

# Section 1 - Cabinet member portfolios

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**Leader (Finance and Growth): Councillor Eamonn O'Brien**

**Deputy Cabinet Member: Councillor K Thomas (and Ramsbottom Town Plan)**

## Leader of the Council

### Context

The role of the Leader is vital to the success of the Council in meeting its ambitions and priorities, especially the delivery each year of the budget and policy framework adopted by Council. In this role the Leader will be the principal "public face" of the Council.

The Leader will have overall responsibility for the style, priorities and strategic policy and management initiatives of the Council and the processes that are necessary to secure their successful implementation. The Leader will be charged with responsibility to determine the actions necessary to promote or improve the economic, social and environmental wellbeing of the area under the Local Government Act 2000 and The Localism Act 2011 and in that role to ensure that the action taken will be directed towards sustainable development.

### Key attributes will include:

- Demonstrating community leadership that enhances organisational development and use of resources in order to facilitate service redesign, investment and cost efficiencies that achieve the Council's Corporate Priorities
- Leading community planning processes and ensuring best value, with input and advice from Overview and Scrutiny, Officers and any other persons as appropriate;
- Leading the preparation of the Council's budget and policy framework to promote growth and reform;
- Taking 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;
- Playing an active role within Greater Manchester - to improve prosperity across the City Region, represent Bury's interests at the Combined Authority, and take lead responsibility for functions as required.

Portfolio holder for Young People and Social Cohesion on the Greater Manchester Mayor's Leadership Team.

### Role

The Leader will be the principal spokesperson of the Council.

In addition, as Chair of the Cabinet, the Leader needs to:

- Ensure that policy decisions are taken in line with agreed Council priorities and the Members' Portfolio Work Plans;
- Have a clear understanding of all the Portfolios, the scope and range of the services for which all Cabinet members are responsible and the policies that are developed in respect of those services;
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- Ensure appropriate consultation programmes are developed 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, particularly members of the relevant Scrutiny Panel(s);
- Represent the position of the Council to the people and businesses of Bury;
- Retain an appropriate citizen focus when considering service delivery;
- Develop partnership working, both contractual and non-contractual. This will include leading partnerships where appropriate; and
- Forge and develop effective external relationships generally.

The Leader will act as main link point between the Cabinet as the Council's executive arm and the Council. In that role the Leader will lead the Cabinet and Chief Officers in the preparation of the budget and policy framework and put forward proposals to Council for approval. The Leader will ensure that the Council's Corporate Priorities and the budget take account of legislative requirements, Council commitments and local priorities.

The Leader will have an excellent understanding of the range of functions, priorities, resource pressures and opportunities facing the Council. To achieve this, the Leader will work closely with, and monitor the performance of, Cabinet Members in delivering their Portfolios. A performance framework is in place to ensure compliance with agreed priorities.

The role will involve establishing and maintaining effective and practical working relationships internally within the Council (including leaders of opposition groups, individual Cabinet Members, Chairs of Overview and Scrutiny and senior managers in the Council) and externally with key strategic partners. The Leader will need to be accessible to all non-Cabinet members of the Council and should establish appropriate arrangements to allow this to happen.

The Leader will be expected to participate in appropriate local, sub-regional, regional and national forums, international forums, agencies and initiatives affecting the work of the Council.

The Leader must also be able to understand, and to respond appropriately to, external scrutiny and inspection to maintain Bury's reputation as a good performing, well run Council.

## **The Leader will ensure that Council is aware of its responsibility for:**

- providing leadership on issues of health and safety;
- adoption of wider policies and strategies that are within the spirit of the Corporate Health and Safety Policy and which allow it to be implemented in practice;
- adoption of occupational health and safety plans and strategies;
- provision of adequate resources to enable the implementation occupational health and safety policies, strategies and work plans;
- monitoring the effectiveness of occupational health and safety policies, strategies and work plans;
- ensuring that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility.

