

Council Constitution

Part 3b - Cabinet Positions - Portfolios

The council has a Cabinet as part of its constitution.

Each member of the Cabinet has a portfolio setting out their role and responsibilities. Job descriptions have also been drawn up for Councillors who support the Cabinet.

There are up to ten members of the Cabinet which is chaired by the Executive Leader. The Cabinet is supported by up to 9 Assistant Executive Members.

Portfolios for these posts are set out below.

Cabinet

- Executive Leader
- Deputy Executive Leader (Children's Services)
- First Deputy - Finance, Resources and Transformation
- Executive Member – Adult Social Care, Homelessness and Inclusivity
- Executive Member – Climate Emergency and Environmental Services
- Executive Member – Education, Achievement and Equalities
- Executive Member – Inclusive Growth, Business and Employment
- Executive Member – Planning, Transport and Connectivity
- Executive Member – Population Health and Wellbeing
- Executive Member – Towns and Communities

Support to the Cabinet

- **Lead Members**
 - Chair of Council Business
- **Assistant Executive Members**
 - Children's Engagement, Corporate Parenting and Care Leavers
 - Cleaner Streets
 - Transport and Parking
 - Armed Forces and Enforcement
 - First Deputy
 - Culture, Heritage and Digital Inclusivity
 - Housing, Housing Standards and Social Inclusion
 - Transport Connectivity

Responsibilities of all Executive Members

Preamble

There are occasions when matters affect more than one portfolio, on such occasions, the Executive Members concerned shall act in conjunction with one another.

In discharging any functions that have been delegated, the Executive Member must act lawfully. This means that the Executive Member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, this Constitution, Council policies, procedure rules and the Members' Code of Conduct, taking advice of the Statutory Monitoring Officers - the Monitoring Officer and Section 151 Officer.

Each Executive Member is responsible for:-

1. The proper administration of the Council's services.
2. Ensuring adequate staffing, premises and other resources to secure agreed standards and target outcomes in the area of each portfolio.
3. The efficient use and day to day maintenance of Council premises insofar as it relates to their portfolio, subject to the overall strategy agreed by the Executive Leader.
4. Ensuring budget control.
5. Approving use of specific grants and/or funding from non-governmental sources, and any annual delivery plans and agreements in relation to such funding.
6. The continuous improvement of the Council's services through a programme of work.
7. Liaising with the relevant Council Scrutiny Panel.
8. All decisions proposed and made within the Portfolio.
9. The promotion of the Council's policies and communication with the public as appropriate through local and other media, ensuring always that publications are compliant with the Council's publications, guidelines and/or any advice provided by the Director (Governance and Pensions).
10. The promotion of the Council's existing policies.
11. Speaking up on matters of local concern and acting as the main Council spokesperson on issues within their Portfolio.
12. Approving exemptions to Procurement Standing Orders in conjunction with the Director (Governance and Pensions) and Director (Resources).
13. Giving approval to proceed to advertisement or other method of securing competition by procurement procedure rules; and for inviting and accepting tenders and quotations related to matters within their portfolio in excess of £60,000 and approving all specifications/tender documentation.
14. Applying for planning permission; conservation area consent; listed building consent or any other permissions or consents necessary to progress the Council's own development schemes.
15. In conjunction with the Senior Management Officer, setting new external charges and revisiting current ones.
16. In consultation with the Executive Leader, to represent and act as an ambassador for the Authority.

17. To represent the Council's views on matters of corporate or strategic policy and any other matters which are within the Executive Members' Terms of Reference.
18. To request or commission research and other studies on any matters of policy or service provision within these Terms of Reference.
19. To take up corporate Membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Authority's own activities.
20. To take urgent decisions on matters which fall within the Executive Members' Terms of Reference.
21. To work with other Executive Members on matters, as directed by the Executive Leader.
22. To submit to the Executive Cabinet:-
 - Proposals on how to agree annual budget allocations between services covered by these Terms of Reference
 - Recommendations in respect of strategic policy concerning matters covered by these Terms of Reference
 - All responses to consultation papers, relating to these Terms of Reference, issued by the Government and outside organisations
 - Annual estimates of expenditure and income in respect of services covered by these Terms of Reference
 - All policy and/or operational matters which have corporate implications or which cross the remits of other individual Executive Members.
23. To oversee the timely progress of Service Reviews within the remit of the Executive Member.

