

### **3. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS - DELEGATION TO INDIVIDUAL EXECUTIVE MEMBERS**

- 3.1 The Executive is authorised to carry out all of the functions of the Council which are, by virtue of the Local Government Act 2000 and regulations thereunder, the responsibility of an Executive of the Council. The Executive Leader has the responsibility for determining the delegation of executive functions. The scheme of delegation of functions to officers is set out in Section 4 of this Part of the Constitution.
- 3.2 Each Executive Member has been allocated particular areas of responsibility (portfolios) by the Council meeting. The list of portfolio responsibilities and portfolio holders is:-

Portfolio	Portfolio Holder
Leader and Vision 2031	Cllr Sean Anstee
Investment (Deputy Leader)	Cllr Alex Williams
Adult Social Care	Cllr Stephen Anstee
Children and Families	Cllr Michael Whetton
Communities and Partnerships	Cllr Mrs. Laura Evans
Corporate Resources	Cllr Patrick Myers
Health and Wellbeing	Cllr John Lamb
Highways, Parks and Environmental Services	Cllr John Reilly
Housing and Strategic Planning	Cllr David Hopps

- 3.3 An additional 3 Members will be appointed to act as Deputies for the Executive Members for those Executive Members whose portfolios cover Finance; Highways, Parks and Environmental Services; and Safeguarding. These members will support the work of the Executive Members and will provide an important link between members and the Executive but will not be members of the Executive nor serve on the Scrutiny Committees.
- 3.4 The Deputy Executive Members will support the Executive Members in their role and will be able to attend Executive meetings. They will be able to speak at Executive meetings in the absence of the Executive Member, however, they will not have any decision making powers.
- 3.5 Subject to any matters which are specifically reserved to the Council, reserved to an individual under any statutory provision, delegated to Officers,

or which the Leader from time to time decides should be determined by the Executive, a committee of the Executive, another Executive Member or themselves, and to paragraphs 4 and 5 each individual Executive Member, within the Terms of Reference for their portfolio, is authorised to deal with and determine the following matters:

- (a) To take decisions, other than key decisions as defined in the Constitution or decisions relating to the disposal of land at an undervalue, in relation to the discharge of executive functions and expenditure on services, including the payment or repayment of grants. Except that the Leader may, in his/her discretion, authorise an individual Executive Member to take key decisions on specific matters.
- (b) To monitor the budget for services within the portfolio, and report as necessary to the Executive.
- (c) To agree policies, plans and strategies for services within their portfolio.
- (d) To monitor service performance.
- (e) To consider any policy review reports prepared by Overview and Scrutiny Committees and make recommendations to the Executive for any consequent action.
- (f) To respond to requests from Overview and Scrutiny Committees for information relating to the discharge of executive functions and the performance of the Executive.
- (h) To approve virement between budget heads in accordance with virement rules approved by Council.
- (i) To represent the Council's views on matters of corporate or strategic policy and other matters within their respective portfolios.

3.6 The exercise of the delegated authority as set out above is subject to the following conditions:

- (a) In making decisions Executive Members must comply with the principles of decision making in Article 13 of the Constitution, corporate policies and such decisions must be made in accordance with the Council's Policy and Budgetary Framework;
- (b) Executive Members must seek the advice of the Director of Legal and Democratic Services and the Chief Finance Officer (or their nominees) and such other officers as the Executive Member shall consider necessary to fully inform the decision making process;
- (c) Such decisions must be recorded in a Decision notice, which shall be open to public inspection in accordance with the provisions of the Local

Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;

- (d) Where an Executive Member has been authorised by the Leader to make a key decision, the procedure on key decision making set out in the Constitution must be followed;
  - (e) To consult with other Executive Members as appropriate before taking decisions on matters which are cross cutting and affect other portfolio areas.
  - (f) Where an Executive Member has a prejudicial interest in a matter or otherwise believes that they should not make a particular decision due to a conflict of interest, the matter should be referred to the Leader who will either make the decision or refer the matter to the Executive.
- 3.7 If there is any doubt as to which portfolio would cover any proposed decision by an Executive Member, the matter shall be referred to the Leader to determine the appropriate portfolio. The Leader may also determine that any proposed decision (of any description) shall be referred to the Executive for decision.
- 3.8 An individual Executive Member may refer any matter within that Member's portfolio to the Executive for decision.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio - Leader of the Council**

#### **GENERAL**

To act as Leader of the Council and be the Executive Portfolio holder responsible for all matters relating to the Council's affairs in respect of the Leader's portfolio. As such, the Leader 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 any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive as required.
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. 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.

