



Powers and Duties Relating to the Cabinet and Executive Cabinet Portfolios 2021-2022 (FOR INFORMATION)

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A. Powers and Duties Relating To the Cabinet and Executive Cabinet Portfolios

The Cabinet

- (1) The Cabinet is authorised to exercise on behalf of the Council all of the functions of the Council which are by virtue of the Local Government Act 2000, the Localism Act 2011 and regulations made thereunder the responsibility of a Cabinet of the Council under executive arrangements.
- (2) Without prejudice to the generality of the foregoing the Cabinet is authorised in particular to determine:-
 - (a) any matter of general policy or otherwise within or relevant to the powers of the Council which is not delegated to or included within the powers and duties of any Committee, Panel, Executive Cabinet Member or Officer;
 - (b) any matter which is within the powers and duties of more than one Executive Cabinet Member, or which the relevant Cabinet Executive Member or the Leader of the Council or the Chief Executive considers it appropriate to refer to the Cabinet; and
 - (c) any matter within the powers and duties of any Cabinet Executive Member which the Cabinet considers to be contentious or of corporate or general policy significance.and each Member of the Cabinet is (subject to (2) (b) or (c) above, and the Cabinet Procedure Rules) authorised to exercise on behalf of the Council those functions of the Council which are set out below in respect of the Portfolio allocated to that Member.
- (3) The Leader of the Council shall be the Chair of any meeting of the Cabinet; in the absence of the Leader, or if the Leader shall vacate the Chair, the Deputy Leader of the Council shall take the Chair for the meeting.
- (4) The quorum for a meeting of the Cabinet shall be three Executive Cabinet Members (including the Leader of the Council if present).

Leader of the Council

The Leader of the Council is responsible for all matters relating to Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary sectors at a strategic level, Corporate Support Services, Financial Services and Budget Development, Equality and Diversity within the Council, Business Continuity, Civil Contingencies, Humanitarian Support, Bolton Vision, the Registration Services and the Coroner's Service (except any matters specifically reserved to the Council or delegated to any committee or body) and matters in relation to any portfolio for which the Leader is responsible at the Greater Manchester Combined Authority. 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 Leader will also represent and act as ambassador for the Council and have a strategic overview of all Council services and partnerships, together with responsibility for the strategic political leadership of the Council, where appropriate.

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.

To have overall responsibility for:

- (1) The development and implementation of corporate policy and objectives, including the Bolton Vision.
- (2) The recommendation of an annual budget.
- (3) The Council's input into the Local Strategic Partnership, lead on the Community Strategy and performance management of the Community Strategy.
- (4) Matters relating to portfolio for which they have responsibility at the Greater Manchester Combined Authority.
- (5) Elected Members' support and development.
- (6) The co-ordination of the Council's Public Relations, Consultation, Marketing and Communications and Information Strategies.
- (7) The Council's Registration service.
- (8) To be responsible for members' standards in line with the Council's Code of Conduct and the responsibilities of the Standards Committee.
- (9) The construction of an annual budget in consultation with the Leader.
- (10) The development and implementation of the Council's Procurement Strategy ensuring its effective use throughout the Council.
- (11) The monitoring and management of the Council's revenue, capital budgets, financial services and delivery of the Council's performance and outcomes.
- (12) The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity with members and managers and its integration into business planning and performance management.
- (13) The Council's equality and diversity strategy and policies.
- (14) The Council's plans for business continuity.
- (15) The Civil Contingencies functions of the Council.
- (16) The Council's Humanitarian Support.
- (17) The Council's lead authority functions in respect of the Manchester West Coroner's Services
- (18) 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.
- (19) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (20) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution.
- (21) Adopting and reviewing on an annual basis the strategic service improvement plans for all services, in consultation with the Deputy Leader.
- (22) To agree and monitor performance management arrangements, against Strategic Plans and Service Improvement Plans across the Council, in consultation with the Deputy Leader.
- (21) 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
- (22) The implementation of the Council's arts and cultural activities, collections of the public library.

