

EXECUTIVE TERMS OF OFFICE

Portfolio – Leisure and Culture

GENERAL

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

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.

Responsibilities:

To have overall responsibility for:

- Arts – Theatres – Waterside Arts Centre
- Festivals
- Libraries
- Social Studies, local history and heritage
- Leisure Centres
- Sports Development
- Parks and Green Spaces
- “Friends” Groups (parks)
- Allotments
- Trafford Arts Association
- Culture and tourism and events
- The Music Service

Key Roles and Responsibilities of the Leisure and Culture 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 Leisure and Culture 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. Matters concerning the provision, development, monitoring and promotion of leisure, recreation, tourism, events, arts and culture and entertainment in the Borough.
2. The strategic management and development of sports and leisure facilities and sports development.
3. Liaison with Trafford Leisure CIC and other sporting and leisure organisations.
4. All matters concerning the provision and management of public libraries.
5. Matters relating to the strategic management of parks and green spaces and liaison with Friends of Parks Groups;
6. The promotion of the Borough’s heritage and history through support for social and local studies and its heritage assets

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.