

## **Leader of the Council**

The Leader of the Council is responsible for all matters relating to Strategy, External Relations, Voluntary Sector, Development, Economy and Regeneration, Corporate Resources, Human Resources, Cohesion, Community Safety and Sports, Libraries, Youth and Cultural Services (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

The Leader will represent and act as ambassador for the Council.

### **To have overall responsibility for:**

- (1) The development and implementation of corporate policy and objectives and the strategic oversight of the regeneration of the Borough and related policies, including the physical development programme.
- (2) The development and implementation of corporate policy and objectives.
- (3) The construction of an annual budget.
- (4) The Council's input into the Local Strategic Partnership, lead on the Community Strategy and performance management of the Community Strategy 3 Year Plan.
- (5) Matters relating to the Combined Authority, Council of the Association of Greater Manchester Authorities, and other Greater Manchester Agencies which support the Combined Authority.
- (6) Adopting and reviewing on an annual basis the strategic service improvement plans for services falling under the aegis of the portfolio.
- (7) To agree and monitor performance management arrangements, against Strategic Plans and Service Improvement Plans across the Council.
- (8) The development and implementation of the Council's Procurement Strategy ensuring its effective use throughout the Council.
- (9) The monitoring and management of the Council's revenue and capital budgets and financial services.
- (10) The development and delivery of the Value for Money strategy, strengthening the culture of VFM with members and managers and its integration into business planning and performance management.
- (11) Co-ordination and general oversight in respect of the Authority's relationships with the voluntary and community sector, including the overview of the developments associated with the Compact (national and local) and financial support to those voluntary and community sector bodies funded by the Council not being the responsibility of any other designated Executive Cabinet Member.
- (12) The consideration of applications from voluntary bodies for financial and other support.
- (13) The acquisition and management 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.

- (14) 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.
- (15) The management and control of the municipal estates (other than housing), the municipal buildings forming the civic centre in Bolton and buildings used as offices by Council departments.
- (16) The repair and maintenance of buildings (except insofar as this is the responsibility of individual service departments) in accordance with the Council's strategic policies.
- (17) The preparation of development briefs for, and the implementation of, development projects.
- (18) The development of the town centres and the approval of details of arrangements in respect of fairs and shows within the Town Centre.
  
- (19) Matters concerning the provision, development, monitoring and promotion of all forms of leisure, recreation, tourism, events and entertainment in the Borough.
- (20) The promotion, encouragement and development of tourism activities on behalf of the Borough.
- (21) The Council's civic functions including the Mayoralty.
- (22) The Council's Customer Relations Management Strategy.
- (23) The development and implementation of the Council's E-Government strategy.
- (24) The development of special projects, including bidding for external funding streams.
- (25) The co-ordination of the Council's Public Relations, Consultation, Marketing and Communications and Information Strategies.
- (26) Recommendations with regard to the submission of applications for funding from the National Lottery.
- (27) The Council's Registration service.
- (28) The Council's lead authority functions in respect of the Greater Manchester West District Coroner's Services.
- (29) To be responsible for members standards in line with the Council's Code of Conduct and the responsibilities of the Standards Committee.
- (30) The strategic functions of the Council as local planning authority, except insofar as these fall within the remit of the Planning Committee.
- (31) The preparation, promotion, co-ordination and implementation of the Council's sustainability strategy and support for sustainability including liaison with the private sector, voluntary bodies, interest groups and the community generally.
- (32) Responsibility for the Chief Executive's Department.
- (33) Risk Management in relation to activities falling within the remit of this Portfolio..
- (34) Fees and charges in relation to activities falling within this Portfolio.
- (35) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.

