

Appendices A to I

Cabinet Portfolios

LEADER'S PORTFOLIO

A

MAIN ROLE
<ul style="list-style-type: none"> To represent and act as an ambassador for the Authority and to provide visible political leadership in developing strategic partnerships with agencies, citizens and stakeholders in relation to the delivery of strategic objectives and the provision of services to citizens.
<ul style="list-style-type: none"> To chair the Cabinet.
<ul style="list-style-type: none"> To exercise overall responsibility for the strategic allocation of resources across the Council and the co-ordination of Council policies, strategies and service delivery.
<ul style="list-style-type: none"> To promote the vision and priorities of the Council's Corporate Plan.
<ul style="list-style-type: none"> To be the Council's lead member on the following partnerships:-
Sheffield Executive Board
Creative Sheffield Board
Sheffield City Region Local Enterprise Partnership Board
Sheffield Business Advisory Panel
Sheffield City Region Combined Authority
Core Cities Cabinet
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet
<ul style="list-style-type: none"> To consider any matters of strategy or policy affecting local government or any services in the City which are not specifically covered by any other Cabinet portfolio.
<ul style="list-style-type: none"> To oversee transformational change
<ul style="list-style-type: none"> To oversee the formulation of Strategic Policy Initiatives.
<ul style="list-style-type: none"> To have overall responsibility for communicating the Council's values, vision and priorities to Councillors, staff and unions and to citizens, partners and stakeholders
<ul style="list-style-type: none"> To exercise an overview of all new major proposals for the development or extension of services in order to ensure that such proposals fit into a comprehensive strategy for the City.
<ul style="list-style-type: none"> To consider the development and implementation of policies for the strategic and corporate management of the local authority and to link with the work of the Executive Management Team as part of this process.
<ul style="list-style-type: none"> To oversee issues relating to equality of opportunity and social mobility, including strategies aimed at combating disadvantage and discrimination and promoting diversity.
<ul style="list-style-type: none"> To take overall responsibility for Council policy on poverty, social justice and equalities
<ul style="list-style-type: none"> To lead on all policy issues relating to women.

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| <ul style="list-style-type: none">• To ensure that local communities, service users, carers and people from minority groups are fully consulted in influencing service provision. |
| <ul style="list-style-type: none">• To ensure that all Council Services have customer charters and targets. |
| <ul style="list-style-type: none">• To take forward, either directly or through joint working with other partners in the City, with other South Yorkshire District Councils, City Region and within the wider region and elsewhere having regard to all relevant considerations and strategies, proper linkages between local communities and minority groups and economic opportunities. |
| <ul style="list-style-type: none">• To lead on the International Agenda |

BUSINESS, SKILLS AND DEVELOPMENT PORTFOLIO

B

MAIN ROLE
<ul style="list-style-type: none"> • To lead on strategic transport issues and oversee transport and transport-related issues including the Capital Programme, parking and all transport policy issues.
<ul style="list-style-type: none"> • To lead on issues pertaining to the economic regeneration of the City and for allocating related external funds
<ul style="list-style-type: none"> • To lead on the development of a framework for the local economy and for attracting external funds.
<ul style="list-style-type: none"> • To be responsible for all aspects of markets management.
<ul style="list-style-type: none"> • To lead for the Council on employment and skills policy.
<ul style="list-style-type: none"> • To support the growth of existing small and medium sized enterprises and social enterprises.
<ul style="list-style-type: none"> • To lead on the growth of enterprise in the City
<ul style="list-style-type: none"> • To ensure the Council is more business friendly
<ul style="list-style-type: none"> • To lead on issues pertaining to City Centre Development
<ul style="list-style-type: none"> • International Strategy/export
<ul style="list-style-type: none"> • To lead on post -16 skills for employment
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> • To play a key role in supporting Local Districts to be successful
<ul style="list-style-type: none"> • Represent the Council on the Combined Authority and Combined Authority Transport Committee
In respect of Planning and Development:-
<ul style="list-style-type: none"> • To take forward either directly or through joint working with partners in the City, other South Yorkshire District Councils and within the wider region and elsewhere; the discharge of the Council's strategic and statutory functions for land, buildings, drainage, bridges, planning and development control.
<ul style="list-style-type: none"> • To consider reports on City-wide and area-based issues and schemes including local plans, environmental improvement schemes, development briefs, planning applications, and highway proposals, drainage schemes, building regulation and control and applications for financial assistance.
<ul style="list-style-type: none"> • To consider questions in connection with and matters arising from the Council's representation on the Joint Committee for the South Yorkshire Archaeology Service.

