

ROLE SPECIFICATION

LEADER OF THE COUNCIL

CONTEXT

The majority of the Council's Executive functions are the responsibility of the Cabinet (as assigned to it by law or under the Constitution) who will take most of the day to day key decisions. The Cabinet has to make decisions which are in line with the Council's overall policies and budget.

ROLE

Members of the Cabinet, including the Leader of the Council have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework,
- 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 of opportunity and good race relations;
- present where appropriate reports to the Overview and Scrutiny (Audit and Performance) and Overview and Scrutiny (Policy Development) meetings;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, overview and scrutiny meetings;
- 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;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

In addition to these collective roles and responsibilities as a member of the Cabinet the Leader of the Council has a wider role extending beyond the Council, as set out below:

As A Member of the Cabinet

To be specifically responsible for:

- Legal issues facing the Council
- Constitutional matters and the ongoing development of the Council's Constitution
- Performance Management and Improvement
- Coordinating the activities of the various portfolio holders.
- Chairing the Cabinet

As Leader Within and Beyond the Council

To be specifically responsible for:

- Promoting the interests of the Borough and the Council in various regional, sub-regional and other for a, such as the regular meetings of Council Leaders and Chief Executives.
- Promoting the interests of the Borough and the Council in the wider local government context through the Local Government Association and other routes.
- Promoting the Borough to potential investors and partners.
- Ensuring the Council's voice is heard and that the Council plays a leading role within the Local Strategic Partnership
- Managing relationships between the Council's various political groups and ensuring that the Cabinet is properly accountable to the wider Council.
- Speaking on behalf of the Council, where the occasion demands, e.g. to provide a reaction where a major incident has occurred within the Borough.

PRIORITIES FOR 2006/07 AND BEYOND

To be determined on agreement of the Corporate Improvement Plan.

ROLE SPECIFICATION

CABINET MEMBER - REGENERATION

CONTEXT

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ROLE

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- 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;
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- participate as a member of any panel, task group or other Council forum as appropriate;
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- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Regeneration is pivotal to the success of the Council in meeting its priorities especially the delivery of a range of Economic Regeneration, Strategic Housing, Forward Planning, Building Control and Development Control within a corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Economic Regeneration and Strategic Housing and Spatial Development Business Units.

The main areas of responsibility for Regeneration are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Economic Development
 - Regeneration
 - Strategic Housing
 - Development Control
 - Forward Planning
 - Building Control
- to ensure that appropriate Strategies and Plans for Economic Regeneration and Strategic Housing and Spatial Development in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- to market the borough within the sub-region, region and nationally
- to be a member of the Brownfield Land Recycling Programme Board and other bodies overseeing programmes and projects aimed at regenerating the Borough.

PRIORITIES FOR 2006/07 AND BEYOND

To be determined on agreement of the Corporate Improvement Plan.

ROLE SPECIFICATION

CABINET MEMBER – STREET SCENE AND LIVEABILITY

CONTEXT

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ROLE

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- lead the preparation of the Council's Budget and Policy Framework,
- 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 of opportunity and good race relations;
- present where appropriate reports to the Overview and Scrutiny (Audit and Performance) and Overview and Scrutiny (Policy Development) meetings;
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- 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;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Street Scene and Liveability is pivotal to the success of the Council in meeting its priorities especially the delivery of a range of Environmental Health, Waste Management and environment related activities within a corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Street Scene and Liveability Business Unit, in conjunction with appropriate Senior Officers.

The main areas of responsibility for Street Scene and Liveability are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Waste Management, including recycling
 - Parks and Open Spaces
 - Grounds Maintenance
 - Street Cleansing
 - Environmental Health
 - Neighbourhood Environmental Action Teams and associated activities
- To ensure that appropriate Strategies and Plans for Street Scene and Liveability Services in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status.

PRIORITIES FOR 2006/07 AND BEYOND

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ROLE SPECIFICATION

CABINET MEMBER – FINANCE AND RISK MANAGEMENT

CONTEXT

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- 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;
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- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Finance and Risk Management is pivotal to the success of the Council in meeting its priorities especially the delivery of a range of sound finances and robust management of the asset base and the risks facing the organisation within a corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Financial Services Business Unit and the Legal Services and Property Management functions.

The main areas of responsibility for Finance and Risk Management are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Financial Services
 - Internal Audit
 - Links with External Audit
 - Legal Services (temporarily including Licensing)
 - Procurement
 - Property, Estates and Asset Management issues
 - The Efficiency Agenda
 - The Strategic Risk Register and the corporate risk management process
- To ensure that appropriate Strategies and Plans for these areas are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- To promote a culture of active management of risk amongst the members of the Council.
- To act as the member champion in relation to Asset Management issues.

PRIORITIES FOR 2006/07 AND BEYOND

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ROLE SPECIFICATION

CABINET MEMBER – HUMAN RESOURCES AND MEMBER DEVELOPMENT

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- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Human Resources and Member Development is pivotal to the success of the Council in meeting its priorities and the delivery of its improvement agenda. The function is crucial in enabling the Council to build capacity within the organisation to deliver and maintain high performance and customer satisfaction. In addition it is critical in the development of a culture within Rossendale Borough Council which is one of continuous improvement and where the customer is the primary focus.

This role has overseeing responsibility for Equalities, Member Development and Health and Safety, in conjunction with appropriate Senior Officers.

The main areas of responsibility within the Portfolio are:

- participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following policy and service areas:-
 - Employment
 - People Solutions
 - Health and Safety
 - Organisational Development
 - Staff Morale
 - Employee Engagement
 - Efficiencies associated with effective absence management, business process re-engineering
 - Equalities
- participation in Appointment and Appeals Panels
- Acting as a champion for member development within the Council
- Chairing the Member Development Working Group and taking a lead on the development of services to members

PRIORITIES FOR 2006/07 AND BEYOND

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ROLE SPECIFICATION

CABINET MEMBER - CUSTOMER SERVICES

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- commit to the delivery of fair and non discriminatory services to all members of the local community;
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- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Cabinet Member for Customer Services is pivotal to the success of the Council in meeting its priorities especially the delivery of a range of Customer Service; E-Government; Community and Partnership and Revenues and Benefit Service activities within a corporate and community-planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Business Planning framework on all issues relating to the Customer Service, E-Government; Communication; Partnership Development and Revenues and Benefit Services portfolio, in conjunction with appropriate Senior Officers.

The main areas of responsibility for Customer Services are:

- participation in the formulation and application of policies and in decision making on cross cutting issues, concentrating on the following policy and service areas:-
 - Customer Services
 - Revenues, Benefits and Fraud Investigations
 - Area Forums Development
 - Grants to Outside Bodies
 - Communication
 - Community Involvement and Development
 - LSP Liaison
 - E-Government
 - ICT
 - Leisure
 - Community Cohesion
 - Town Twinning
 - Young People
 - Older People
 - Health
- To ensure that appropriate Strategies and Plans for Customer Services; Partnership and Revenues and Benefit Services in the Borough are researched, formulated and reconciled with other Strategies and Plans of equivalent status;
- To be the principal point of liaison with Rossendale's twin towns and in other similar relationships of similar status and intent, promoting the cultural diversity of the Borough.

PRIORITIES FOR 2006/07 AND BEYOND

To be determined on agreement of the Corporate Improvement Plan