**To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the preparation, co-ordination and monitoring of corporate policies and the principal objectives of the Authority and the presentation of such (together with plans for their attainment) to the Council for consideration/discussion/adoption.
- (2) Recommendations with regard to the Community Strategy.
- (3) Recommendations with regard to matters relating to Manchester Airport plc and any other joint company as may affect the Authority as a shareholder or member.
- (4) Recommendations with regard to the Council's Asset Management Plan.
- (5) Recommendations with regard to the level of the Council Tax and dealing with matters relating to the Council Tax and the National Non-Domestic (Business) Rate.
- (6) Recommendations with regard to the review and determination of appropriate action in respect of strategic policy areas and issues of concern to the Authority as a whole and areas of activity which are not the responsibility of any other designated Executive Cabinet Member.
- (7) Recommendations to the Cabinet relating to Corporate Risk Management.
- (8) Recommendations with regard to the Council's Investment Strategy.
- (9) Recommendations with regard to the general management of the financial affairs of the Council.
- (10) Recommendations with regard to the development, co-ordination and monitoring of the Corporate Business Planning Process and the performance review process including review of the Corporate Performance Dashboard.
- (11) Recommendations with regard to the co-ordination and allocation of financial resources between services and/or departments of the Council.
- (12) Recommendations with regard to Performance Management Arrangements.
- (13) Reports and recommendations with regard to strategic policies in relation to all of the Authority's land and property holdings.
- (14) Recommendations with regard to policies for the acquisition and disposal of land and property, the effective use of the Council's land and property and the identification of land surplus to requirements throughout the Council's entire land holding.
- (15) Recommendations with regard to the re-development of the main commercial centres within the Borough.
- (16) Recommendations with regard to compulsory purchase matters and blight notices as these are within the remit of this portfolio.
- (17) Recommendations with regard to submissions of applications for funding from the National Lottery.
- (18) The making of recommendations to the Council in respect of Electoral Boundary Reviews.
- (19) Recommendations with respect to other Government department/agencies and European Union initiatives relating to services provided.
- (20) Recommendations with regard to the development of policies aimed at bringing about the regeneration and renewal of the urban and more deprived parts of the Borough.
- (21) Recommendations with regard to the co-ordination of policies and the activities and spending of service departments insofar as they relate to the economic, physical and community regeneration of the urban and more deprived areas of the Borough.

- (22) Recommendations with regard to the preparation of the Council's Local Development Framework.
- (23) Recommendations with regard to Sustainable Development.

THE LEADER OF THE COUNCIL WILL MAKE DECISIONS, IN CONSULTATION WITH THE DESIGNATED CABINET MEMBER WITH RESPECT TO THE FOLLOWING AREAS OF RESPONSIBILITY

### **Community Safety and Police**

#### **To have overall responsibility for:**

- (1) Liaison with the BSAFE Partnership Group on the way in which the duty to produce an annual strategic assessment might be best met.
- (2) The promotion of community safety within the Council, both in terms of prevention and in the reduction in the fear of crime
- (3) The initiation of community safety projects and initiatives led by the Council.
- (4) The development and co-ordination of Section 17 of the Crime and Disorder Act.
- (5) The Council's representative on bodies associated with the Greater Manchester Police and Crime Panel.

#### **To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to matters relating to alcohol and drug abuse in the context of Community Safety and Police.
- (2) Recommendations with regard to the formulation and review of the Council's policy in relation to Community Safety.

### **Human Resources and Cohesion**

#### **The Head of Paid Service in consultation with the responsible member:**

- (1) The implementation of the Council's policies to promote and enhance community cohesion in the Borough.
- (2) Assessment of the staffing requirements of the Council and the provision thereof, including ensuring effective workforce planning arrangements are in place.
- (3) Ensuring effective organisational development arrangements are in place including the provision of proper facilities for training, career development and staff welfare.
- (4) Ensuring effective employment management arrangements are in place.
- (5) Elected Members' support and development.
- (6) Fostering good industrial relations at all levels within the Authority and in particular the promotion of systems for communication and consultation between the Council, its employees and the Trades Unions.
- (7) The control and monitoring, as appropriate, of departmental staffing establishments.
- (8) The development of arrangements to safeguard, within the working environment, the health, safety and welfare of all employees of the Council.
- (9) Monitoring compliance with the strategic policies of the Council in relation to

employee management, organisational, development, workforce planning and employee health, safety and welfare.

- (10) Matters relating to relations with the Minority Communities in Bolton.
- (11) Monitoring compliance with strategic policies of the Council in relation to the promotion and celebration of diversity, in all its forms, across the Authority's services and activities, including its inter-action with individuals and the community.

**To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the development of personnel and equal opportunities policies appropriate to the recruitment, employment, management and retention of an effective workforce for the Council and the examination/monitoring of policies and practices to ensure equality of opportunity and the avoidance of discrimination.
- (2) Recommendations with regard to policies to maintain and enhance social cohesion within the Borough.