## **Areas of Responsibility**

To have overall responsibility for:

- Strategic overview of the Council
- Community Strategy and the Local Strategic Partnership
- Greater Manchester Police and Crime Panel
- Overall performance of the Council
- Overall performance of the Executive
- Overall governance of the Council
- Chief Executive's functions
- Co-ordination within the Executive
- Developing and implementing Trafford 2031 Vision
- Partnership and neighbourhood working
- Sustainability and Climate Change
- Determination of how and by whom Executive functions are exercised
- Appointments to outside bodies not within the remit of the Council
- All matters not within the remit of any other portfolio

### ***Key Roles and Responsibilities within the Leader's 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 Leader is responsible for all matters within the Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:-

1. To provide leadership in the development and maintenance of an active and participatory local democracy.
2. To chair meetings of the Executive and ensure that the Executive acts as a corporate team working together to achieve common aims.
3. In consultation with the Chief Executive, to draw up a 4 month programme of work by the Executive and to keep it under continuous review.
4. To ensure that the Council's decision-making process functions effectively and that decisions made by the Executive take into account all relevant factors and reflect the Council's commitment to open government and equality of opportunity.
5. To discharge or arrange the discharge of the Executive functions of the Council.
6. To ensure delivery of the Council's overall vision for Trafford Borough Council.
7. To implement, working with the Chief Executive, strategy and policies approved by the Council and reflecting the views of the community as set out in the

Community Strategy (delegating work to other Executive Members where necessary).

8. To review and monitor, with the Chief Executive, the management arrangements of the Council.
9. To exercise a monitoring role regarding performance and budgets, to ensure progress towards meeting the Council's key objectives.
10. To ensure that Executive Members and services work together effectively.
11. Representing the Council externally and furthering the Council's interests within Greater Manchester Combined Authority, AGMA, the North West region and nationally.
12. Greater Manchester Police and Crime Panel matters.
13. To be the principal political spokesperson for the Council at internal and external meetings.
14. To ensure liaison with the Council's external auditors and inspectors.

**To submit to the Executive:**

Recommendations in respect of key decisions concerning matters covered by these terms of reference

## **EXECUTIVE TERMS OF OFFICE**

### **Deputy Leader of the Council**

#### **GENERAL**

In the event that the Leader of the Council is unable to act, or the post of Leader is vacant, the Deputy Leader shall:

1. undertake all statutory functions of the Leader of the Council; and
2. undertake the portfolio responsibilities of the Leader's portfolio.

In the absence of the Leader of the Council, the Deputy Leader shall:

1. chair meetings of the Executive; and
2. ensure that the Executive acts as a corporate team working together to achieve common aims.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Adult Social Care**

#### **GENERAL**

The Executive Member for Adult Social Care acts as the authority's statutory Lead Member for Adults Social Services.

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.

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.

### **Areas of Responsibility**

To have overall responsibility for Adult Social Services including:

- Services to Older People
- Mental Health
- Learning Disabilities
- Health & Disability Services
- Sensory Services
- Other Adult services
- Liaison with NHS service providers
  
- Carers services
  
- Housing issues including:
  - Supporting People
  - Major and minor adaptations services and the Disabled Facilities Grant
  
- Advice and information services

### **Key Roles and Responsibilities of the Adult Social Care 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 and Care Act 2014.
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. Development of the All Age Integrated Health and Social Care Service
11. Promotion of equality and diversity and ensuring compliance with the Council's equalities duties.

**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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Children and Families**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Children and Families portfolio, including acting as Lead Member for Children's Services in accordance with the Children Act 2004 and associated statutory 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, Transformation 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 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.

## **Areas of Responsibility:**

- Statutory Lead Member for Children’s Services in accordance with the Children Act 2004 and associated statutory guidance
- Development of the All Age Integrated Health and Social Care Service
- Day to day operation of the All Age Integrated Health and Social Care Service
- the functions of the Council with regard to its responsibilities for the safeguarding of children and young people, including:
  - receiving and responding to referrals where there is concern about the welfare and safety of individual children and young people;
  - investigating referrals for child protection and children-in-need and taking appropriate action to safeguard children and young people’s safety and welfare;
  - maintaining an up-to-date Child Protection Register.

