

EXECUTIVE TERMS OF OFFICE

Deputy Leader of the Council Leisure, Arts, Culture and Heritage

GENERAL

Deputy Leader of the Council

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.

Leisure, Arts, Culture and Heritage

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

- Culture and tourism and events
- Arts – Theatres – Waterside Arts Centre
- Festivals
- Trafford Arts Association
- The Music Service
- Libraries
- Local Studies, local history and heritage
- Leisure Centres
- Relations with Trafford Leisure
- Sports Development
- Trafford Moving and the physical activity strategy
- Conservation and building preservation
- Heritage assets
- Registration Services
- Bereavement services
- The Mayoralty
- Strategic HR Services
- Occupational Health and Safety
- Equality and Diversity – to act as the Council's champion for all matters relating to Equality and Diversity

Key Roles and Responsibilities of the Leisure, Arts, Culture and Heritage 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, Arts, Culture and Heritage 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. Leading and overseeing the promotion of a neighbourhood and area focus across the Council and the Borough.
2. Matters concerning the provision, development, monitoring and promotion of leisure, recreation, tourism, events, arts and culture and entertainment in the Borough.
3. The strategic management and development of sports and leisure facilities and sports development.
4. Liaison with Trafford Leisure CIC and other sporting and leisure organisations.
5. All matters concerning the provision and management of public libraries.
6. The promotion of the Borough's heritage and history through support for social and local studies and its heritage assets.
7. Ensuring the delivery of the aims and objectives of the Local Strategic Partnership through the agreed delivery arrangements.

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.