

## **SCHEDULE 1 - THE PORTFOLIOS**

The portfolios of the members of the Cabinet will be determined by the Council from time to time and will be listed here. The portfolios represent areas of the Council's activities on which the portfolio holder will take the lead (without having the functions delegated to him/her) and speak on related issues at Council meetings.

### **TERMS OF REFERENCE OF PORTFOLIO HOLDERS**

#### **CHILDREN'S SERVICES AND LIFELONG LEARNING**

- (1) To have overall responsibility for all the powers and duties set out in
  - the Children Act, 1989
  - the Education Act, 1996
  - the School Standards and Framework Act, 1998
  - the Education Act, 2002,
  - the Children Act, 2004
  - the Education Act 2005 and
  - any other legislation relevant to the functions defined below.
- (2) To promote improvement in the outcomes for children and young people in terms of their health, their education and training, their ability to make a positive contribution, and their social and economic well-being.
- (3) To have overall responsibility for ensuring that children and young people in Wirral are safe from harm and neglect, and that their welfare is promoted.
- (4) To have overall responsibility for the provision of services for children and young people including services for children and young people in care to the Council, provision for early years childcare and education, primary and secondary education, adult education, and youth and play activities.
- (5) To promote effective partnership working between all the statutory and non-statutory agencies which provide services for children and young people and, where feasible, to promote the integration of services.
- (6) To ensure that systems are in place to manage and scrutinise the performance of all the services for children and young people.
- (7) To ensure that resources are efficiently and effectively targeted towards the improvement of outcomes.
- (8) To liaise with the Strategic Health Authority and health trusts serving Wirral on matters relating to children and young people.
- (9) To liaise with the Learning and Skills Council on matters relating to further education and training ensuring, in consultation with the Cabinet member for Regeneration and Planning Strategy, that the training needs of employers, employees and prospective employees are met.

- (10)** To liaise with the Greater Merseyside Connexions Partnership on matters relating to young people's preparation for working life and specifically to have responsibility for the regulation of the employment of young people.
- (11)** To liaise with the Police Authority, the Probation Service and the Youth Offending Service on matters relating to youth crime and disorder.
- (12)** To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (13)** To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (14)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **COMMUNITY AND CUSTOMER ENGAGEMENT**

- (1)** To develop the Council's approach to Community engagement and to build community capacity.
- (2)** To have responsibility for the Council's Area Forum network.
- (3)** To develop initiatives in the wider community that will increase the understanding of the democratic process, and reduce alienation and apathy.
- (4)** To have responsibility for the Council's Customer Access Strategy and for ensuring that it takes full account of the needs of hard to reach people.
- (5)** To ensure the Council's compliance with the requirements of the Freedom of Information Act.
- (6)** To have overall responsibility for grants and loans to voluntary and community organisations.
- (7)** To have responsibility for contributing to the development and operation of Wirral's community Legal Service.
- (8)** To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (9)** To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (10)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **CORPORATE SERVICES**

- (1) Subject to the responsibilities of the Employment Committee, to have overall responsibility for employee development and training, equal employment and service delivery, discipline (but not appeals) and recruitment (but not Deputy Chief Officers).
- (2) To have overall responsibility for the provision of administrative services to the Authority.
- (3) To have overall responsibility for:
  - (4) To have overall responsibility for the Emergency Plan and related issues
  - (5) To have responsibility for the Council's Communication Strategy and Public Relations.
  - (6) To have overall responsibility for the preparation, maintenance and review of an overall strategy for the management, use and disposal of all Council owned land and property (including preparation of the Asset Management Plan).
  - (7) To have overall responsibility for land issues including:
    - property
    - in Birkenhead Market.
- (8) To have overall responsibility for the organisation of a corporate planned maintenance policy.
- (9) To have overall responsibility for restricted and selective tendering (other than civil engineering).
- (10) To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (11) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.

- (12)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **CULTURE, TOURISM AND LEISURE**

- (4) To have overall responsibility for the provision of leisure and cultural services including:
  