- (23) Liaison with and response on behalf of the Council in relation to relevant cultural matters to regional, national and international bodies.
- (24) Matters concerning the provision, encouragement, development, monitoring and promotion of all forms of leisure, recreation, tourism, events and entertainment in the Borough.
- (25) The approval of details of arrangements in respect of fairs and shows within the Borough (excluding the Town Centre).

The Leader in consultation with the Deputy Leader:

- (1) Estate disposal and asset management in relation to building management and office moves.

The Head of Paid Service in consultation with the Leader:

- (1) Assessment of the staffing requirements of the Council and the provision thereof, including ensuring effective workforce planning arrangements are in place.
- (2) Ensuring effective organisational development arrangements are in place including the provision of proper facilities for training, career development and staff welfare.
- (3) Ensuring effective employment management arrangements are in place.
- (4) 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.
- (5) The control and monitoring, as appropriate, of Directorate staffing establishments.
- (6) The development of arrangements to safeguard, within the working environment, the health, safety and welfare of all employees of the Council.
- (7) Monitoring compliance with the strategic policies of the Council in relation to employee management, organisational, development, workforce planning and employee health, safety and welfare.

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

- (1) Recommendations regarding 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 regarding the Community Strategy.
- (3) Recommendations regarding the level of the Council Tax and dealing with matters relating to the Council Tax and the National Non-Domestic (Business) Rate.
- (4) 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.
- (5) Recommendations regarding compulsory purchase matters and blight notices as these are within the remit of this portfolio.
- (6) The making of recommendations to the Council in respect of Electoral Boundary Reviews and the functions relating to elections.
- (7) Recommendations with respect to other Government Directorate/agencies and European Union initiatives relating to services provided.

- (8) Recommendations regarding the development, co-ordination and monitoring of the Corporate Business Planning Process and the performance review process including review of the Corporate Performance Dashboard.
- (9) 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.
- (10) Recommendations regarding the general management of the financial affairs of the Council.
- (11) Recommendations regarding the co-ordination and allocation of financial resources between services and/or Directorates of the Council.
- (12) Recommendations regarding Performance Management Arrangements.
- (13) Recommendations regarding submissions of applications for funding from the National Lottery.
- (14) Recommendations relating to Corporate Risk Management.
- (15) Recommendations regarding the Council's Investment Strategy.

Deputy Leader

The Deputy Leader is responsible for all matters relating to the Authority's duties with regard to Development and Regeneration, Economic issues, Town Centres including the Town Centre Strategy Sports, Tourism, Libraries, Museums and Cultural Services strategies, Special Projects and Land and Property (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 Deputy Leader 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 Deputy Leader is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the Deputy Leader will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

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 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.
- (3) 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.
- (4) The repair and maintenance of buildings (except insofar as this is the responsibility of individual service Directorates) in accordance with the Council's strategic policies.

- (5) The development, implementation and monitoring of the Council's Mill Action Framework.
- (6) Co-ordination of functions concerning environmental amenity and countryside planning, including conservation and the Council's land reclamation programmes.
- (7) The initiation, encouragement and support of measures to support the development of new businesses and micro-businesses.
- (8) 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.
- (9) 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.
- (10) The preparation of development briefs for, and the implementation of, development projects.
- (11) Development of the Town Centres across the borough including Bolton Town Centre.
- (12) Implementation of the Town Centre Strategy
- (13) To promote the Borough for inward investment sub-regionally, regionally, nationally and internationally.
- (14) The encouragement and support of community economic development initiatives.
- (16) The development and management of the various council-owned industrial units.
- (15) The encouragement and support of measures to reduce unemployment and increase employment, and improve skills, including apprenticeships.
- (16) To ensure appropriate consultation with partners and the community on matters relating to skills.
- (17) The responsibility for the strategic management of the relationship with Bolton Community Leisure Trust and the commissioning of sport and leisure.
- (18) Strategic management of the relationship with Bolton Arena and Bolton Middlebrook Leisure Trust.
- (19) The management of all sports and leisure facilities, so far as these are within the remit of the Council.
- (20) The maintenance of all open fields and sports grounds, except grassed areas, in Council ownership.
- (21) Risk Management in relation to activities falling within the remit of this Portfolio.
- (22) Fees and Charges in relation to activities falling within this Portfolio.
- (23) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (24) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations regarding the Council's Asset Management Plan.
- (2) Recommendations regarding the Council's economic strategy.

