

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Public Safety Governance and Reform**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Public Safety Governance and Reform portfolio. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Approving in conjunction with the relevant Corporate Director or Director, Annual Service Improvement Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections within the remit of the Portfolio holder.
12. Exercise a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

## **Areas of Responsibility**

To have overall responsibility for:

- Customer Services/Relations
- Digital and Website engagement
- Policy and Performance Improvement
- Corporate Governance and Constitution
- Legal and Democratic Services – including Registration Services and liaison with the Coroner's Service
- Information Governance
- Community Safety
  
- Civil Contingencies and Business Continuity
- Environmental Health
- Trading standards
- Executive Licensing functions
- Greater Manchester Police and Crime Panel

## **Key Roles and Responsibilities of the Public Safety Governance and Reform portfolio**

In accordance with section 15(4) of the Local Government Act 2000, but subject to legislation, the Scheme of Delegation to Officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Public Safety Governance and Reform is responsible for all matters within their Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:-

1. Ensuring the delivery of effective and efficient corporate and support services including:
  - Legal Services
  - Democratic Services
  - ICT
  - Performance
2. Ensuring the delivery of performance improvements and efficiencies to support the delivery of the Council's priorities
3. Ensuring that the highest standards of customer care are delivered
4. All aspects of the Council's customer relations including:
  - Performance and development of Access Trafford

- Development and implementation of Customer Standards and the Customer Pledge
- Corporate Compliments and Complaints

5. Development and implementation of the Council's Digital Strategy.

6. Ensuring that the Council has effective corporate governance, including:

- Internal audit assurance
- Risk management
- Information governance
- Systems and processes for business planning and performance improvement

7. Community safety including:

- (a) Development of policy guidelines for the management of Council policies regarding crime and community safety and monitoring the implementation of such guidelines.
- (b) Links to Police Service, Probation Service etc. through membership of the Safer Trafford Partnership Board.
- (c) Crime reduction initiatives (both social and physical) across the Executive portfolios.
- (d) Prevention of offending and re-offending in partnership with key Criminal Justice services.
- (e) Tackling Anti-social behaviour and environmental crime including appropriate consultations, interventions and enforcement.
- (f) 24hour Control Room and CCTV network.

8. The functions of the Council under the Civil Contingencies Act 2004 and responsibility for ensuring appropriate business continuity planning across the Council.

9. Environmental health, protection and standards including:

- a) food safety and control
- b) control and monitoring of pollution and statutory nuisances
- c) animal health and welfare
- d) pest control
- e) private sector housing standards (in liaison with the Communities and Housing portfolio holder)

10. Trading Standards including:

- a) consumer advice
- b) weights and measures
- c) fair trading
- d) consumer credit and safety

e) consumer complaints

11, Any functions under any licensing legislation including safety at sports grounds which are Executive functions and which do not fall within the remit of any other Executive Member.

**To submit to the Executive:**

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