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In respect of Economic Development :-
<ul style="list-style-type: none"> • To oversee all matters relating to the economic development of the City. • To assist in securing the provision of essential infrastructure. • To be responsible for improving or safeguarding the built and natural environment in respect of economic development. • To act as a “champion” in the development of the City Centre. • To lead on and oversee the economic regeneration of the City Centre and the progression of major development projects such as the New Retail Quarter and Markets Redevelopment. • To develop and promote economic strategies that seek to regenerate the City. • To oversee a customer-led skills strategy as a contributor to economic growth. • To take forward, either directly or through joint working with partners, in the City or elsewhere, the sustainable economic development of the City, particularly:- <ul style="list-style-type: none"> - assisting in the promotion of inward investment and development; - assisting in the provision of sites and infrastructure; - assisting new and existing business; - overseeing the provision of information and the carrying out of research to assess the needs and support of regeneration projects in order to maximise external funding; - overseeing the skills agenda • To promote increased employment opportunities.
In respect of Skills:-
<ul style="list-style-type: none"> • To take responsibility for skills as a contributor to inclusion • To help support Sheffield First in the delivery of its skills for employment priorities • To oversee and co-ordinate all activities relating to the Council’s adult training for skills initiatives, including responsibility for any considerations and strategies, either directly or through joint working, for any financial support for training for skills opportunities. • To oversee proposals for developing post 16 skills in relation to the strategic application of external funding opportunities and the organisation of bids for income from external funding regimes and liaising with all principal funding bodies in relation to the Learning and Skills Council and Jobcentre Plus • To lead on career and employment advice and guidance
To lead on the following matters in respect of Consumer Protection:-
<ul style="list-style-type: none"> • Functions under the Shops Act 1950 and those relating to the enforcement of Health and Safety at Work Act 1974 and associated and subordinate legislation.

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<ul style="list-style-type: none">• Functions under the Food Acts and associated and subordinate legislation.
<ul style="list-style-type: none">• Functions relating to the provision of Weights and Measures and all other matters relating to legislation under which the Council has a function or a duty of enforcement as Local Weights and Measures Authority.
<ul style="list-style-type: none">• All other relevant matters concerning the enforcement of the provisions of legislation relating to the protection of consumers.
In respect of Transport:-
<ul style="list-style-type: none">• To take a lead in providing a co-ordinated transport policy for the City of Sheffield, ensuring co-ordination with the Combined Authority Transport Committee, Network Rail, other strategic transport agencies, private sector interests and all other interested parties and other Cabinet Portfolio holders, in a coherent and holistic approach to issues.
<ul style="list-style-type: none">• To take forward either directly or through joint working with partners in the City, other South Yorkshire District Councils and within the wider region and elsewhere, the discharge of the Council's strategic and statutory functions for highways and traffic and transportation..
<ul style="list-style-type: none">• To consider reports on City-wide and area-based issues and schemes, including local plans, relating to transportation and traffic proposals
<ul style="list-style-type: none">• To oversee the provision, securing and maintenance of efficient and equitable transport systems