- (3) Recommendations regarding the Council's Contaminated Land Strategy.
- (4) Reports and recommendations regarding strategic policies in relation to all of the Authority's land and property holdings.
- (5) Recommendations regarding 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.
- (6) Recommendations regarding matters relating to Manchester Airport plc and any other joint company as may affect the Authority as a shareholder or member.
- (7) Recommendations regarding the development of policies aimed at bringing about the regeneration and renewal of the urban and more deprived parts of the Borough.
- (8) Recommendations regarding the re-development of the main commercial centres within the Borough.
- (9) Recommendations regarding the Adult Community Learning Plan.
- (10) 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.

Executive Cabinet Member – Stronger Communities

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to the Council's Digital Strategy, Voluntary Sector, Crime and Disorder, Community Engagement and Community Safety (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 this Portfolio.

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

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Co-ordination and general oversight in respect of the Authority's relationships with the voluntary and community sector, 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.
- (2) The consideration of applications from voluntary bodies for financial and other support.
- (3) Liaison with the BSAFE Partnership Group on the way in which the duty to produce an annual strategic assessment might be best met.

- (4) The promotion of community safety within the Council, both in terms of prevention and in the reduction in the fear of crime.
- (5) The initiation of community safety projects and initiatives led by the Council.
- (6) The development and co-ordination of Section 17 of the Crime and Disorder Act.
- (7) The development and implementation of the Council's Digitalisation agenda including its E-Government and IT Strategy.
- (8) The implementation of the Council's policies to promote and enhance community cohesion in the Borough.
- (10) The Council's representative on bodies associated with the Greater Manchester Police and Crime Panel.
- (11) The development and implementation of the Council's policies in respect of Area Working, its Neighbourhood Renewal Strategies, delivery of Neighbourhood Management and Area Forums.
- (12) The Council's Customer Relations Management Strategy, including the One Stop Shop and advice hubs across the borough.
- (13) The Council's Community Engagement Strategy.
- (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.
- (17) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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.
- (3) The development and implementation of the Council's Digitalisation agenda including its E-Government and IT Strategy.
- (4) Recommendations with regard to policies to maintain enhance social cohesion within the borough.

Executive Cabinet Member – Health and Wellbeing

The Executive Cabinet Member is responsible for all matters relating to Health and Wellbeing (including Deprivation and Inequalities), Public Health (including public protection), Mental Health, Domestic Abuse and Violence and Health and Social Care integration (except any matters specifically reserved to the Council or delegated to any committee or body). 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 Executive Cabinet Member is the lead member for the Active Connected Prosperous Board and is the chair of the JSNA committee, Joint Commissioning Committee and the co-chair of the Shadow Partnership Board.

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 development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) The borough's health and wellbeing strategy.
- (2) The Joint Strategic Needs Assessment.
- (3) The Council's policy for Domestic Abuse and Violence.
- (4) The management of sports development and community outreach activities for children and young people.
- (5) Issues relating to strategic and joint commissioning of health including public health.
- (6) The Council's strategic role with respect to the devolution of health and social care in Greater Manchester via the Combined Authority.
- (7) Issues relating to the commissioning and delivery of integrated social and health care services.
- (8) Issues relating to the overall health and wellbeing of the population such as narrowing the health inequalities gap, health protection and health improvement.
- (9) Managing and monitoring policies and processes to reduce deprivation and inequalities.
- (10) Risk Management in relation to activities falling within the remit of this Portfolio.
- (11) Fees and charges in relation to activities falling within this Portfolio.
- (12) To consider any recommendations made by the relevant Scrutiny Committee regarding any matters within this Portfolio.
- (13) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution.