## Specific responsibilities

### The main areas of responsibilities are:

- Principal spokesperson for the Council;
- Providing political leadership and direction to the style, priorities, strategic policy and strategic management initiatives of the Council;
- Leading the reform agenda within Bury through effective policy, performance and governance measures to meet the challenges and pressures arising from reducing resources, an ageing population and continued resident expectations;
- Leading the corporate planning process. This includes reviewing and evaluating the financial and organisational performance of the Council in the delivery of priorities, advising on changes to the Council's Corporate Priorities in the light of circumstances and assisting with the implementation of remedial action as needed;
- To ensure the Council is an active participant in external assessment, scrutiny or inspection and responds positively to areas for improvement which may be identified;
- Leading community planning and consultation processes by working in partnership with voluntary, private and other public sector interests to enhance the economic, social and environmental wellbeing of the local community;
- Ensuring that communications between the Council and the outside world are adequate and timely;
- Representing the view of the Council on matters of corporate or strategic policy, as its Leader, to Government, and to other bodies, **specifically** the Local Government Association, the Greater Manchester Combined Authority, Association of Greater Manchester Authorities and organisations relevant to the Council's work;
- Providing political leadership to individual Cabinet Members and to Cabinet as a whole, and monitoring the performance of the Cabinet;
- Setting objectives and monitoring the performance of the Chief Executive;
- Acting as final political arbiter within the Cabinet when conflicts of priority arise;
- Ensuring the Council's Corporate Priorities, Team Bury priorities are reflected in the Cabinet's priorities and are properly reconciled with the other, relevant aspects of the policy framework.

## Economic Growth

Promoting economic growth in the Borough by developing policies that encourage skills, employment, economic development and regeneration. This will include:

- promoting Bury's interests in regional and sub-regional planning debates;
- securing development sites and employment opportunities that will benefit the Borough;
- raising the profile of economic development, regeneration and social inclusion as well as housing including affordable housing;
- leading joint activity to strengthen town centres and other retail activity;
- developing, with other Cabinet Members, policies which secure the economic well being of the Borough and provide sustainable, better paid employment for residents;
- leading on larger regeneration projects, working with other Cabinet Members as appropriate.
- Leading joint activity to strengthen strategic transport infrastructure across the Borough.
- Leading the Covid Recovery Plan.

## Finance

1. Policy oversight and lead political responsibility for the budget including budget setting, financial management and monitoring, including the mid term finance strategy , probity and treasury issues;

2. Participation in the formulation and application of policies, decision making and the resolution of cross cutting issues;
  3. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
    - o a) Priority-led budgeting (Capital / Revenue / HRA)
    - o b) Medium Term Financial Strategy and financial strategy
    - o d) Growth and investment
    - o e) Dedicated Schools Grant
    - o f) Financial Management assurance and reporting
  4. Promoting the Council's corporate financial governance arrangements and ensure changes are made as appropriate - this will involve close liaison with the Cabinet, Section 151 Officer, and the Monitoring Officer;
  5. Ensuring 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;
  6. To oversee and ensure the Annual Statement of Accounts is published;
  7. Ensuring that the budget is rigorous and has clear targets to achieve Council priorities set out in our Corporate plan;
  8. Presenting, where appropriate, performance reports to Overview and Scrutiny and Audit Committee;
  9. Overall political responsibility for the revenue and capital budget strategies and priorities which underpin the budget and policy framework including 'invest to save', savings tracker, QIPP and growth projects;
  10. Representing the Council on boards and other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
  11. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
  12. Any initiative not specifically allocated to any other portfolio
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## **Children Young People and Skills: Councillor Tamoor Tariq (Deputy Leader) Deputy Cabinet Member C Walsh (Children's Services)**

### **Deputy Leader, Children, Young People and Skills**

#### **Context**

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

The Deputy Leader will also discharge the specific responsibilities as set out in the role specification for the Leader of the Council during periods when the Leader of the Council is absent.

The Deputy Leader will also undertake a designated role as a Portfolio-holding member of the Cabinet. For 2020/21, it will be as Cabinet Member for Children, Young People and Skills.

#### **Role**

The Cabinet Member for Children, Young People and Skills has a wide-ranging, leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this Portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the Portfolio holder's area of responsibility.

## Specific responsibilities

### The main areas of responsibilities are:

1. The role of the Cabinet Member for Children, Young People and Skills is central to the success of the Council in meeting its ambitions and priorities. It is important that people have a good start in life, are safe and encouraged to reach their full potential.
2. The Cabinet Member for Children, Young People and Skills will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their Portfolio to achieve the Council's Corporate Priorities.
3. This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities, Team Bury priorities; and acting as a 'role model' for elected members in the management of public expectations and demand reduction.