Part 3b - Cabinet Positions - Portfolio

Executive Leader

The Executive Leader is the head of the Council's Executive Cabinet.

The Executive Leader has strategic oversight of all the Council's affairs. The Executive Leader chairs Executive Cabinet meetings and exercises responsibilities in conjunction with the designated Executive Members. The Executive Leader acts as Chair of the Greater Manchester Pension Fund. The Executive Leader is also the Council's representative at Association of Greater Manchester Authorities (AGMA) and GM Combined Authority.

Terms of Reference

1. To have strategic oversight of the Council's affairs.
2. To represent the Council and furthering the Council's interests within Greater Manchester, North West Region and nationally.
3. To be the principal political spokesperson for the Council.
4. To have oversight of annual budget including overall control of revenue and capital functions
5. To have oversight of strategic economic functions
6. To make recommendations concerning strategic policy areas and issues of concern to the authority as a whole and areas that are not the responsibility of any other designated Executive Member.
7. To lead, monitor, have oversight and, where necessary, to take decisions about policy/strategy and provision regarding all functions of the Council and the portfolios of Executive Members.
8. To lead, monitor, have oversight and, where necessary, to take decisions about external relationships and partnerships.
9. To Chair and lead the Greater Manchester Pension Fund.
10. To lead on Tameside Strategic Partnership
11. To lead, monitor, have oversight and, where necessary, to take decisions about strategic housing.
12. The promotion of good governance and democratic services including member support and civic matters
13. To appoint or nominate the Authorities representatives on outside bodies/organisations.

Part 3b - Cabinet Positions - Portfolio

Deputy Executive Leader (Children's Services)

The Deputy Executive Leader is Deputy Chair of the Executive and, as such deputises for the Executive Leader in respect of all the Council's affairs.

The Deputy Executive Leader is also responsible for the Children's Services portfolio.

The Executive Member is responsible for all matters relating to the Council's affairs in respect of the Children's Services brief. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief that affect other aspects of Council business or affect the Borough.

The Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the children and families brief.

Terms of Reference

The Executive Member for Children's Services is Lead Member for the following service areas:

1. Children's Services in accordance with the Children Act 2004 and associated statutory guidance.
2. Child protection and Children in Need including:
 - Social Work Service including safeguarding;
 - Child Sexual Exploitation
 - Out of hours service
 - Children's Hub.
3. Safeguarding and Quality Assurance including:
 - Independent Review and Child Protection;
 - Family Group Conferencing Quality Assurance
4. Integrated Services for Children with Additional Needs, including Portage;
 - Behavioural Therapist Social Work;
 - Boyd's Walk;
 - Children with Disabilities;
 - Children's Commissioning;
 - Young Carers;
 - Children's Homes
 - Children with Disabilities
5. Looked after Children.
6. Children leaving care;
7. Transition Support;
8. Fostering services;
9. Adoption services.
10. Children's Health and Wellbeing
11. Youth Service
12. Early Years
13. Corporate Parenting

Part 3b - Cabinet Positions - Portfolio

First Deputy (Finance, Resources and Transformation)

The Executive Member is responsible for all matters relating to the Council's affairs in respect of finance, resources and transformation. As such the Executive Member is responsible for liaising with other Members of the Executive Cabinet particularly where matters within the brief, affect other aspects of the Council Business or affect the borough.

The Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the finance and performance portfolio.