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

- (1) Recommendations regarding strategic policy and service development issues relating to health promotion and health services of a personal nature in so far as these are relevant to this authority.
- (2) Recommendations regarding matters relating to alcohol and drug abuse in the context of Public Health.
- (3) 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.
- (4) Recommendations regarding compulsory purchase matters and blight notices as

these are within the remit of this portfolio.

- (5) Recommendations regarding strategic policy and service development issues relating to health promotion and health services of a personal nature in so far as these are relevant to this authority.
- (6) Recommendations regarding matters relating to alcohol and drug abuse in the context of Public Health.

Executive Cabinet Member – Children’s Services

The designated Executive Cabinet Member is responsible for all matters relating to the Council’s affairs in respect of Children’s Services including Looked After Children, Safeguarding relating to Children and Young People, Schools, Early Years, and the Youth Offending Service (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 approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Responsibility for the Children’s Services Directorate.
- (2) To provide leadership across the range of the Council’s Children’s Services and through engagement with partners
- (3) Ensuring that the Council’s Children’s Services meet required standards and comply with statutory requirements.
- (4) Develop the strategic direction of the Children’s Services and bring leaders of partner organisations together in shared vision.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) Co-ordination of integrated Children’s Services.
- (9) The functions of the Council as Local Education Authority as they relate to schools.

- (10) Ensuring the Council is responsive to its corporate parenting role.
- (11) 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.
- (12) Ensuring the effective operation of services to children and young people at risk of harm.
- (13) Services to individual pupils and parents in relation to nurseries.
- (14) The Management of Children's Centres and Sure Start Centres across the Borough
- (15) Services to individual pupils and parents in relation to primary, secondary and post-secondary education and training.
- (16) The operation of admission and transfer arrangements and matters concerning appeals in relation to these and to attendance generally.
- (17) Matters arising from meetings of governors of schools, where these relate to the above areas of activity.
- (18) 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.
- (19) The development and implementation of the Authority's School Improvement Strategy.
- (20) Determining applications for financial assistance under the Education Act 1996 in connection with pupils wishing to attend at boarding schools.
- (21) The responsibility for strategy and funding for 14-19 year olds.
- (22) Recommendations regarding reports on standards and quality in local primary schools.
- (23) 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.
- (24) The operation of the Youth Service throughout the Borough.
- (25) The determination and implementation of the Youth Strategy.
- (26) 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.
- (27) Issues emanating from the commissioning provision and procurement of social care for Children's Services within the Council and with the independent and voluntary sector.
- (28) 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.

- (29) 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 Community Care Act 1990 and Fairer Charging guidance and the Care Act.
- (30) The Council's Youth Offending Service.
- (31) Risk Management in relation to activities falling within the remit of this Portfolio.
- (32) Fees and Charges in relation to activities falling within this Portfolio.
- (33) To consider any recommendations made by the relevant Scrutiny Committee regarding any matters within this Portfolio.
- (34) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations regarding the Youth Justice Plan.
- (2) Recommendations regarding reports on standards and quality in local primary schools.
- (3) Proposals for the integration and development of children's services.
- (4) Recommendations regarding the preparation and submission of bids for grants/loans under Directorate for Children, Schools and Families, Directorate for Innovation, Universities and Skills, European Union initiatives relating to Children's services.
- (5) Recommendations regarding the Sure Start Plan.
- (6) Recommendations regarding the Corporate Business Planning Process in respect of the functions and the services provided.
- (7) Recommendations regarding Compulsory Purchase matters and blight notices as these are within the remit of this portfolio.