4. In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with appropriate Executive Director, on all issues relating to the Portfolio.
  5. The main areas of responsibility are:
    - a) Policy oversight and lead political responsibility for all services within the Children services directorate;
    - b) Participation in the formulation and application of policies, decision making and the resolution of cross cutting issues;
    - c) To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
      - Children's Social Care
      - Children's Services Planning
      - Planning and Management of Education
      - Schools Standards
      - Youth Justice and the Youth Offending Team
      - Children and Young People's Health
      - Youth Services and Connexions
      - Early Help, Early years, prevention, school readiness and Children's Centres
      - Provision for education and training for persons aged 16 to 19 in accordance with the Apprenticeship Skills, Children and Learning Act 2009
      - Multi Agency Safeguarding Hub
      - Fostering and adoption
      - Emergency Duty team (EDT)
      - Children's Caldicott Guardian Service
      - Children and Young people in care
      - SEN team and Education welfare and Children's psychology
      - School academies and colleges
      - School crossing patrols
      - Troubled Families
    - d) Developing and leading on policies which safeguard children (including complex safeguarding), support vulnerable young people, reduce inequalities and improve the wellbeing of younger residents;
    - e) To shape policies and plans in respect of current and potential needs, within the resources available to the Council. This role entails oversight of activities to manage demand, deliver the Council's statutory obligations and build capacity amongst current and potential providers of services;
    - f) Fostering good relations with all schools, voluntary sector organisations and other partners in the Borough to maintain a focus on delivering good outcomes for children and young people including efforts to narrow the attainment gap between vulnerable children and their peers;
    - g) Giving appropriate attention to the pursuit of the priority outcomes for children and young people and the maintenance of high standards in education and safeguarding;
    - h) Fulfilling the Council's obligations as corporate parent;
    - k) Overseeing the effective and efficient delivery of support services to schools, other Council departments and external organisations;
    - l) Representing the Council on boards and other groups as required to promote the interests of the Council and ensure the voice of Bury is heard;
    - m) To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
  6. Any other specific responsibilities as allocated by the leader.
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# **First Deputy, Health and Well Being: Councillor Andrea Simpson**

## **Deputy Cabinet Member: Councillor D Quinn**

### **First Deputy, Health and Well Being**

#### **Role**

The Cabinet Member for Health and Wellbeing has a wide-ranging leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the portfolio holder's area of responsibility.

#### **Specific responsibilities**

The role of the Cabinet Member for Health and Wellbeing is central to the success of the Council in meeting its ambitions and priorities. It is particularly important in the design, delivery and commissioning of adult social care and public health services in partnership with health bodies as part of the devolution agenda.

The Cabinet Member for Health and Wellbeing will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their portfolio to achieve the Council's Corporate Priorities.

This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities, Team Bury priorities and acting as a 'role model' for elected members in the management of public expectations and demand reduction. In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with appropriate Executive Director, on all issues relating to the Portfolio.

## **The main areas of responsibilities are:**

1. Policy oversight and lead political responsibility for the health and well being services , including wellness and leisure facilities;
2. Participation in the formulation and application of policies, decision making and the resolution of cross cutting issues;
3. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - Integrated Services with the wider health economy
  - Support at home Quality: patient safety, clinical effectiveness, patient experience
  - Infection control
  - Referral and booking services
  - Medicines optimisation
  - Adult safeguarding
  - Public health
  - Mortality inc LeDer
  - Strategic development unit (strategic planning and development, provider relationships, reviewing team)
  - Care homes
  - CHC/complex care
  - Transforming care
  - Bury EST
  - Adults Caldicott Guardian Service
  - Liaison with LCO and Persona
  - Social Care operations through the DASS
  - Integrated Neighbourhood Teams
4. Commissioning health and social care
5. Commissioning secondary care and community services inc emergency and planned care, cancer and mental health
6. Commissioning of primary care (GP) services
7. Developing and leading on policies which meet the health and well being objectives of the Council including supporting our most vulnerable residents, reducing inequalities and integrating local health and social care services;
8. To shape policies that address current and potential demand for adult care and related health services. This role entails oversight of activities that develop and manage local markets; building capacity amongst current and potential providers of services; and sharing of data, intelligence and resources across agencies;
9. To represent the Council on the Executive Board of Pennine Care NHS Trust and other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
10. To be the chair of the Health and Wellbeing Board;
11. 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.
12. Fostering good relations with voluntary groups, other public bodies and the private sector on well being issues;



13. Representing the Council on boards and other groups as required to promote the interests of the Council and ensure the voice of Bury is heard;
  14. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
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## **Environment and Climate Change and Operations: Councillor Alan Quinn**

### **Deputy Cabinet Member: Councillors Peel and Borada**

## **Cabinet Member for Environment, Climate Change and Operations**

### **Role**

The Cabinet Member for Environment, Climate Change and Operations has a wide-ranging leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this Portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the Portfolio holder's area of responsibility.

