

## **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
- Re-Shaping Trafford
- 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.

#### Leader's Responsibilities for Re-Shaping Trafford

To act as the Executive Portfolio Holder responsible for all matters relating to the development and implementation of the Reshaping Trafford Programme, including: Trust arrangements; trading; early intervention and well-being; integration of health and social care; managing budget pressures and the joint venture contract for environmental, highways, waste and technical planning services. As such, the Leader is responsible for:

1. Chairing the Re-shaping Trafford Executive Board comprising of the Leader, Executive Portfolio Holder for Transformation and Resources and Executive Portfolio Holder for Finance.
2. Receiving contributions and reports from other members of the Executive, particularly from the Lead Member for Trust Development.
3. To approve strategic direction of the Programme.
4. To monitor overall performance of the Programme.

In addition, to add to the 'key roles and responsibilities' in the Leader's portfolio:-

To ensure delivery of the Council's overall vision for Trafford Borough Council, including the Reshaping Trafford Programme.

#### **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 Services and Community Wellbeing**

#### **GENERAL**

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; and
- 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.

## **Working with the Lead Member for Safeguarding**

In accordance with the statutory guidance on the role and responsibilities of Lead Members for Adults Social Services the Executive Member for Adult Social Services and Community Wellbeing, who acts as the authority's statutory Lead Member for Adults Social Services, is supported by the Lead Member for Safeguarding "to assist in the exercise of his/her (the Executive Member for Adults Social Services and Community Wellbeing) functions and duties". The Executive Member for Adults Social Services and Community Wellbeing, however, will need to maintain "effective overview and overall political accountability for the full range of local authority adult's social services". This will be achieved by the Lead Member for Safeguarding:

- having delegated responsibilities and powers for aspects of the Lead Member for Adults Social Services role; and
- reporting on a regular basis to the Executive Member for Adult Social Services and Community Wellbeing on how these delegated responsibilities and powers are being exercised including all formal decisions made.

Reports recommending decisions to be made by the Executive should be countersigned by the Executive Member for Adult Social Services and Community Wellbeing.

### **Areas of Responsibility**

To have overall responsibility for:

#### 1. Adult Social Services including:

- Services to Older People
- Mental Health
- Learning Disabilities
- Health & Disability Services
- Sensory Services
- Other Adult services
- Liaison with Health Service bodies
- Housing issues including:
  - Supporting People
  - Adaptations Services
- Community Rights

#### 2. Community Health and Wellbeing Services including:

- The Health and Wellbeing Board
- Public health functions
- Delivery of the Health and Wellbeing Strategy
- Liaison with Health Service bodies
- 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

## **Key Roles and Responsibilities of the Adult Social Services and Community 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 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.
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. Administration and delivery of the equipment and adaptations service.
11. Matters concerning the community rights service, including liaison with other agencies such as the Citizens' Advice Trafford (CAT) and the Community Legal Services Partnership.
12. Promotion of equality and diversity and ensuring compliance with the Council's equalities duties.
13. The powers and duties of the Council with regard to the public health functions.
14. Meeting the Council's responsibilities in relation to prevention, health improvement and the reduction of health inequalities.
15. Liaison with the Clinical Commissioning Group to ensure that they are provided with appropriate support to deliver public health objectives and priorities in Trafford.
16. To ensure that a Joint Strategic Needs Assessment is in place and that it informs commissioning strategies.

**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’s Services**

#### **GENERAL**

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

## **Working with the Lead Member for Safeguarding**

In accordance with the statutory guidance on the role and responsibilities of Lead Members for Children's Services the Executive Member for Children's Services, who acts as the authority's statutory Lead Member for Children's Services, is supported by the Lead Member for Safeguarding "to assist in the exercise of his/her (the Executive Member for Children's Services) functions and duties". The Executive Member for Children's Services, however, will need to maintain "effective overview and overall political accountability for the full range of local authority children's services". This will be achieved by the Lead Member for Safeguarding:

- having delegated responsibilities and powers for aspects of the Lead Member for Children's Services role; and
- reporting on a regular basis to the Executive Member for Children's Services on how these delegated responsibilities and powers are being exercised including all formal decisions made.