- (2) To have overall responsibility for community centres and public halls.
- (3) To have overall responsibility for sports activities and development, the promotion of sporting activities and joint use of sporting facilities.
- (4) To have overall responsibility for resort activities, including publicity.
- (5) To have overall responsibility for beaches and the Beach Lifeguard Service
- (6) To have overall responsibility for the provision of country parks and allotment gardens.
- (7) To have overall responsibility for the provision and management of cemeteries and crematoria.
- (8) To have overall responsibility for the development, management, implementation and review of all aspects of the Council's Tourism Strategy.
- (9) To have responsibility for promoting Wirral as a location for tourism and in consultation with the Cabinet member for Regeneration and Planning Strategy, to encourage tourism initiatives designed to bring new jobs to the Borough.
- (10) To have overall responsibility for the heritage of the Borough, including the preservation of buildings of architectural or historic interest in liaison with the Heritage Champion
- (11) To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (12) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (13) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst

disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **ENVIRONMENT**

- (1)** To have responsibility for Trading standards and consumer protection.
- (2)** To have responsibility for Food safety and hygiene.
- (3)** To have responsibility for Home safety.
- (4)** To have responsibility for Health education.
- (5)** To have responsibility for Control of communicable diseases.
- (6)** To have responsibility for Port health.
- (7)** To have responsibility for Monitoring of waste disposal.
- (8)** To have responsibility for Recycling
- (9)** To have responsibility for Public conveniences.
- (10)** To have responsibility for the Preservation and improvement of amenities in residential areas.
- (11)** To have responsibility for Clean air and pollution control.
- (12)** To have responsibility for Abatement of nuisance (other than statutory nuisance in private dwellings).
- (13)** To have joint responsibility with the Cabinet Member for Regeneration and Planning for identification and action in relation to derelict land and building.
- (14)** To have responsibility for Sea Fisheries.
- (15)** To have overall responsibility for Local Agenda 21 issues.
- (16)** To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (17)** To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (18)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **LEADER (FINANCE AND BEST VALUE)**

- (1) To Chair the Cabinet.
- (2) To represent the Council in external dealings and relations (other than civic duties the responsibility of the Mayor).
- (3) To have overall responsibility for:
  - policy
  - arrangements for achieving best value and meeting the requirements of the Comprehensive Performance Assessment
  - budget and Capital Plan
  - regulations
- (4) To have overall responsibility for procurement and contract compliance within the Authority
- (5) To have overall responsibility for information technology and to act as the Council's e-Government Champion.
- (6) To act as the Council's Risk Management Champion
- (7) To have overall responsibility for financial matters including insurance, rating, community charge, Council tax and housing and Council tax benefits.
- (8) To have responsibility for co-ordinating performance management and performance indicators.
- (9) To have responsibility for initiatives in relation to local democracy and the modernisation of local government, unless they specifically relate to any other portfolio.
- (10) To take the lead on the Council's contribution to the LSP Sustainable Community Strategy.
- (11) To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (12) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.

- (13)** To have residual responsibility for any relevant matter not referred to another Cabinet member or to a committee of the Council.
- (14) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **HOUSING AND COMMUNITY SAFETY**

- (1) To have overall responsibility for housing s
- (2) To have overall responsibility for the asses including the needs of vulnerable people.
- (3) To have overall responsibility for enabling at home, through the provision of low level (the Supporting People programme).
- (4) To have overall responsibility for the provis housing advice services, including rough s
- (5) To have overall responsibility for the provis access to accommodation.
- (6) To have overall responsibility for the asses
- (7) To have overall responsibility for housing renewal.
- (8) To have overall responsibility for:
  - private sector housing
- (9) To have overall responsibility for:
  - strategic housing objectives
  - organisations
- (10) To have overall responsibility for monitoring and responding to the needs of gypsies and travellers.
- (11) To have overall responsibility for Community Safety including:
  - sector.
  - youth diversion schemes.
  - Drug & Alcohol Team.
  - alcohol and with Trading Standards in liaison with the Cabinet Member for Environment.

1998, the Housing Act 1996 and the Anti-social Behaviour Act 2003;

1998 to have regard to the effects on crime and disorder in the exercise of all of its powers and duties;

Trusts, the voluntary sector and the Probation Service on community safety issues;

implementation of the Crime and Disorder Reduction Strategy and the Anti-social behaviour Strategy

- (12) To have overall responsibility for the operation and development of Community Patrol
- (13) To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (14) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (15) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