## ***Key Roles and Responsibilities of the Children and Families portfolio:***

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers, the responsibilities of the Lead Member for Children’s Services and other provisions set out in Part 3 of the Council’s Constitution, the Executive Member for Children’s Services 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. Political accountability for the effectiveness, availability and value for money of all children’s services;
2. Leadership to engage and encourage local communities in order to improve services and outcomes for children and young people both within the local authority and externally with partner organisations;
3. Safeguarding and promoting welfare of children across all agencies;
4. The commissioning of public health services for children and young people as mandated in the Health and Social Care Act 2012;
5. The functions, powers and duties of the Council as a Children’s Services Authority, including specific areas such as:
  - Child protection
  - Children and families – social care
  - Looked after children
  - Foster care and adoption services
  - Provision of preventative services such as outreach services, family support services
  - Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;

6. The functions, powers and duties of the Council's social care services for children including:
  - Child protection
  - Provision of a social work service to children, young people, families and carers in the community
  - Provision of specialist fieldwork social services to children with disabilities, their families and carers, and arranging respite facilities;
  - Looked after children
  - Foster care and adoption services
  - Provision of a range of preventative services through family aides, family support workers, outreach services etc.
  - Provision of a field social work service to children looked after on a medium and long-term basis and placed for adoption;
  - a range of preventative services field social work service to children looked after on a medium and long-term basis and placed for adoption;
  - Supporting care leavers
  - Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;
  
6. The provision and commissioning of interventions and services for young people aged 11-19/25 (25 for young people with additional needs) including 'one-stop-shops'; street-based work; school-based work and partnerships with the voluntary sector;
  
7. The functions, powers and duties of the Council with regard to the Youth Offending Service including:
  - working with and reporting to the Crime and Disorder Reduction Partnership;
  - preventing children and young people being involved in offending or anti-social behaviour, and re-offending;
  - supporting those young people who have offended through assessment; court reports; and non-custodial sentences such as final warnings, restorative justice, involvement of victims and referral orders; and education; and
  - supporting young people serving custodial sentences and on release from custody;
  
8. Oversight and monitoring of all statutory functions related to the delivery and commissioning of services for children and young people, including the continued integration of children and adults social care and health services as embodied in the current section 75 agreement, as detailed in The Children Act 2004, Working Together to Safeguard Children 2013, The Children and Families Act 2014 and other relevant and appropriate policy, guidance and legislation.
  
9. The functions, powers and duties of the Council as a local education authority, including specific areas within the Councils core duties such as:

- Special educational needs provision
- Education welfare service
- Educational Psychology Service
- Early years sufficiency
- School admissions
- School attendance and provision for pupils not in school
- Asset management planning
- Funding of schools
- Sufficiency of school places
- To receive schools OFSTED reports and subsequent Action Plans
- To ensure an effective response to the OFSTED inspection of the LEA on SEND

10. The functions, powers and duties of the Council with regard to the availability of advice and information for 13 to 19 year olds.

**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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Communities and Partnerships**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Communities and Partnerships 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, 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 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.

## **Areas of Responsibility**

- Community Safety
- Community Cohesion
- Community Partnerships
- Delivery of the Local Strategic Partnership arrangements
- Adult and Community Learning
- Area and Neighbourhood Services
- Sport Development and Leisure Management
- Culture
- Arts
- The library service
- Voluntary Sector Grants

## **Key Roles and Responsibilities of the Communities and Partnerships 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 Communities and Partnerships 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. 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 and the Greater Manchester Police and Crime Panel Steering Group.
  - (c) Development of Safer and Stronger Communities (including tackling Domestic Violence, Race and Hate crime).
  - (d) Drug and Alcohol Action Team, ensuring services are in place for the prevention and treatment of substance misuse.
  - (e) Crime reduction initiatives (both social and physical) across the Executive portfolios.
  - (f) Prevention of offending and re-offending in partnership with key Criminal Justice services.
  - (g) Tackling Anti-social behaviour and environmental crime including appropriate consultations, interventions and enforcement.
  - (h) 24hour Control Room and CCTV network.
2. Leading and overseeing the promotion of a neighbourhood and area focus across the Council and the Borough.