Executive Cabinet Member - Adult Services

The designated Executive Cabinet Member is responsible for all matters relating to the Council's affairs in respect of Adult Services, Safeguarding relating to adults, the Armed Forces Covenant and Bolton Cares (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 approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Issues emanating from the commissioning provision and procurement of social care services for Adult Services within the Council and with the independent and voluntary sector.
- (2) 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.
- (3) 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).
- (4) To review monitor and develop transport for vulnerable people.
- (5) Responsibility for the Council's Armed Forces Covenant.

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

- (1) Recommendations with regard to the Corporate Business Planning Process in respect of the functions and the services provided.

Executive Cabinet Member - Strategic Housing and Planning

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Strategic Housing and Planning (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 this Portfolio.

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

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) the Council's contributions to the Greater Manchester Spatial Framework.
- (2) The promotion, lead and support for the development of appropriate strategies in relation to public and private sector housing.
- (3) To facilitate arrangements with Bolton at Home Ltd and Bolton Community Homes Ltd for the management and development of the Borough's housing provision.
- (4) To monitor the management transfer agreement with Bolton at Home Limited.
- (5) The comprehensive assessment of the housing needs of the entire community and the implementation of policies to meet those needs.
- (6) To ensure appropriate consultation with partners and the community on matters

relating to housing.

- (7) The preparation and implementation of a programme of housing development to meet demand within the borough and relates to Greater Manchester's housing programmes.
- (8) The strategic functions of the Council as local planning authority, except insofar as these fall within the remit of the Planning Committee.
- (9) Risk Management in relation to activities falling within the remit of this Portfolio.
- (10) Fees and Charges in relation to activities falling within this Portfolio.
- (11) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (12) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations as to the Borough's strategic policy on tenancies.
- (2) Recommendations regarding housing strategic plan resources/bid allocation and their coherence with corporate strategies
- (3) Recommendations regarding development strategies and external funding bids relating to housing regeneration initiatives
- (4) Recommendations regarding the corporate use of housing capital receipts.
- (4) Recommendations regarding the preparation of the Council's Local Development Framework.
- (5) Recommendations regarding Sustainable Development.

Executive Cabinet Member - Environmental Service Delivery

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Waste and Waste Collection, Neighbourhood Services, Community Housing Services and Climate Change, including Clean Air, (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 this Portfolio.

The designated Executive Cabinet Member is also the Council's representative at SIGOMA (Special Interest Group of Municipal Authorities).

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

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) All matters relating to waste collection, disposal, recycling, removal of flytipping and the Council as waste collection authority.
- (2) The functions of the Council and all matters in respect of the collection of litter, the cleaning of streets and the management of public conveniences.
- (3) Matters relating to Community Housing Services including Homelessness, Housing Advice, Lease Management, Furnished Tenancies, Choice Based Letting Services, Private Rented Sector Housing Services, Gypsy and Travellers Service, Mediation Services and Asylum Seekers and Refugees.
- (4) The delivery of the Cleaner Bolton strategy.
- (5) The management of the Council's Building Cleaning functions.
- (6) The management of the Council's Security and Response functions, including the closed-circuit television (CCTV) surveillance function.
- (7) Management of reservoirs in the ownership of the Council.
- (8) Responsibility for the provision of funeral facilities through the Cemeteries and Crematorium services and the provision and management of cemeteries, crematoria and disused church and chapel yards.
- (9) The Management of the Council's School Meals Catering functions.
- (10) To promote, develop and monitor the Council's Clean Air strategy across the Borough.
- (11) Matters relating to allotments in the ownership of the Council, or administered by the Council under agency arrangements, including the undertaking of consultation with allotments holders in respect of such matters.
- (12) Bio-diversity within the borough including the maintenance of open spaces, parks, war memorials and play areas but excluding those used for sports unless they are grassed areas.
- (13) The management of Supported Employment facilities, practices and arrangements at Heaton Fold Horticultural Centre.
- (14) The management and monitoring of the Council's Carbon Management Programme
- (15) Responsibility for the elements of the Place Directorate which fall within this Portfolio.
- (16) Risk Management in relation to activities falling within the remit of this Portfolio.
- (17) Fees and charges in relation to activities falling within this Portfolio.
- (18) To consider any recommendations made by the relevant Scrutiny Committee regarding any matters within this Portfolio.
- (19) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations with regard to the preparation and submission of bids for grants/loans under Directorate of the Environment, Food and Rural Affairs (DEFRA).

