

EXECUTIVE TERMS OF OFFICE

Portfolio – Finance, Change and Governance

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Finance, Change and Governance 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. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate 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:

- Corporate Financial Strategy and Planning
- Financial Management and Internal Audit
- Administration and collection of business rates, council tax and other debt
- Administration of Housing Benefits
- Delivery of value for money services
- Pension Fund
- Corporate Governance and Constitution
- Legal and Governance Services (excluding Registration Services) and liaison with the Coroner's Service
- Information Governance
- The Finance and Change Programme
- Civil Contingencies and Business Continuity
- Customer Services/Relations
- Policy and Performance Improvement

Key Roles and Responsibilities of the Finance, Change and Governance 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 Finance, Change and Governance 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. The Council's budget planning framework, including the medium term financial plan and strategy.
2. The effective and efficient use of the Council's financial resources.
3. Financial (including insurance) management.
4. Powers and duties of the Council in relation to national non domestic rates, local taxes and the administration of the benefits' schemes.
5. The functions of the Council as accountable body in respect of any schemes supported by EU and SRB funding.
6. Ensuring the delivery of effective and efficient corporate and support services including:
 - Legal Services
 - Governance Services
7. Ensuring that the Council has effective corporate governance, including:

- Internal audit assurance
 - Risk management
 - Information governance
8. The functions of the Council under the Civil Contingencies Act 2004 and responsibility for ensuring appropriate business continuity planning across the Council.
 9. Ensuring that the highest standards of customer care are delivered
 10. 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
 11. Ensuring the delivery of effective and efficient Performance Services including the development and improvement of systems and processes for business planning and performance improvement.

To submit to the Executive:

1. Recommendations concerning the formulation of and performance against the Council's Budget Framework
2. Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.