CHILDREN, YOUNG PEOPLE AND FAMILIES PORTFOLIO

C

MAIN ROLE
<ul style="list-style-type: none"> • To lead the Council’s Education Attainment and Aspiration strategy
<ul style="list-style-type: none"> • To oversee the role of Members within the Council’s Corporate Parenting responsibilities
<ul style="list-style-type: none"> • To oversee the implementation of the provisions of the Children Act and the establishment of integrated services for children from 0 – 19 years.
<ul style="list-style-type: none"> • To ensure that vulnerable children are safeguarded in accordance with statutory obligations and national policies through services that are arranged, funded or delivered in a timely and appropriate manner taking into account identified needs.
<ul style="list-style-type: none"> • To oversee the Authority’s functions in its capacity as a Local Education Authority (excluding certain LEA functions relating to adults)
<ul style="list-style-type: none"> • To be the Council’s lead member on the following partnerships:-
Sheffield 0-19+ Partnership Board
Children’s Trust
<ul style="list-style-type: none"> • To lead on matters concerning child poverty
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> • To be the Council’s lead member on the City Wide Learning Body
<ul style="list-style-type: none"> • To ensure that the five outcomes for children and young people in Sheffield, namely to be healthy, to be safe, to achieve and enjoy, to contribute to their community and to be economically prosperous, are met to a high standard through: <ul style="list-style-type: none"> - Overseeing policy development and monitoring and evaluation of performance; - Chairing or participating in meetings of Panels and Boards of the Council and involving partner organisations; - Promoting the Service within the City sub-regionally and nationally; - Overseeing the Sheffield Futures contract; - Acting as an advocate for the needs of children, young people and their families
<ul style="list-style-type: none"> • To oversee the Authority’s joint working and service delivery arrangements with the Health Service and other agencies concerned with the delivery of health policies for children, such as the Police, Probation Service, Learning and Skills Council, Further Education, the Voluntary Sector, Early Years, Schools and other educational establishments.
<ul style="list-style-type: none"> • To oversee the Authority’s social services functions in so far as they relate to children and the local authority’s functions for children and young people leaving care;
<ul style="list-style-type: none"> • To oversee policy development and monitoring and evaluation

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implementation in the following areas: <ul style="list-style-type: none">- Early years- Schools- Inclusion (including attendance, behaviour and exclusions)- 14-19- Tier 3 and 4 services for vulnerable children and their families covering special educational needs, fieldwork, safeguarding advisory/training, placement and education services for children looked after.- School provision- Capital and Revenue budgets
<ul style="list-style-type: none">• To ensure there are effective child protection arrangements.
<ul style="list-style-type: none">• To ensure the Youth Council has a voice in the Council and is seen as a major partner for the Council.
<ul style="list-style-type: none">• To lead in relation to the Council role in respect of the work of the Sheffield Youth Offending Team.
In respect of Adult Education and Lifelong Learning
<ul style="list-style-type: none">• To oversee proposals for developing adult education and Lifelong Learning in relation to the strategic application of external funding opportunities and the organisation of bids for income from external funding regimes and liaising with all principal funding bodies.
<ul style="list-style-type: none">• To oversee the authority's functions in its capacity as a Local Education Authority relating to adults.

COMMUNITIES AND PUBLIC HEALTH PORTFOLIO

MAIN ROLE
<ul style="list-style-type: none"> • To oversee the development of the Libraries Service • To be responsible for community cohesion. • To promote a multi-faith City.
<ul style="list-style-type: none"> • To oversee the development of best practice across the range of activity in Local Area Partnerships and in relation to devolution • To take responsibility for the improvement of local and district centres working alongside Local Area Partnerships. • Support Local Area Partnerships in the delivery of Priorities relating to matters affecting the wards in their area. • To oversee allocation of monies to the Voluntary, Community and Faith Sector.
<ul style="list-style-type: none"> • To be the Council's lead member on the following partnerships:- <ul style="list-style-type: none"> – Sheffield Safer and Sustainable Communities Partnership Board – Local Area Partnership Chair's Group • To take the lead on issues relating to financial inclusion and poverty. • To lead on asylum, refugee and migration matters including policy formulation, service provision and the provision of support under the United Kingdom Border Agency. • To oversee the Authority's joint working on public health. • To lead in relation to the Food Plan (including any other issues relating to food).
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To lead functions relating to the provision of Consumers' Advisory and Debt Counselling Services. • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet. • To improve the Council's relationships with local communities
In respect of Cultural Services
<ul style="list-style-type: none"> • To oversee the development of the Council's libraries service.
In respect of Public Health
<ul style="list-style-type: none"> • To lead on those parts of the Council's strategy on community safety which relate to drugs and alcohol. • To ensure strong public health activities in the City, focussed on prevention of poor health • To be responsible for the City's Food Plan and to generally promote healthy eating across all age groups. • To lead on public health services and outcomes, including for sexual health and alcohol and drug misuse