Executive Cabinet Member – Environment Regulatory Services

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Environment Regulatory Services, Education and

Enforcement (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 this Portfolio.

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

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Recommendations with respect to Licensing Strategy and Policy except where they fall within the remit of the Licensing and Environmental Regulation Committee.
- (2) The environmental health functions of the Council, except insofar as these fall within the remit of the Licensing and Environmental Regulation Committee.
- (3) The trading standards functions of the Council, except insofar as these fall within the remit of the Licensing and Environmental Regulation Committee.
- (4) To promote, develop and monitor environmental, strategies across the Borough.
- (5) To promote, develop and monitor enforcement and education of the environmental strategies across the Borough.
- (6) The management and provision of pest control service needs.
- (7) The making of Public Space Protection Orders.
- (8) The development, management and monitoring of taxi minimum standards.
- (9) The Council's dog warden service.
- (10) All matters concerning the provision and management of public libraries, museums and art galleries (subject to the direction of the Executive Cabinet Member 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.
- (11) The functions of the Council as regulator for public safety at sports grounds.
- (12) The Management of the Albert Halls complex including the Council's catering functions.
- (13) Operation and management of Markets within the Borough.
- (14) Responsibility for the elements of the Place Directorate which fall within this Portfolio.
- (15) Risk Management in relation to activities falling within the remit of this Portfolio.
- (16) Fees and charges in relation to activities falling within this Portfolio.
- (17) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (18) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations with respect to the Council's Licensing Act and Gambling Act Policies.
- (2) Recommendations with regards to the Council's Food Service Plan.

Executive Cabinet Member - Highways and Transport

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Highways and Transport (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 this Portfolio.

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

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Co-ordinating transport planning with land-use planning to achieve the aims of the Authority.
- (2) Matters relating to the support for public transport facilities, including bus reform, and operations within the Borough.
- (3) The management of the Council's Fleet Management Functions, except insofar as these fall within the remit of the Executive Cabinet Members Children's Services and Adults and Health portfolios.
- (4) The functions of the Council as highway authority, except insofar as these fall within the remit of the Planning Committee, including speed restrictions, public rights of way, winter gritting.
- (5) Matters relating to the agreement of a policy, programme and implementation of highway maintenance and improvement works funded from revenue budgets.
- (6) Street lighting.
- (6) The design and implementation of engineering projects, including highways, bridges, pedestrian areas and car parks.
- (7) Matters relating to the Closure of Streets (subject to Planning Committee where appropriate)
- (8) Matters relating to the agreement of a programme of capital works and maintenance for the classified roads in the Borough.
- (9) Ensuring that the Council complies with its duties under the Traffic Management Act 2004.
- (10) Ensuring that the Council complies with its duties under the Greater Manchester Road Activities Permit Scheme (GMRAPS) Regulations 2012.

- (11) Drainage and sewerage matters which are the responsibility of the Council.
- (12) Responsibility for ensuring the Council discharges its various duties under the Land Drainage Acts.
- (13) The designation of certain land and features as being necessary to prevent flooding under the Flood and Water Management Act 2010 and to exercise relevant powers under the Flood Risk Regulations 2009.
- (14) The management of decriminalised parking enforcement and car parking facilities.
- (15) Fees and charges relating to car parking.
- (11) The development of Community Centres.
- (12) Responsibility for school crossing patrols and road safety matters.
- (21) Risk Management in relation to activities falling within the remit of this Portfolio.
- (22) Fees and Charges in relation to activities falling within this Portfolio.
- (23) To consider any recommendations made by the relevant Scrutiny Committee regarding any matters within this Portfolio.
- (24) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

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

- (1) Recommendations regarding the Council's Local Transport Plan.