

EXECUTIVE TERMS OF OFFICE

Portfolio – Housing and Advice

GENERAL

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

- Benefits Strategy, Advice and Information Services
- Homelessness and housing advice
- Housing Register
- Empty Properties
- Housing Standards and Houses in Multiple Occupation
- Asylum Seekers and Refugee Readiness
- Housing Related Support
- Major and minor adaptations services and the Disabled Facilities Grant
- Poverty Strategy

Key Roles and Responsibilities of the Housing and Advice 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 Advice 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 development and implementation of a Poverty Strategy for Trafford;
2. Development of Housing and homelessness policy;
3. Housing allocations through the choice based lettings system and nominations agreements with Registered Providers;
4. In accordance with the Housing Act 2004 and any other relevant legislation, keeping housing conditions in the Borough under review and identifying any action that may need to be taken.

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.