CULTURE, SPORT AND LEISURE

MAIN ROLE
<ul style="list-style-type: none"> • To lead on Activity Sheffield
<ul style="list-style-type: none"> • To oversee the development of the green environment and the provision of Parks and Countryside services.
<ul style="list-style-type: none"> • To generally devise strategies to sustain the City’s parks and green spaces within the Council’s social, economic and environmental objectives.
<ul style="list-style-type: none"> • To lead on the cultural strategy within the City.
<ul style="list-style-type: none"> • To oversee all matters relating to the provision of sports and leisure services.
<ul style="list-style-type: none"> • To exercise overall responsibility for the Council’s Licensing powers
<ul style="list-style-type: none"> • To lead and have functional responsibility for Tourism
<ul style="list-style-type: none"> • To lead on Major City events
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> • To play a key role in helping Community Assemblies to achieve the objectives set out in their local plan with regard to certain cultural services and major Festivals.
In respect of Tourism:-
<ul style="list-style-type: none"> • To oversee the City’s Tourism Strategy.
<ul style="list-style-type: none"> • To ensure that the City promotes itself as a top short stay City.
<ul style="list-style-type: none"> • To ensure promotion of Sheffield for Tourism at national and international level.
In respect of Parks and Open Spaces:-
<ul style="list-style-type: none"> • To take the lead on behalf of the Council in relating to the Council’s charitably held facilities.
<ul style="list-style-type: none"> • To oversee matters relating to the provision of Parks and Countryside services.
In respect of Cultural Services:-
<ul style="list-style-type: none"> • To oversee the development of the Council’s cultural strategy and services, and the cultural services including art galleries, museums and theatres, provided on behalf of the Council by partner organisations, trusts and arms length companies
<ul style="list-style-type: none"> • Oversee work on major Festivals

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In respect of Sport Services:-
<ul style="list-style-type: none">• To oversee the development of the Council's sports services and sporting facilities.
<ul style="list-style-type: none">• To oversee the development of sports services and facilities in the City provided on behalf of the Council by partner organisations, trusts and arms length companies.
<ul style="list-style-type: none">• To lead on Major sporting events

ENVIRONMENT, RECYCLING AND STREETSCENE

MAIN ROLE
<ul style="list-style-type: none"> • To oversee measures for the development of a sustainable environment, including issues relating to policies in relation to climate change, renewable energy, energy efficiency and carbon reductions
<ul style="list-style-type: none"> • To oversee the Council’s commitment to reducing Sheffield’s carbon footprint.
<ul style="list-style-type: none"> • To oversee issues of environmental quality, design and management
<ul style="list-style-type: none"> • To oversee waste management services, including recycling.
<ul style="list-style-type: none"> • To oversee issues relating to environment and regulatory Services, waste management, and minimisation.
<ul style="list-style-type: none"> • To oversee training and exercise arrangements for emergency planning and the delivery of the emergency planning arrangements in response to particular situations, including the shared service with Rotherham Metropolitan Borough Council.
<ul style="list-style-type: none"> • To oversee highway maintenance issues.
<ul style="list-style-type: none"> • To be responsible for Streets Ahead issues
<ul style="list-style-type: none"> • To be responsible for the Streetscene strategy, including its implementation and subsequent further development.
<ul style="list-style-type: none"> • To consider matters relating to leisure gardens and allotments in the City
<ul style="list-style-type: none"> • To lead on Road Safety and oversee the implementation of the road safety strategy.
<ul style="list-style-type: none"> • To lead on Trading Standards
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<p>Lead Member on the following matters in respect of Environment and Regulatory Services:-</p>
<ul style="list-style-type: none"> • Review of the current Environment Strategy and the establishment of key issues in relation to Environmental Excellence.
<ul style="list-style-type: none"> • Functions relating to the development of policies to address issues of climate change, renewable energy, energy efficiency and carbon reductions..
<ul style="list-style-type: none"> • Functions in relation to waste management and recycling.
<ul style="list-style-type: none"> • Functions and Public Health Services contained in Section 180 of the Local Government Act 1972 and all other functions concerning Environmental Health, Pollution of the Atmosphere and the Abatement of Nuisances.
<ul style="list-style-type: none"> • Miscellaneous protective, regulatory and licensing functions, particularly (but without prejudice to the generality of the foregoing) with reference to buildings, drainage and hackney carriages.
<ul style="list-style-type: none"> • Promotion and education of home safety and food hygiene issues.
<ul style="list-style-type: none"> • Provision and management of Cemeteries, Crematoria, Mortuaries and Post-mortem Rooms, Gardens of Remembrance and the Medico-Legal Centre.