Terms of Reference

The Executive Member is Lead Member for the following service areas:

1. Strategic oversight of annual budget including overall control and monitoring of revenue and capital (including delivery of programme functions)
2. Workforce and Organisational Development including:
 - Organisational development;
 - HR Operations and Strategy;
 - Corporate Systems, registrars and recruitment;
 - Payroll
3. Transformation
4. Digital First Tameside/Information and Communications Technology
5. Marketing and Communications
6. Corporate Performance, efficiency and value for money
7. Consultation and engagement
8. Corporate business planning and business intelligence
9. Procurement
10. Exchequer Services
11. Corporate Property and Assets
12. Legal Services
13. Executive Support
14. Internal Audit, risk management and insurance

Part 3b - Cabinet Positions - Portfolio

Adult Social Care, Homelessness and Inclusivity

The Executive Member is responsible for all matters relating to the Council's affairs in respect of Adult Social Care, Homelessness and Inclusivity. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief affect other aspects of Council business or affect the Borough.

The Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the Adult Social Care, Homelessness and Inclusivity brief.

Terms of Reference

1. Lead Member for commissioning and performance management of Adult Social Care.
2. To lead, monitor and have oversight and, where necessary, to take decisions about Health and Care integration.
3. To lead, monitor and have oversight and, where necessary, to take decisions about Adult Operations, including
 - Long Term Support;
 - Mental Health;
 - Community Response;
 - Shared Lives and Housing Support;
 - CCTV;
 - Local Community Care Teams;
 - Supported Employment;
 - 24 Hour Control;
 - Early Intervention;
 - Reablement.
 - Adult Safeguarding
 - Disability Services and Adaptation
 - Early intervention and prevention
4. To lead, monitoring and have oversight and, where necessary take decisions about operational aspects of housing and homelessness
5. To lead, monitor and where necessary take decisions about sports and leisure.

Part 3b - Cabinet Positions - Portfolio

Climate Emergency and Environmental Services

The Executive Member is responsible for all matters relating to the Council's affairs in respect of climate emergency and environmental services. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief, affect other aspects of Council business or affect the Borough.

The Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the climate emergency and environmental services portfolio.

Terms of Reference

The Executive Member for Climate Emergency and Environmental Services is Lead Member for the following service areas:

1. Waste management including recycling and fly tipping
2. Environmental Services (public protection)
 - Neighbourhood areas (North, South, East and West);
 - Housing
 - Enforcement including planning and housing
 - Licensing;
 - Trading standards;
 - Environmental protection;
 - Health and safety;
 - Public health;
 - Food safety
 - Private water supplies;
 - Infectious disease control.
3. Environmental Services operations
 - Street cleansing;
 - Graffiti removal;
 - Grounds maintenance;
 - Arboriculture unit;
 - Playground maintenance;
 - Football pitch renovations;
 - Central nursery;
 - Parks and land
 - Countryside;
 - Bereavement services;
 - Pest control;
 - Emergency planning;
 - Markets
 - Dog warded;
4. Carbon reduction/climate emergency

Part 3b - Cabinet Positions - Portfolio

Executive Member – Education, Achievement and Equalities

The Executive Member is responsible for all matters relating to education, achievement and equalities services. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief affect other aspects of Council business or affect the Borough.

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

Terms of Reference

The Executive Member for Education, Achievement and Equalities is the Lead Member for the following service areas:

- 1 Education Attainment and achievement
- 2 Access and inclusion, including:
 - School Organisation;
 - Admissions;
 - Home to School Transport;
 - Education Welfare;
 - Education Psychology;
 - Special Educational Needs;
 - Post 16
3. Pupil Support Services including:
 - Behaviour for Learning and Inclusion (BLIS);
 - Communication;
 - Language and Autism Support (CLAS);
 - Multicultural Access;
 - Learning Support;
 - Sensory Support;
 - Strategy and Early Intervention
4. The functions of the Council as Local Education Authority as they relate to schools;
5. To have oversight of the operation of school admissions and transfer arrangements.
6. Matters arising from meetings of school governors;
7. Lifelong learning
8. School Place Planning
9. Looked After Children – Educational Performance
10. Transition to Adulthood
11. Schools Capital Programme
12. Traded Services and self-sustaining school support including music, governor services, HR and finance
13. Lead Member for Equalities

