leisure, Cultural and Tourism issues
- to evidence base success and achievements within the Portfolio to enable a report back to Council.