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<ul style="list-style-type: none"> • Functions relating to Animal Welfare.
<ul style="list-style-type: none"> • Provision of a Dog Warden Service.
<ul style="list-style-type: none"> • All other relevant matters relating to Environmental Health and the enforcement of the provision of Environmental Health and other associated legislation - national, local and European.
<ul style="list-style-type: none"> • Administration and enforcement of legislation relating to building control functions.
<ul style="list-style-type: none"> • The provision of geotechnical assessment services.
<ul style="list-style-type: none"> • The provision of building inspection and structural assessment services.
<ul style="list-style-type: none"> • Functions of the Building Authority for Safety of Sports Grounds.
<ul style="list-style-type: none"> • Functions relating to :- <ul style="list-style-type: none"> - Prevention of Damage by Pests Act 1949 - Environmental Protection Act 1990
<ul style="list-style-type: none"> • To have responsibility for the Riverside Stewardship Company.
<p>In respect of Waste Management:-</p>
<ul style="list-style-type: none"> • To provide and to oversee the client function for the Corporate Waste Management Contract and in particular:
<ul style="list-style-type: none"> • To ensure the rigorous monitoring of the contract to ensure the service and strategic requirements of the contract are met
<ul style="list-style-type: none"> • To develop and to maintain initiatives related to recycling of waste materials
<ul style="list-style-type: none"> • To work towards recycling targets as set by the Council.
<ul style="list-style-type: none"> • To ensure that community groups are involved as appropriate in the monitoring of any relevant aspects of the Contract.
<ul style="list-style-type: none"> • To ensure that the Council's statutory obligations related to waste management are adhered to.
<ul style="list-style-type: none"> • To ensure the City works on the 3 R's rule – Reduce, Re-use & Recycle
<p>In respect of Streetscene and Highways:-</p>
<ul style="list-style-type: none"> • To oversee the development of the Streets Ahead service, including Streets Ahead Opportunities and Enhancements.
<ul style="list-style-type: none"> • To be responsible for the client and contractor functions within the Council responsible for Streetscene issues and the provision of highway maintenance.
<ul style="list-style-type: none"> • To ensure that any statutory obligations of the Council which fall within the remit of Streets Ahead and its respective client structures are met.
<ul style="list-style-type: none"> • To liaise with external organisations, from the public, voluntary and private sectors, who have responsibility for, or whose actions impact significantly upon, the City's streetscene to facilitate any necessary or desirable joint working to improve the City's Streetscene.
<ul style="list-style-type: none"> • To consider questions in connection with and matters arising from the Council's representation on the South Yorkshire Joint Trading Standards Committee.
<ul style="list-style-type: none"> • To lead in relation to the implementation of the road safety strategy

FINANCE AND RESOURCES PORTFOLIO



MAIN ROLE
<ul style="list-style-type: none"> • To oversee all the Council’s financial arrangements.
<ul style="list-style-type: none"> • To oversee all property matters, including the Council’s estates and facilities management arrangements and community buildings
<ul style="list-style-type: none"> • To be responsible for commercial services, including Cleaning; Catering and Transport.
<ul style="list-style-type: none"> • To oversee the management of the Housing benefits service
<ul style="list-style-type: none"> • To oversee the maintenance of robust and effective procedures in relation to all aspects of the Council’s information management and security.
<ul style="list-style-type: none"> • To lead on the development and maintenance of the Corporate Risk Management Strategy.
<ul style="list-style-type: none"> • To oversee all procurement and contracting issues, including ‘buy local’ policies
<ul style="list-style-type: none"> • To oversee the maintenance of effective and efficiently run Council services.
<ul style="list-style-type: none"> • To oversee performance improvement.
<p>To lead on matters concerning customer centric services, human resources and information and communications technology.</p>
<ul style="list-style-type: none"> • To ensure that the Council moves to an individualised customer approach.
<u>OTHER DUTIES AND RESPONSIBILITIES</u>
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> • To provide the lead on Council targets relating to e-Government, the related provision of services to the people of Sheffield and other customers, and the provision of internal ICT facilities.
<ul style="list-style-type: none"> • To oversee human resource issues, including industrial relations, equal opportunities in employment, health and safety and policies on recruitment, selection, training and development.
<ul style="list-style-type: none"> • To oversee the development and maintenance of the Corporate Risk Management Strategy, to ensure that the Council minimises operational, reputational and financial risks.
<ul style="list-style-type: none"> • To be responsible for regulating and controlling the finances of the Council and for overseeing such Financial Regulations as are considered necessary for the supervision and control of those functions.
<ul style="list-style-type: none"> • To oversee decisions relating to the Council Tax Reduction Scheme, which do not statutorily require a decision by the full Council.
<ul style="list-style-type: none"> • To formulate guidelines for the preparation of the capital and revenue budgets.