3. Ensuring the delivery of the aims and objectives of the Local Strategic Partnership through the agreed delivery arrangements.
4. Matters concerning the Council's adult and community learning services.
5. Matters concerning the provision, development, monitoring and promotion of leisure, recreation, tourism, events, arts and culture and entertainment in the Borough.
6. The strategic management and development of sports and leisure facilities, sports development.
7. Liaison with Trafford Community Leisure Trust and other sporting organisations.
8. All matters concerning the provision and management of public libraries.
9. The consideration and approval of any Voluntary Sector Grants made by the Council.

**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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Corporate Resources**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Corporate Resources 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.

## **Working with the Executive Member for Investment**

In carrying out the responsibilities of their portfolio, the Executive Member for Finance will support the Executive Member for Transformation and Resources. The Executive Member for Finance will, in undertaking the responsibilities of the Finance portfolio, liaise with the Executive Member for Transformation and Resources.

### **Areas of Responsibility**

To have overall responsibility for:

- Corporate Finance
- Accountancy
- Benefits and Local Taxation
- Procurement
- Pension Fund
- Delivery of value for money services
- Customer Services/Relations
- E-Government
- Policy and Performance Improvement
- Assurance – including Internal Audit and Scrutiny Support
- Corporate Governance
- Legal and Democratic Services – including Registration Services and liaison with the Coroner's Service
- Information Governance
- Strategic Human Resources
- Occupational Health and Safety
- Corporate Communications including events and tourism
- Civil Contingencies and Business Continuity
- Operational Services for Education

### **Key Roles and Responsibilities of the Corporate Resources 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 Corporate Resources 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 investment and 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. Effective corporate procurement arrangements.
7. Ensuring the delivery of effective and efficient corporate and support services including:
  - Legal Services
  - Democratic and Council Support Services
  - Strategic Human Resources
  - E-government
  - Performance Improvement
8. Ensuring the delivery of performance improvements and efficiencies set out in the Transformation Programme.
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. Development and implementation of the Council's E-Government Strategy.
12. 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
13. All aspects of the Council's corporate communications including:
  - Publicity
  - Consultation and engagement
14. The functions of the Council under the Civil Contingencies Act 2004 and responsibility for ensuring appropriate business continuity planning across the Council.
15. Operational services for Education
  - a) Management of the provision and maintenance of the Council's vehicle fleet
  - b) School catering services
  - c) Cleaning and caretaking Services

- d) School crossing patrols
- c) Out-Door media advertising

16. Bereavement Services

**To submit to the Executive:**

1. Recommendations concerning the formulation of 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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Health and Wellbeing**

#### **GENERAL**

The Executive Portfolio holder is responsible for 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.

## **Areas of Responsibility**

1. Community Health and Wellbeing Services including:
  - The Health and Wellbeing Board
  - Public health functions
  - Delivery of the Health and Wellbeing Strategy
  - Liaison with NHS commissioning bodies and NHS strategic partners
  
  - 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
  
2. Mental Health Services – to act as the Council’s champion for all matters relating to mental health.

## **Key Roles and Responsibilities of the Health and 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 Health and 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. Promotion of equality and diversity and ensuring compliance with the Council’s equalities duties.
  2. The powers and duties of the Council with regard to the public health functions.
  3. Meeting the Council’s responsibilities in relation to prevention, health improvement and the reduction of health inequalities.
  4. Liaison with the Clinical Commissioning Group to ensure that they are provided with appropriate support to deliver public health objectives and priorities in Trafford.
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1. To ensure that a Joint Strategic Needs Assessment is in place and that it informs commissioning strategies.
  2. To act as the Council’s Mental Health Champion.

## **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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Highways, Parks and Environmental Services**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of Highways, Parks and Environmental Services. 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 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.