## **REGENERATION AND PLANNING STRATEGY**

- (1)** To have overall responsibility for the co-ordination and monitoring of all matters relating to the economic and urban regeneration of Wirral with the objective of improving the competitiveness, sustainability and strength of the Wirral economy, reducing the level of unemployment, safeguarding existing jobs, and the creation of new jobs of a high quality (including the power of 'well-being' under the Local Government Act 2000).
- (2)** To prepare, implement and monitor (in conjunction with partners) an economic regeneration strategy for Wirral.
- (3)** To have overall responsibility for the initiation, preparation, implementation and monitoring of all economic regeneration programmes including European programmes, Single Regeneration Budget and other Council programmes.
- (4)** To have overall responsibility for consultation and liaison with all organisations involved in regeneration in Wirral, including NWDA, English Partnerships, GoNW, Learning and Skills Council, Greater Merseyside Enterprise, Wirral Metropolitan College, trade unions, the private sector, the voluntary sector, etc.
- (5)** To have overall responsibility for co-ordination of all matters in relation to European issues.
- (6)** To have overall responsibility for the promotion of Wirral as a premier location for inward investment through the work of Wirral Direct and other organisations; in consultation with the Cabinet Member for Culture, Tourism and Leisure in the case of tourism initiatives.
- (7)** In conjunction with the relevant Cabinet members and outside organisations, to ensure that an adequate supply of sites and premises is provided in order to cater for the needs of local businesses and to help attract new businesses.
- (8)** To provide financial support, where appropriate, to businesses, co-operatives and other profit making and non-profit making ventures for the benefit of Wirral.
- (9)** To help provide a comprehensive business support service to local companies.
- (10)** To have overall responsibility for the development of community employment and training initiatives and other initiatives designed to strengthen the economy of local communities and combat disadvantage including the development of a comprehensive "pathways to Integration" strategy for Wirral.

- (11) To have overall responsibility for monitoring and identifying examples of good practice in urban policy and economic regeneration from other local authorities.
- (12) To support the Council's equal opportunities monitoring initiatives to encourage equal opportunities for disadvantaged groups including: the disabled, long-term unemployed, the poor, and women.
- (13) Lobbying Government and other agencies nationally and internationally, to ensure that Wirral regeneration objectives.
- (14) To have overall responsibility for Welfare to Work.
- (15) To have overall responsibility for the preparation of the Development Plan and related plans and policies.
- (16) To have overall responsibility for the consideration of national and strategic issues, including green belt policy.
- (17) To have overall responsibility for the designation and preservation of conservation areas and liaison with conservation bodies.
- (18) To have overall responsibility for the application of the Planning Acts in relation to:
  - (19) To have overall responsibility for liaison on planning matters with other local authorities and external bodies.
  - (20) To have responsibility for identification and action in relation to derelict land and building, in liaison with the Cabinet Member for the Environment.
  - (21) To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
  - (22) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.

## **SOCIAL CARE AND INCLUSION**

- (1)** To have responsibility for the planning, commissioning and delivery of social care services for all adult client groups and to provide leadership to the wider vision of social care.
- (2)** To have lead responsibility for developing preventative services that will reduce the need for social care intervention.
- (3)** To work with a range of partners, including health and the voluntary and independent sector, to provide services which are well planned and integrated, make the most effective use of available resources and met the needs of our diverse community.
- (4)** To have overall responsibility, in liaison with other Cabinet members, for social inclusion and to promote the role of the local Authority, working with the NHS community on Wirral, to improve Public Health and well being and to address health inequalities.
- (5)** To ensure services are of a high quality and delivered by a well-trained workforce or by informal and family carers who are themselves supported.
- (6)** To ensure better use of technology to support people.
- (7)** To ensure services have an emphasis on preventing problems and that social care and health work on a shared agenda to help maintain the independence of individuals.
- (8)** To ensure that people with the highest needs receive the support and protection needed to ensure their own wellbeing and the safety of society.
- (9)** To ensure that risks of independence for individuals is openly shared and balanced against benefits with them.
- (10)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor and women.
- (11)** To have overall responsibility for matters relating to section 47 of the National Assistance Act 1948 (as amended).
- (12)** To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.

- (13)** To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.

## **STREETSCENE AND TRANSPORT SERVICES**

- (1)** To have overall responsibility for highways, streets and footpaths, including street lighting and related enforcement activities.
- (2)** To have overall responsibility for traffic regulations and road safety.
- (3)** To have overall responsibility for the management of Council car parks.
- (4)** To liaise with the MPTA and other external organisations.
- (5)** To have overall responsibility for reservoirs, sewerage and land drainage.
- (6)** To have overall responsibility for the provision of civil engineering services to the Council.
- (7)** To have overall responsibility for the provision of architectural, quantity surveying and mechanical, electrical and structural engineering services.
- (8)** To have overall responsibility for coast protection and sea defences.
- (9)** To have responsibility for restricted and selective tendering for civil engineering services.
- (10)** To have responsibility for Grass cutting in residential areas
- (11)** To have overall responsibility for weed control.
- (12)** To have responsibility for Refuse Collection and Street Cleansing
- (13)** Advertisement Control
- (14)** To have overall responsibility for those parts of the Corporate Plan within the remit of this portfolio, as identified in the annexe to this schedule.
- (15)** To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio.
- (16)** To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.