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<ul style="list-style-type: none">• To consider and to advise upon the order of priorities of schemes involving capital expenditure proposed by the various services of the Council.
<ul style="list-style-type: none">• To oversee the administration of the Council Tax and National Non-Domestic Rates, including the Council's Council Tax Support Scheme.
<ul style="list-style-type: none">• To advise on proposals to incur expenditure where such advice is required to comply with the Council's Standing Orders and Financial Regulations.
<ul style="list-style-type: none">• To consider all matters of financial policy arising from the exercise of the Council's powers and duties and on questions appertaining to the financial relationships between the Government and Local Authorities.
<ul style="list-style-type: none">• To have responsibility in relation to Governance and Ethics.
<ul style="list-style-type: none">• To consider reports from the Audit Commission, external auditor, Ombudsman, Inspectors and others, insofar as they relate to issues of service quality and to ensure that any issues raised are tackled effectively.
<ul style="list-style-type: none">• To oversee the development and maintenance of an effective training and development plan for Members, which provides opportunities for both personal development and which equips members with the skills necessary to undertake their roles and responsibilities.
<ul style="list-style-type: none">• To oversee the future operation of the Council's Legal Services.
<ul style="list-style-type: none">• To oversee matters relating to the Register Office.
In relation to Purchasing and Contracting
<ul style="list-style-type: none">• To oversee the maintenance of the approved list of contractors interested in undertaking work for the Council, and to develop and apply the Council's contracts and purchasing policies
<ul style="list-style-type: none">• To take the lead in liaising with external contractors, with regard to monitoring their performance, across the Council, and to take particular responsibility for any remedial action that may be required to ensure that contract compliance is maintained by all parties to that contract.
<ul style="list-style-type: none">• To oversee, monitor and evaluate Council wide, Corporate, Directorate and Council contractors'/partner organisations' policies, practices, plans and procedures relating to health and safety and their accompanying performance.
In relation to Property Matters
<ul style="list-style-type: none">• To monitor and account for the overall performance of the property investment portfolio and to monitor the performance of the tenanted service portfolio against service objectives.
<ul style="list-style-type: none">• To authorise the Director of Property and Facilities Manager Services to intervene in circumstances where a potentially surplus property needs to be brought forward for examination prior to its formal declaration as surplus.
<ul style="list-style-type: none">• To determine overall strategic building maintenance priorities.
<ul style="list-style-type: none">• To be responsible for all issues concerning the City Council's property strategy and stock, and to ensure that the authority's property resources are used in such a way so as to optimise their contribution to its services,

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priorities and objectives.
<ul style="list-style-type: none">• To oversee the development and maintenance of the Corporate Asset Management strategy.
<ul style="list-style-type: none">• To ensure that the Council has an up to date Asset Register.
<ul style="list-style-type: none">• To be responsible for Council policy on community buildings.
South Yorkshire Laboratory
<ul style="list-style-type: none">• To oversee matters relating to South Yorkshire Laboratory