**Sport, Libraries, Youth and Culture**

**To have overall responsibility for :**

- (1) All matters concerning the provision and management of public libraries, museums and art galleries (subject to the direction of the Leader of the Council with responsibility for Land and Property in matters concerning the structure of buildings) and for the promotion and co-ordination of artistic and cultural activities.
- (2) Consideration of the purchase of works of art or objects for exhibition and consideration of the disposal by sale of books and other items from the reserve collections of the public library.
- (3) The implementation of the Council's arts and cultural policy.
- (4) The management of sports development and community outreach activities.
- (5) Liaison with and response on behalf of the Council in relation to relevant cultural matters to regional, national and international bodies, e.g. the Department for Culture, Media and Sports, the Arts Council and the MLA.
- (6) The responsibility for the strategic management of the relationship with Bolton Community Leisure Trust and the commissioning of sport and leisure.
- (7) Responsibility for strategy relating to leisure provision and relationships with Bolton Community Leisure Trust.
- (8) Development, operation and management of Bolton Arena, so far as these are within the remit of the Council.
- (9) The management of all sports and leisure facilities, so far as these are within the remit of the Council.
- (10) The operation of the Youth Service (including 'Connexions') throughout the Borough.
- (11) The determination and implementation of the Youth Strategy.

**Economy and Regeneration**

**To have overall responsibility for:**

- (1) The initiation, encouragement and support of measures to support the development of new businesses and micro-businesses.

- (2) 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.
- (3) The furtherance of trade, commerce and general industrial and physical development within the Borough, including assisting with the relocation and development of industry and commerce, the declaration of areas for improvement, the making of grants and loans in respect of business security, environmental improvement, commercial improvement and related matters.
- (4) To promote the Borough as an inward investment and visitor destination sub-regionally, regionally, nationally and internationally.
- (5) The encouragement and support of community economic development initiatives.
- (6) The development and management of the various council-owned industrial units.
- (7) The encouragement and support of measures to reduce unemployment, increase employment and improve skills into workplaces.

**To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the Council's economic strategy.
- (2) Recommendations with regard to the review and co-ordination of the policies, strategies and activities of the Council and its partners that relate to creative arts and industries within the Borough including the development of cross service bids for external funding for creative arts and industries initiatives.

**Deputy Leader of the Council**

The designated Executive Cabinet Member is responsible for all matters relating to the Council's affairs in respect of Health and Wellbeing, Adult Social Care, Public Health and Children's Services including Looked After Children, Schools and **Skills** and Early Years (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters within the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

**To have overall responsibility for:**

- (1) The Council's strategic role in relation to the work of the Health and Wellbeing Board.
- (2) The production and delivery of a Joint Strategic Needs Assessment and a Joint Health and Wellbeing Strategy, in conjunction with NHS partners.
- (3) To review monitor and develop transport for vulnerable people in consultation with the appropriate Executive Cabinet Member where necessary.
- (4) Responsibility for the Health and Adult Social Care and Children's Services Departments.
- (5) To provide leadership across the range of the Council's children's services and

through engagement with partners

- (6) Ensuring that the Council's children's services meet required standards and comply with statutory requirements.
- (7) Develop the strategic direction of the children's service and bring leaders of partner organisations together in shared vision.
- (8) The co-ordination and, where appropriate, provision of children's services as defined in the Children Act 2004 including the functions of the Council as Local Education Authority, including all matters concerning schools and the employment of children and young persons.
- (9) The co-ordination and, where appropriate, provision of children's services as defined in the Children Act 2004 including the provision of Social Services for children and young people as determined by the Local Authority Social Services Act 1970, as amended.
- (10) Determining such individual applications for discretionary awards for Further Education Students as are not delegated to the Director of Children's Services, and for Welfare Support for Pupils, together with applications for assistance towards transport costs.
- (11) Co-ordination of integrated children's services.
- (12) The functions of the Council as Local Education Authority as they relate to schools.
- (13) Ensure that Chief Officers are held to account for the contribution made by the services for which they are responsible to improvement in outcomes for children and young people.
- (14) Risk Management in relation to activities falling within the remit of this Portfolio..
- (15) Fees and charges in relation to activities falling within this Portfolio.
- (16) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.

