

ROLE DESCRIPTION

DEPUTY LEADER OF THE COUNCIL AND LEAD MEMBER FOR RESOURCES

CONTEXT

To deputise for the Leader of the Council on those occasions where the Leader is unable to carry out their 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 Resources is pivotal to the success of the Council in meeting its priorities especially the delivery of sound management of all financial resources at the organisation's disposal, and of the risks facing the organisation.

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 business of the Council, in particular:

- Financial Services, including risk management
- Property Services, including asset management
- Land Drainage

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:-
 - Finance including:
 - Financial services and risk management
 - Exchequer and accountancy
 - Internal and external audit
 - Procurement
 - The efficiency agenda and value for money
 - The Strategic Risk Register and the corporate risk management process
 - Liaising with partners including Lancashire Audit Services
 - Property Services including:
 - Property, estates and asset management
 - Blocked gullies/land drainage
 - Business Centre and tenants
- To ensure that appropriate Strategies and Plans are researched, formulated and reconciled with other Strategies and Plans of equivalent status.
- To promote a culture of active management of risk and performance amongst the members of the Council.
- In conjunction with the Leader of the Council to provide a point of contact for the Council's External Auditor with the political leadership of the Council.
- To act as the member champion in relation to Asset Management issues.
- To promote a culture of strong corporate governance and internal control within the Council.
- To agree urgent consultation responses to documents circulated by other bodies.
- To be the lead member for the oversight of Bacup town centre regeneration & development projects and the Bacup 2040 Vision.

Version Number:	Deputy Leader of the Council and Lead Member for Resources	Team:	Chief Executive
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