## Specific responsibilities

The role of the Executive Member for Environment and Climate Change is central to the success of the Council in meeting its ambitions and priorities, especially in the successful delivery of operational and financial performance targets, in conjunction with the appropriate Executive Director, on all issues within the Portfolio.

The Cabinet Member for Environment and Climate Change will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their Portfolio to achieve the Council's Corporate Priorities.

This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities, Team Bury priorities; and acting as a 'role model' for elected members in the management of public expectations and demand reduction.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with appropriate Executive Director, on all issues relating to the Portfolio.

## The main areas of responsibility are:

1. Policy oversight and lead political responsibility for the environmental agenda and operational services within the Portfolio;
2. Participation in the formulation and application of policies, decision making and the resolution of cross cutting issues;
3. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - Waste including Recycling
  - Street cleansing
  - Parks and countryside
  - Environmental Health and Pest Control
  - Climate Emergency
  - Flooding
  - Street Scene (Highways, Street Lighting and Grounds Maintenance)
  - Parking
  - Engineers
  - Transport and workshop
  - TfGM
  - Clean Air Implementation
  - Walking and Cycling
4. Developing and leading on policies which meet the environmental objectives of the Council, including waste management, highway maintenance and fleet management;
5. Ensuring that sustainability issues are taken into account by the Council in its budget and policy framework and planning processes;
6. Ensuring the Council's voice is heard within Greater Manchester on environmental matters, climate change, highways and transport;
7. Fostering good relations with voluntary groups, other public bodies and the private sector on environmental issues;

8. Ensuring that appropriate, prudent actions are taken to deliver clean and green neighbourhoods;
  9. Representing the Council on boards and other groups as required to promote the interests of the Council and ensure the voice of Bury is heard;
  10. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
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## Housing Services - Councillor Clare Cummins

### Cabinet Member for Housing Services

#### Role

The Cabinet Member for Housing Services has a wide-ranging, leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery, with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this Portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- Participate in local consultative arrangements and actively engage in dialogue with any bodies and organisations involved in Portfolio issues;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or

designated lead members working in or alongside the Portfolio holder's area of responsibility.

## Specific responsibilities

The role of the Cabinet Member for Housing Services is crucial to the success of the Council. Prudent financial management, effective resource allocation and targeted investment delivered in line with the Medium Term Financial Plan and policy framework is essential to support the Council achieve its ambitions. The strategic housing objectives and effective regulation have a major influence on the quality of life in the Borough whilst oversight of internal resources enables the design, delivery and implementation of policies and processes that will ensure the Council remains fit for purpose.

The Cabinet Member for Housing Services will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their Portfolio to achieve the Council's Corporate Priorities.

This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities, Team Bury priorities; and acting as a 'role model' for elected members in the management of public expectations and demand reduction.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with appropriate Executive Director, on all issues relating to the Portfolio.

## The main areas of responsibility are:

1. Developing and leading on policies, in conjunction with the Leader of the Council, which meet the strategic housing objectives of the Council, including implementation of the Housing Strategy;
2. Maintaining a focus on improving the sufficiency, suitability and affordability of housing in the Borough to meet the needs of existing and future residents;
3. Supporting the Borough's growth and regeneration ambitions by providing political leadership to efforts aimed at increasing house building across the Borough;
4. Political responsibility for Council housing in the Borough. This includes ensuring that effective governance arrangements are in place to provide oversight of Six Town Housing, the Council's Arms Length Management Organisation (ALMO);
5. Working with the Six Town Housing Board to develop shared priorities around the focus, direction and performance of the ALMO;
6. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - Estates, property and asset management
  - Building control
  - Urban renewal
  - Homelessness and Asylum
  - Housing Strategy
  - Liaison with Six Town Housing and Tenant Management Organisations (eg Springs)
7. Ensuring that appropriate, prudent actions are taken to maintain and enhance the quality of the Council's owned housing stock and neighbourhoods;
8. Housing allocations policy and developing the Council's response to homelessness issues and resettlement;
9. Ensuring that the housing and support needs of elderly and disadvantaged residents are effectively provided and plans are in place across all tenures to meet changing demographic demands of the population;