Reports recommending decisions to be made by the Executive should be countersigned by the Executive Member for Children's Services.

### **Areas of Responsibility:**

- Statutory Lead Member for Children's Services in accordance with the Children Act 2004 and associated statutory guidance
- Development of the integrated multi-agency Children and Young People's Service
- Children's Social Services, Youth Service and the Youth Offending Team
- Early Years and Children's Centres
- 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's Services 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 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;
5. 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, Trafford Young Carers 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 Youth Service including targeted services for 13 to 19 year olds such as youth centres, 'one-stop-shops'; street-based work; mobile youth centre, school-based work and support to 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. Development of the integrated multi-agency Children and Young People's Service and implementation of the statutory requirements under the Children Act 2004 and those which will stem from the Green Paper, *Every Child Matters*, and from the DfES strategy documents including *Every Child Matters – Change for Children*.

9. The functions, powers and duties of the Council as a local education authority, including specific areas such as:

- Special educational needs
- Education welfare service
- Educational Psychology Service
- School improvement
- Early years education and care
- School admissions
- School attendance and provision for pupils not in school
- School Organisation
- Asset management planning
- Provision of management and administrative support to schools
- Funding of schools
- To receive schools OFSTED reports and subsequent Action Plans
- To ensure an effective response to the OFSTED inspection of the LEA

10. The functions, powers and duties of the Council with regard to Connexions and the Youth Service including targeted services 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
- 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. 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 – Economic Growth and Planning**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Economic Growth and Planning 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**

To have overall responsibility for:

- Economic growth, development and regeneration
- Economic strategy
- Resource Procurement
- Strategic and Regional Planning
- Land use and development in the Borough
- Sustainable Development
- Conservation and building preservation
- Strategic Asset Management
- Property acquisition and disposal
- Architectural services
- Buildings Services and Surveyors
- Strategic Housing
- Community Buildings
- Community Learning

## **Key Roles and Responsibilities of the Economic Growth and 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 Economic Growth and Prosperity 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. SRB, 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 Control Committee on the relationship between strategic planning issues and emerging policies and development control.
10. The development and management of the town centres.
11. The encouragement and support of community economic development initiatives.
12. 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
13. 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.
14. The management of the Council's market functions.
15. The powers and duties of the Council as a local housing authority including specific issues such as: -
  - (a) Management of the arrangements with Trafford Housing Trust
  - (b) Arrangements with Housing Associations
  - (c) Dealing with homelessness
  - (d) Temporary housing provision
  - (e) Private sector housing and renovation grants
  - (f) The promotion, lead and support for the development of appropriate strategies in relation to public and private sector housing.
  - (g) Benefits and housing advice services
  - (h) Travellers' accommodation

**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 – Environment and Operations**

#### **GENERAL**

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

To have overall responsibility for:

- Engineering and construction services
- Highways, Traffic and transportation
- Passenger transport
- Transport strategy and road safety
- Bridges and structures
- Public Protection
- Environmental Services
- Environmental Partnerships
- Green Spaces

## **Key Roles and Responsibilities of the Highways and Environment 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 Environment and Operations 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 maintenance.
3. Highways and engineering planning and development.
4. Development and implementation of the Transport Strategy.
5. Management of the provision and maintenance of the Council's vehicle fleet through the Trafford Transport Partnership (TTP).
6. Integrated Transport Authority matters.
7. Integration of public/private transport.
8. Sewers and drainage.
9. The protection of public health and measures to promote the health of Trafford residents.
10. Waste collection, management, disposal and recycling.

