

ROLE DESCRIPTION

DEPUTY LEADER AND LEAD MEMBER FOR PLANNING, LICENSING AND ENFORCEMENT

CONTEXT

To deputise for the Leader of the Council on those occasions where the Leader is unable to carry out her duties as set out in that particular role description.

The majority of the Council's Executive functions are the responsibility of the Cabinet (as assigned to it by law or under the Constitution) and they make most of the 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 have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework;
- be the focus for developing and delivering through 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 various Overview and Scrutiny Committees;
- 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;
- promote key projects and initiatives within the portfolio locally, regionally and nationally;
- 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.
- To ensure the identification of risk in any project the Council undertakes. In order to facilitate identification of risk, members will find a checklist in the Risk Management Strategy which can be found here:

http://www.rossendale.gov.uk/downloads/download/210/other_financial_strategies

SPECIFIC ROLES AND RESPONSIBILITIES

The role of the Lead Member for Planning, Licensing and Enforcement is pivotal to the success of the Council in relation to development, development control and forward planning.

The role has responsibility for Planning and Licensing, including planning and licensing enforcement. 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 portfolio.

The main areas of responsibility 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:-
 - Public Protection including:
 - Licenses and licensing enforcement
 - Parking enforcement
 - Taxi licensing
 - Fraud investigations
 - Environmental Health including:
 - Noise nuisance
 - Food hygiene and food safety
 - Water quality – private water supplies
 - Animal welfare licenses
 - Development Control including:
 - Planning and planning enforcement
 - Building Control including dangerous buildings
 - Listed buildings
 - Conservation and heritage matters
 - Street naming and numbering
 - Forward Planning including:
 - Local Plan
- To ensure that appropriate Strategies and Plans for are researched, formulated and reconciled with other Strategies and Plans of equivalent status.
- To provide political oversight and challenge to the processes used within the portfolio area for managing and mitigating risks to the health, safety and welfare of users of services and the Council's staff engaged in service delivery.
- To agree urgent consultation responses to documents circulated by other bodies.

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