10. Fostering good relations with the private housing sector in order to reduce the number of empty homes, improve the quality of housing and raise standards in the private rented sector;
  11. Representing the Council on boards and other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
  12. To ensure the Council's voice is heard within Greater Manchester on housing matters;
  13. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
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## **Corporate Affairs and Human Resources - Councillor Tahir Rafiq Deputy Cabinet Member: Councillor J Grimshaw**

### **Role**

The Cabinet Member for Corporate Affairs and Human Resources has a wide-ranging, leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the portfolio holders area of responsibility.

## Specific responsibilities

The role of the Cabinet Member for Corporate Affairs and Human Resources is central to the success of the Council in meeting its ambitions and priorities. It is essential that the Council fulfils all its statutory and regulatory obligations.

The Cabinet Member for Corporate Affairs and Human Resources will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their portfolio to achieve the Council's Corporate Priorities.

This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities, Team Bury priorities; and acting as a 'role model' for elected members in the management of public expectations and demand reduction.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with appropriate Executive Director, on all issues relating to the Portfolio.

## The main areas of responsibility are:

1. Participation in the formulation and application of policies, decision making and the resolution of cross-cutting issues;
2. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - E-Government and Digital Inclusion
  - ICT
  - Procurement
  - Corporate Complaints, FOI's, EIAs
  - Information Governance inc GDPR and Data Protection
  - Legal and Democratic Services inc Monitoring Officer, Registrars, Elections
  - HR/OD inc HR Traded Services and Bury ACES
  - Customer Contact inc PALS
  - Equality, Diversity and Inclusion
  - Risk Management
  - Policy and Reform
  - Adult learning
  - Performance and Business Intelligence (inc Public Health intelligence)
  - Transformation
  - Cleaning and Catering
  - School and College Transport
  - Dept/stores
  - Facilities Management
  - Architectural practice
3. Developing and leading on policies which promote effective enforcement

4. To shape policies and processes which will transform the Council's approach to service delivery and improve efficiency. This includes including ICT investment, workforce development and the effective utilisation of assets;
  5. Ensuring that risk management, including the management of business risks, is addressed appropriately;
  6. To represent the Council on external boards or other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
  7. Promoting the use of project management techniques and disciplines to ensure the effective and efficient management of Council and department projects;
  8. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.
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## Culture and the Economy: Councillor Charlotte Morris

### Role

The Cabinet Member for Culture and the Economy has a wide-ranging leadership role and needs to:

- 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;
- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this Portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the Portfolio holder's area of responsibility.

## Specific responsibilities

1. Ensuring that the contribution of culture to the general social and economic wellbeing of the Borough is properly defined and consistent with other strategies and plans for the Borough;
2. Policy oversight and lead political responsibility for regulated services and the deployment of internal resources
3. To be the principal point of liaison with Bury's twin towns and lead relationships of similar status and intent to promote the cultural diversity of the Borough;
4. Representing the Council on boards and other groups as required to promote the interests of the Council and ensure the voice of Bury is heard;
5. To evidence-base successes and achievements within the Portfolio to enable a report back to Council
6. Participation in the formulation and application of policies, decision making and the resolution of cross-cutting issues;
7. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - Culture and Tourism
  - Arts and Museums
  - Town of Culture
  - Market Operations
  - Licensing
  - Trading Standards
  - Town Centre Recovery Board
  - Business Engagement, Support and Recovery
8. To represent the Council on external boards or other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
9. Promoting the use of project management techniques and disciplines to ensure the effective and efficient management of Council and department projects;
10. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.