11. 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
12. Bereavement Services.
13. Trading Standards including:
  - a) consumer advice
  - b) weights and measures
  - c) fair trading
  - d) consumer credit and safety
  - e) consumer complaints
14. Health and Safety (excluding Council employee health and safety)
15. Parks and countryside including:
  - a) grounds' maintenance
  - b) allotments
16. Clean neighbourhoods including street cleansing and collection of litter.
17. Local environment policy and action via the environmental sustainability agenda.
18. Ecological protection and environmental improvements.
19. Sustainability and Climate Change.
20. Any functions under any licensing legislation 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 - Finance**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Finance portfolio. As such, the Executive Portfolio holder is responsible for:

2. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
3. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
4. Approving in conjunction with the relevant Corporate Director or Director, Annual Service Improvement Plans for the services within the remit of the Portfolio holder.
5. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
6. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. In Representing and act 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 Transformation and Resources**

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

### **Areas of Responsibility**

To have overall responsibility for:

- Corporate Finance
- Accountancy
- Benefits and Local Taxation
- Procurement
- Pension Fund

### **Key Roles and Responsibilities of the Finance 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 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

### **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 authorized by the Leader of the Council.

## **EXECUTIVE TERMS OF OFFICE**

### **Portfolio – Transformation and Resources**

#### **GENERAL**

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Transformation and Resources 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 Finance**

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**

- 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
- Civil Contingencies and Business Continuity
- The library service

### **Key Roles and Responsibilities of the Transformation and 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 Transformation and Resources 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. 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
2. Ensuring the delivery of performance improvements and efficiencies set out in the Transformation Programme.
3. Ensuring that the highest standards of customer care are delivered
4. 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
5. Development and implementation of the Council's E-Government Strategy.
  6. 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
  8. All aspects of the Council's corporate communications including:
    - Your Trafford
    - Publicity
    - Consultation and engagement
  9. The functions of the Council under the Civil Contingencies Act 2004 and responsibility for ensuring appropriate business continuity planning across the Council.
  10. All matters concerning the provision and management of public libraries.

**To submit to the Executive:**

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

## **TERMS OF OFFICE**

### **Lead Member for Integration of Health and Social Care**

#### **GENERAL**

The Lead Member is responsible for supporting the Executive Member for Adult Social Care and Community Wellbeing in all matters relating to the Council's affairs in respect of the Integration of Health and Social Care. In particular this will involve:-

1. Liaising with members of the Executive, particularly where matters relating to the integration of Health and Social Care could impact upon other aspects of Council business or the Borough generally.
2. Advising the Executive Member for Adult Social Care and Community Wellbeing in the development of Trafford's role in Health and Social Care Devolution.
3. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny in all matters relating to the Council's affairs in respect of the Integration of Health and Social Care.
4. Representing and acting as an ambassador for the Council.
5. Promoting a neighbourhood and area focus across the Council and the Borough.
6. Working with other Members of the Executive on matters, as directed by the Leader of the Council or the Executive Member for Adult Social Care and Community Wellbeing.
7. Ensuring effective partnership working in respect of matters within these terms of reference.
8. Exercising a monitoring role regarding performance and ensuring progress toward meeting the Executive's key objectives in these areas.

#### **Working with the Executive Member for Adult Social Care and Community Wellbeing**

The Executive Member for Adult Social Care and Community Wellbeing is supported by the Lead Member for Integration of Health and Social Care "to assist in the exercise of his/her (the Executive Member for Adult Social Care and Community Wellbeing) functions and duties".

The Executive Member for Adult Social Care and Community Wellbeing however, will need to maintain "effective overview and overall political accountability for the full range of local authority adult social care services".

This will be achieved by the Lead Member for Integration of Health and Social Care:

- having delegated responsibilities for aspects of the Executive Member for Adult Social Care and Community Wellbeing role; and
- reporting on a regular basis to the Executive Member for Adult Social Care and Community Wellbeing on how these delegated responsibilities are being exercised.

Reports recommending decisions to be made by the Executive will be signed by the Executive Member for Adult Social Care and Community Wellbeing.

**Areas of Responsibility:**

The Lead Member for Integration of Health and Social Care is responsible for championing all aspects of health and social care activity across the council. They will provide advice and support to the Executive in fulfilling their responsibilities and undertake certain activities on their behalf.