Part 3b - Cabinet Positions - Portfolio

Executive Member – Inclusive Growth, Business and Employment

The Executive Member is responsible for all matters relating to Inclusive Growth, Business and Employment functions. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief affect other aspects of Council business or affect the Borough.

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

Terms of Reference

The Executive Member for Inclusive Growth, Business and Employment is Lead Member for the following service areas:

1. Strategic economic functions, regeneration and funding bids
2. Levelling Up policy and response
3. Youth Skills and post 16 strategy and delivery
4. Apprenticeships
5. Employer Engagement
6. Tameside Working and Working Well
7. Inward Investment
8. Commercial Investments and strategic sites
9. Enterprise activity
10. Business Support
11. Supporting voluntary and social enterprise sector

Part 3b - Cabinet Positions - Portfolio

Executive Member – Planning, Transport and Connectivity

The Executive Member is responsible for all matters relating to the Council's affairs in respect of planning, transport and connectivity. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief, affect other aspects of Council business or affect the Borough.

The Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the planning, transport and connectivity portfolio.

Terms of Reference

The Executive Member for Planning, Transport and Connectivity is Lead Member for the following service areas:

1. Highways and Transport including:
 - Traffic and utility controls;
 - Strategic parking arrangements;
 - Engineering asset management;
 - Engineering Risk Management;
 - Transport
2. Strategic Infrastructure including:
 - Transport strategy;
 - Transport infrastructure;
 - Development;
 - Broadband;
 - Ecology
3. Planning and Planning Enforcement (not matters which are non-executive functions)
4. Walking and cycling

Part 3b - Cabinet Positions - Portfolio

Executive Member – Population Health and Wellbeing

The Executive Member is responsible for all matters relating to population health and wellbeing. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief affect other aspects of Council business or affect the Borough.

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

Terms of Reference

The Executive Member for Lifelong Learning is Lead Member for the following service areas:

1. The development and implementation of the integration care model, including chairing Health and Wellbeing Board
2. Response to changing nation health policy and reform
3. Population health, including health improvement services
4. Mental health improvement
5. Domestic abuse
6. Isolation
7. Poverty strategy

Part 3b - Cabinet Positions - Portfolio

Towns and Communities

The Executive Member is responsible for all matters relating to towns and communities. As such, the Executive Member is responsible for liaising with other Members of the Executive Cabinet, particularly where matters within the brief affect other aspects of Council business or affect the Borough.

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

Terms of Reference

The Executive Member for Towns and Communities is Lead Member for the following service areas:

1. Development of town centres and market strategy
2. Delivery of levelling up grant funding in towns
3. Development of strategic neighbourhood forums
4. Community cohesion and social inclusion
5. Crime and anti-social behaviour
6. Community wellbeing and social value

Part 3b - Cabinet Positions - Warrants of Office

Lead Members and Assistant Executive Members

The Assistant Executive Members will support the Executive Leader and Executive Members and will be assigned specific areas of responsibility by the Executive Leader in conjunction with the appropriate Executive Member and report to that Executive Member in relation to such tasks. This will include the opportunity for an Assistant Executive Member to work solely for one Executive Member or for several.

Lead Members

Chair of Council Business Councillor J Kitchen

Assistant Executive Members

- Children's Engagement, Corporate Parenting and Care Leavers
- Cleaner Streets
- Transport and Parking
- Armed Forces and Enforcement
- First Deputy
- Culture, Heritage and Digital Inclusivity
- Housing, Housing Standards and Social Inclusion
- Transport Connectivity