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## Communities - Councillor Richard Gold Deputy Cabinet Member: Councillor U Farooq

### Role

The Cabinet Member for Communities has a wide-ranging, leadership role and needs to:

- 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;



- Contribute effectively to the development of a robust policy-led approach that delivers the priorities of the Council within available resources;
- Take decisions on priorities, resources and service delivery with stakeholders and partners as necessary, in line with the budget and policy intentions set by Council;
- Agree a work programme for the area(s) of responsibility and monitor actions through regular contact with Executive Directors, partners and services;
- Seek to involve and consult non-Cabinet members in the area of work within this Portfolio, particularly members of the relevant Scrutiny Panel(s);
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in Bury;
- 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;
- 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 of the Council in ensuring that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- Present reports and answer questions on Portfolio issues at Council, Cabinet, Scrutiny and in other forums;
- As Cabinet Member, represent the view of the Council on matters of corporate or strategic policy to the Government and 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;
- Develop and lead partnership groups and other initiatives to deliver outcomes that address local needs;
- 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 and provide support and guidance, where necessary to Deputy Cabinet Members or designated lead members working in or alongside the Portfolio holder's area of responsibility.

## Specific responsibilities

The role of the Cabinet Member for Communities is central to the success of the Council in meeting its ambitions and priorities. Legislative and financial pressures require a different relationship to be forged between the Council, its partners and the community. Behaviour change will be at the heart of this process and the Portfolio holder has a particularly important role to play in building relationships with residents and the voluntary sector, improving methods of engagement and influencing the future shape and direction of locality-based services to meet the needs of local people.

The Cabinet Member for Communities will demonstrate community leadership that enhances organisational development and the use of resources in order to facilitate service redesign, investment and cost efficiencies within the remit of their Portfolio to achieve the Council's Corporate Priorities.

This will include driving the priorities of the Council, supporting employees and providers in the redesign of services to implement the Council's Corporate Priorities and acting as a 'role model' for elected members in the management of public expectations and demand reduction.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets, in conjunction with the appropriate Executive Director(s), on all issues relating to the Portfolio.

## The main areas of responsibility are:

1. Policy oversight and lead political responsibility for external relations with the voluntary sector and local communities generally;
2. Participation in the formulation and application of policies, decision making and the resolution of cross cutting issues;
3. To work with other Cabinet Members and departments on specific responsibilities within the Portfolio namely:
  - o a. Health and Safety
  - o b. Resilience and Emergency Planning
  - o c. Community Safety (Strategic and Operational)
  - o d. Communications, marketing and engagement including Neighbourhood engagement, interfaith, veterans, cohesion and VCFA.
  - o e. Customer Contact Centre
  - o f. Communities Hub/Covid response
  - o g. Community Grants
  - o h. Civic Venues
  - o i. Libraries and Archives
4. Developing and leading on policies which redefine the Council's relationship with communities whilst maintaining support to our most vulnerable residents, reducing inequalities and working towards greater integration of local services;
5. 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;
6. To represent and act as the Council's champion on matters relating to the Armed Forces;
7. Focusing community engagement activities to develop a better understanding of localities across Bury and improve the general social and economic wellbeing of the Borough;
8. Exploring new ways of engaging communities in decision making, e.g. social media;
9. Representing the Council on boards and other groups as may be required to promote the interests of the Council and ensure the voice of Bury is heard;
10. Building good relations with voluntary groups, other organisations and the private sector on community issues;
11. To work with partners to develop and implement an effective Community Safety Plan for the Borough which tackles major crime and public safety issues that affect the wellbeing of local people;
12. Ensuring the Council's statutory duties for the prevention of terrorism are discharged effectively and efficiently maintaining awareness of the work of the Police and Crime Commissioner and aligning Council policy where appropriate to secure better public protection for the citizens of Bury;
13. Ensuring the Council fulfils its duties under Section 17 of the Crime and Disorder Act 1998;
14. Representing the Council at the Community Safety Partnership and ensuring that the Council contributes effectively to the development and delivery of Community Safety Plans and strategies;
15. Representing the Council at the GM Police and Crime Leads' meetings and other events as appropriate;
16. Fostering good relationships with key partners (including GM Police, Probation, GM Fire Service), other groups and individuals to create safer, stronger communities;
17. Promoting good community relations within the Borough, especially through faith groups and community leaders;
18. Providing local political leadership on local, day-to-day matters relating to asylum and immigration;
19. Representing the Council on boards and other groups as required to promote the interests of the Council and ensure the voice of Bury is heard;
20. To evidence-base successes and achievements within the Portfolio to enable a report back to Council.