Specific roles and responsibilities will be:-

- Elected Member representative in attendance at relevant Health and Social Care meetings and events, including the Health & Wellbeing Board. This will be either supporting or deputising for the Executive Member.
- Raising the profile of Trafford's good practice in Health and Social Care across Greater Manchester.
- Executive oversight of documentation relating to Integration of Health and Social Care including the local strategy and implementation plans.
- Ensure the specific demographic challenges within Trafford are understood and taken into account through the devolution process.
- Oversight of the Council's communications to Elected Members on Integration of Health and Social Care.
- Executive liaison with key individuals and Board members in partner agencies i.e. CCG and Pennine Care on relevant issues.

## **TERMS OF OFFICE**

### **Lead Member for Safeguarding**

#### **GENERAL**

The Lead Member is responsible for supporting the Executive Portfolio Holders for Children's Services and for Adult Social Care and Community Wellbeing in all matters relating to the Council's affairs in respect of safeguarding of children, young people and vulnerable adults. In particular this will involve:-

1. Liaising with members of the Executive, particularly where safeguarding matters could impact upon other aspects of Council business or the Borough generally.
2. Advising the Executive Portfolio Holders for Children's Services and for Adult Social Care and Community Wellbeing in the development and implementation of key safeguarding policy.
3. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny in all matters relating to the Council's affairs in respect of safeguarding of children, young people and vulnerable adults.
4. Representing and acting as an ambassador for the Council.
5. Promoting a neighbourhood and area focus across the Council and the Borough.
6. Working with other Members of the Executive on matters, as directed by the Leader or the Executive Portfolio Holders for Children's Services and for Adult Social Care and Community Wellbeing.
7. Ensuring effective partnership working in respect of matters within these terms of reference.
8. Overseeing the timely progress of reviews or inspections insofar as they relate to safeguarding assurance.
9. Exercising a monitoring role regarding performance and ensuring progress toward meeting the Executive's key objectives in these areas.

#### **Working with the Executive Member for Children's Services**

In accordance with the statutory guidance on the role and responsibilities of Lead Members for Children's Services, the Executive Member for Children's Services, who acts as the authority's statutory Lead Member for Children's Services, is supported by the Lead Member for Safeguarding "to assist in the exercise of his/her (the Executive Member for Children's Services) functions and duties". The Executive Member for Children's Services, however, will need to maintain "effective overview and overall political accountability for the full range of local authority children's services".

This will be achieved by the Lead Member for Safeguarding:

- having delegated responsibilities for aspects of the Executive Member for Children's Services role; and

- reporting on a regular basis to the Executive Member for Children’s Services on how these delegated responsibilities are being exercised.

Reports recommending decisions to be made by the Executive will be signed by the Executive Member for Children’s Services.

### **Working with the Executive Member for Adult Social Care and Community Wellbeing**

The Executive Member for Adult Social Care and Community Wellbeing is supported by the Lead Member for Safeguarding “to assist in the exercise of his/her (the Executive Member for Adult Social Care and Community Wellbeing) functions and duties”. The Executive Member for Adult Social Care and Community Wellbeing however, will need to maintain “effective overview and overall political accountability for the full range of local authority adult social care services”.

This will be achieved by the Lead Member for Safeguarding:

- having delegated responsibilities for aspects of the Executive Member for Adult Social Care and Community Wellbeing role; and
- reporting on a regular basis to the Executive Member for Adult Social Care and Community Wellbeing on how these delegated responsibilities are being exercised.

Reports recommending decisions to be made by the Executive will be signed by the Executive Member for Adult Social Care and Community Wellbeing.

### **Areas of Responsibility:**

The Lead Member for Safeguarding is responsible for championing all aspects of safeguarding activity across the council. They will provide advice and support to the Executive in fulfilling their safeguarding responsibilities and undertake certain activities on their behalf.

Specific roles and responsibilities will be:-

- Elected Member representative in attendance at the Trafford Safeguarding Children’s Board
- Elected Member representative in attendance at the Adult Safeguarding Board
- Executive oversight of all LA Safeguarding policies and procedures
- Oversight of the Council’s safeguarding training programme for members
- Securing effective member engagement in:
  - Regulation 33 visits
  - Fostering and Adoption Panels
- Executive liaison with the Principal Social Workers for adults and children’s services to ensure appropriate arrangements are in place for the recruitment, retention, professional development and quality assurance of social work practice