

EXECUTIVE TERMS OF OFFICE

Portfolio – Adult Social Services and Community Wellbeing

GENERAL

The Executive Portfolio holder is responsible for:-

- § all matters relating to the Council's affairs in respect of Adult Social Services including acting as the Lead Member for Adult Services in accordance with best practice guidance; and
- § all matters relating to Community Health and Wellbeing, including acting as the Lead Member for Community Health and Wellbeing Services in accordance with best practice guidance.

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. Agreeing, 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 on 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 with the remit of the Portfolio holder.
12. Exercising 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.

Working with the Lead Member for Safeguarding

In accordance with the statutory guidance on the role and responsibilities of Lead Members for Adults Social Services the Executive Member for Adult Social Services and Community Wellbeing, who acts as the authority's statutory Lead Member for Adults Social Services, is supported by the Lead Member for Safeguarding "to assist in the exercise of his/her (the Executive Member for Adults Social Services and Community Wellbeing) functions and duties". The Executive Member for Adults Social Services and Community Wellbeing, however, will need to maintain "effective overview and overall political accountability for the full range of local authority adult's social services". This will be achieved by the Lead Member for Safeguarding:

- having delegated responsibilities and powers for aspects of the Lead Member for Adults Social Services role; and
- reporting on a regular basis to the Executive Member for Adult Social Services and Community Wellbeing on how these delegated responsibilities and powers are being exercised including all formal decisions made.

Reports recommending decisions to be made by the Executive should be countersigned by the Executive Member for Adult Social Services and Community Wellbeing.

Areas of Responsibility

To have overall responsibility for:

1. Adult Social Services including:

- § Services to Older People
- § Mental Health
- § Learning Disabilities
- § Health & Disability Services
- § Sensory Services
- § Other Adult services
- § Liaison with Health Service bodies
- § Housing issues including:
 - § Supporting People
 - § Adaptations Services
- § Community Rights

2. Community Health and Wellbeing Services including:

- § The Health and Wellbeing Board
- § Public health functions
- § Delivery of the Health and Wellbeing Strategy
- § Liaison with Health Service bodies
- § Liaison with voluntary and community sector organisations in relation to health and wellbeing
- § Championing health and wellbeing issues on behalf of the Council and Trafford Partnership
- § Equality and Diversity

Key Roles and Responsibilities of the Adult Social Services and Community Wellbeing 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 Adult Social Services and Community Wellbeing is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:-

1. The powers and duties of the Council as an Adult Social Services Authority.
2. The duty to make provision for services to people in need as defined by the National Assistance Act 1948, the Chronically Sick and Disabled Persons Act and the NHS and Community Care Act 1989.
3. The duty to protect vulnerable adults.
4. Developing working partnerships with NHS bodies, exploiting the flexibility afforded by the Health Act (1999) when likely to deliver improved services for Trafford residents. This may involve integrated commissioning and provider arrangements.
5. Ensuring Services are in place that meet the needs of carers in Trafford.
6. Liaison with the NHS and related bodies on matters affecting the social care and the general social welfare of people in Trafford.
7. Development of a positive relationship with voluntary sector organisations who represent service users or carers ensuring they are appropriately involved in determining service priorities, service planning and review.
8. Acting as Older People's Champion.
9. Administration of the Supporting People Programme.
10. Administration and delivery of the equipment and adaptations service.
11. Matters concerning the community rights service, including liaison with other agencies such as the Citizens' Advice Trafford (CAT) and the Community Legal Services Partnership.
12. Promotion of equality and diversity and ensuring compliance with the Council's equalities duties.
13. The powers and duties of the Council with regard to the public health functions.
14. Meeting the Council's responsibilities in relation to prevention, health improvement and the reduction of health inequalities.
15. Liaison with the Clinical Commissioning Group to ensure that they are provided with appropriate support to deliver public health objectives and priorities in Trafford.

16. To ensure that a Joint Strategic Needs Assessment is in place and that it informs commissioning strategies.

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.