**To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to strategic policy and service development issues relating to health promotion and Health Services of a personal nature insofar as these are relevant to the Authority.
- (2) Recommendations with regard to matters relating to alcohol and drug abuse in the context of Public Health.
- (3) Proposals for the integration and development of children's services.
- (4) Recommendations with regard to the preparation and submission of bids for grants/loans under Department for Children, Schools and Families, Department for Innovation, Universities and Skills, European Union initiatives relating to Children's services.
- (5) Recommendations with regard to the Corporate Business Planning Process in respect of the functions and the services provided.
- (6) Recommendations with regard to Compulsory Purchase matters and blight notices as these are within the remit of this portfolio.

THE DEPUTY LEADER OF THE COUNCIL WILL MAKE DECISIONS, IN CONSULTATION WITH THE DESIGNATED CABINET MEMBER WITH RESPECT TO THE FOLLOWING AREAS OF RESPONSIBILITY

### **Adults**

#### **To have overall responsibility for:**

- (1) The functions of the Council as Local Authority for the purposes of the Local Authority Social Services Act 1970 as amended in respect of services for adults. and other relating health and social care legislation
- (2) Matters relating to the consideration of an individual's financial circumstances in connection with any discretionary element (including the waiving/reduction of charges associated with the financial assessment and provision of residential services under the National Assistance Act 1948 and NHS and Community Care Act 1990 and Fairer Charging guidance).
- (3) Issues relating to commissioning and delivery of integrated social and health care services.
- (4) Issues emanating from the commissioning provision and procurement of social care services within the Council and with the independent and voluntary sector.
- (5) The management of Supported Employment facilities, practices and arrangements at Heaton Fold Horticultural Centre.

### **Public Health**

#### **To have overall responsibility for :**

- (1) Issues relating to strategic and joint commissioning of health, social care and public health services and the overall health and wellbeing of the population such as narrowing the health inequalities gap, health protection and health improvement
- (2) The production and delivery of a Joint Strategic Needs Assessment and a Joint Health and Wellbeing Strategy, in conjunction with NHS partners. The publication of an annual report by the Director of Public Health on the health of the local population .

### **Looked After Children and Safeguarding and Early Years**

#### **To have overall responsibility for :**

- (1) Ensuring the Council is responsive to its corporate parenting role.
- (2) Ensuring the provision of all services to looked after children and those leaving care including education and leisure, employment and training, accommodation and social and emotional support.
- (3) Ensuring the effective operation of services to children and young people at risk of harm.
- (4) The Management of Children's Centres and Sure Start Centres across the Borough .
- (5) Services to individual pupils and parents in relation to nurseries.

#### **To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the Sure Start Plan.



## **Schools and Skills**

### **To have overall responsibility for :**

- (1) Services to individual pupils and parents in relation to primary, secondary and post-secondary education and training.
- (2) The operation of admission and transfer arrangements and matters concerning appeals in relation to these and to attendance generally.
- (3) Matters arising from meetings of governors of schools, where these relate to the above areas of activity.
- (4) Arrangements for the provision to schools of financial, personnel and IT services, for the supply of materials and equipment, and client procedures in relation to building maintenance, building cleaning, grounds maintenance and school meals.
- (5) The development and implementation of the Authority's School Improvement Strategy, including:-
  - Promoting school self-evaluation;
  - the use of data, benchmarks and targets by schools and the LEA;
  - the work of the Advisory Service;
  - criteria and processes for intervening in schools with exceptional needs;
  - training, development and project work;
  - better reporting to Governors; and
  - Identifying and promoting the place of education in regeneration initiatives.
- (6) Determining applications for financial assistance under the Education Act 1996 in connection with pupils wishing to attend at boarding schools.
- (7) The responsibility for strategy and funding for 14-19 year olds.
- (8) Recommendations with regard to reports on standards and quality in local primary schools.
- (9) Ensuring the effective operation of services to children and young people at risk of harm.
- (10) The provision of services for pupils with special educational needs, including special schools, support services and units, Educational Psychology Services, and liaison with Health Authorities and Trusts and the designated Cabinet Member responsible for Adult Services in the provision of those services.
- (11) The encouragement and support of measures to improve skills.
- (12) To ensure appropriate consultation with partners and the community on matters relating to skills.

### **To submit to the Cabinet (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the Youth Justice Plan.
- (2) Recommendations with regard to reports on standards and quality in local primary schools.
- (3) Recommendations with regard to the Adult Community Learning Plan.