## **Areas of Responsibility**

To have overall responsibility for:

- Property disposal
- Architectural services
- Buildings Services and Surveyors
- Community Buildings
- Community Learning
- Engineering and construction services
- Highways, Traffic and transportation
- Passenger transport
- Road safety
- Bridges and structures
- Environmental enforcement
- Environmental services
- Environmental partnerships
- Green Spaces
- Waste Management

## ***Key Roles and Responsibilities of the Highways, Parks and Environmental Services 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 Highways, Parks and Environmental Services 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 functions, powers and duties of the Council as highway authority including:
  - a) detailed highways and transportation schemes and proposals
  - b) traffic calming, street lighting, road safety, new bus routes and priorities, station improvements, traffic regulation and network management
  - c) management of decriminalised parking enforcement and car parking facilities
2. Highways inspections and maintenance.
3. Highways and engineering planning and development.
4. Development and implementation of the Transport Strategy.
5. Transport for Greater Manchester matters.
6. Integration of public/private transport.
7. Sewers and drainage including flood and water management

8. The protection of public health and measures to promote the health of Trafford residents.
9. Waste collection, management, disposal and recycling.
10. Health and Safety (excluding Council employee health and safety)
11. Parks and countryside including:
  - a) grounds' maintenance
  - b) allotments
12. Clean neighbourhoods including street cleansing and collection of litter.
13. Tackling environmental crime including appropriate consultations, interventions and enforcement.
14. Local environment policy and action via the environmental sustainability agenda.
15. Ecological protection and environmental improvements.
16. The repair and maintenance of buildings (except insofar as this is within the responsibility of individual services) in accordance with the Council's strategic policies.
17. 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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Housing and Strategic Planning**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Housing and Strategic Planning. 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 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.

## **Areas of Responsibility**

To have overall responsibility for:

- Planning policy and strategic and / or sub-regional planning
- Land use and development in the Borough
- Sustainable Development
- Heritage
- Strategic Housing
- Building Control
- Planning Enforcement
- Economic growth, development and regeneration
- Economic strategy
- Resource Procurement
- Conservation and building preservation
- Transport strategy
- Pollution
- Environmental Health
- Housing standards
- Trading standards
- Parking services

### ***Key Roles and Responsibilities of the Housing and Strategic Planning 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 Housing and Strategic Planning 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 furtherance of trade, commerce and general industrial and physical development within the Borough, including assisting with the relocation and development of industry, commerce and business, the making of grants in respect of business security, environmental improvement, commercial improvement and related matters.
2. To promote economic growth within the Borough through effective working with AGMA and other North West regional partners and agencies.
3. Identification of and support for employment initiatives.
4. Development of economic strategies.
5. The initiation, development and monitoring of industrial and commercial development projects and the encouragement of development of land in furtherance of the Council's policies and objectives.
6. Obtaining external funding through e.g. AGMA funding streams including regional, national, European and lottery funding.

7. Monitoring regeneration programme performance.
8. Local environment policy and action via sustainable development.
9. Liaison with the Chairman of the Planning and Development Management Committee on the relationship between strategic planning issues and emerging policies and development management.
10. The development and management of the town centres.
11. Planning Enforcement.
12. The encouragement and support of community economic development initiatives.
13. The management of the Council's market functions.
14. 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
15. Trading Standards including:
  - a) consumer advice
  - b) weights and measures
  - c) fair trading
  - d) consumer credit and safety
  - e) consumer complaints
16. Parking Services.

**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.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Investment**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Investment portfolio including acting as Lead Member for all corporate resource and support services. 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 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 Executive Member for Corporate Resources**

In carrying out the responsibilities of their portfolio, the Executive Member for Transformation and Resources will be supported by the Executive Member for Finance. The Executive Member for Finance will, in undertaking the responsibilities of the Finance portfolio, liaise with the Executive Member for Transformation and Resources.

### **Areas of Responsibility**

To have overall responsibility for:

- Property acquisition
- Resource procurement
- Investment strategy
- Strategic asset management

### **Key Roles and Responsibilities of the Investment 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 Investment 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 strategic management of the Council's property assets including:
  - a. The acquisition, management and development of land and property acquired for the general purposes of the Council until required for the specific functions of another service or until disposal of the land or property
  - b. The control and management or disposal of land and property surplus to service requirements by receiving (if necessary) a transfer or an appropriation of such land or property
  - c. The management and control of the municipal estates, the municipal buildings forming the Waterside Centre, Sale and buildings used as offices by the Council

### **To submit to the Executive:**

Recommendations in respect of key decisions concerning matters covered by these terms of reference.