HEALTH, CARE AND INDEPENDENT LIVING PORTFOLIO

MAIN ROLE
<ul style="list-style-type: none"> To ensure the provision of services to adults in accordance with statutory obligations, guidance and national policies through services that are arranged, funded or delivered in a timely and appropriate manner taking into account identified needs and best value.
<ul style="list-style-type: none"> To ensure a strategic approach to services for adults provided by the Council to promote well-being, prevent social exclusion and protect vulnerable adults with a focus on safeguarding vulnerable adults and the promotion of high standards of services for adults with social care needs across all agencies.
<ul style="list-style-type: none"> To oversee the Authority’s joint working and service delivery arrangements with the National Health Service organisations and other agencies concerned with the delivery of health policies for adults.
<ul style="list-style-type: none"> To oversee arrangements for the temporary care of residents displaced and requiring temporary care following incidents under the Civil Contingencies Act.
<ul style="list-style-type: none"> To lead on the commissioning and delivery of Supporting People funded services.
<ul style="list-style-type: none"> To be the Cabinet lead for Older People and the Strategy for an Ageing Population.
<ul style="list-style-type: none"> To be responsible for Older People’s housing as well as housing for people with disabilities or mental health issues.
<ul style="list-style-type: none"> To lead on the work of the Council’s Older People’s and Dignity and Respect Champions.
<ul style="list-style-type: none"> To be the Council’s lead Member on the following partnerships:-
<ul style="list-style-type: none"> (a) Health and Well-being Board
<ul style="list-style-type: none"> (b) Learning Disabilities Partnership Board and to oversee Member engagement with the partnership which underpins the Sheffield First Health and Well-being Partnership arrangements.
<ul style="list-style-type: none"> (c) Mental Health Partnership Board and to oversee Member engagement with the partnerships which underpins the Sheffield First Health and Wellbeing Partnership arrangements.
<ul style="list-style-type: none"> To lead on matters relating to domestic violence.
<ul style="list-style-type: none"> To lead on the Council’s work with GP Commissioning and Sheffield Healthwatch

OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> To oversee the adult social services function of the City Council, including all matters specifically referred to in the Local Authority (Social Services)

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<p>Act 1970, personal social services and care in the community, refugees and supporting people, together with responsibilities for all other services the Council provides in respect of vulnerable adults, including housing, leisure, community safety, welfare, adult learning, environmental health, transportation and neighbourhood renewal functions, under associated and ancillary legislation.</p>
<ul style="list-style-type: none">• To oversee matters of strategy and service planning across the area, budget planning, key policy decisions, matters of major public concern and consider the main corporate themes in relation to the social services area.
<ul style="list-style-type: none">• To exercise an overview and the co-ordination of work within social services to ensure effective partnership working between children's social services and adults' social services and establish general policy and practice guidelines to ensure that a holistic approach to meeting the needs of communities is taken.
<ul style="list-style-type: none">• To lead on the Authority's joint working and discussions with agencies concerned with health and care issues.
<ul style="list-style-type: none">• To keep under review and oversee the implementation of all new legislation relating to the discharge of Council functions in this area and including any regulations, codes of practice or other relevant documentation.
<ul style="list-style-type: none">• To consider matters relating to the development and delivery of services for people using social care services, ensuring effective relations with service users, detailed monitoring of services, reports on Member Rota Visits to care homes and any associated issues in accordance with all relevant statutory requirements, including the work of the Dignity and Respect Champion.
<ul style="list-style-type: none">• To work with the Older People's Champion and Congress to ensure the effective delivery of Council services to Older People.
<ul style="list-style-type: none">• To consider matters relating to the development and delivery of services for people with a mental health condition or disability, ensuring effective relations with service users, detailed monitoring of services and any associated issues in accordance with all relevant statutory requirements.
<ul style="list-style-type: none">• To ensure that the 50+ Group has a real voice in the Council and is integrated into the working of the Council.

HOMES AND NEIGHBOURHOODS PORTFOLIO

MAIN ROLE
<ul style="list-style-type: none"> • To act as Deputy Leader of the Council
<ul style="list-style-type: none"> • To oversee and lead on issues relating to Community Safety (including counter-terrorism and the Council's relationship with criminal justice agencies.)
<ul style="list-style-type: none"> • To lead on local regeneration across the City.
<ul style="list-style-type: none"> • To develop an integrated approach to neighbourhood management and renewal of all areas.
<ul style="list-style-type: none"> • To lead on the delivery of the decent homes strategy.
<ul style="list-style-type: none"> • To oversee the management of the housing stock.
<ul style="list-style-type: none"> • To promote good standards of service, compliance with relevant specifications and efficiency.
<ul style="list-style-type: none"> • To develop the Housing Strategy (supply and demand and housing policies).
<ul style="list-style-type: none"> • To ensure the provision of effective management of the Council's Housing Services
<ul style="list-style-type: none"> • To enable the development of externally funded Regeneration schemes.
<ul style="list-style-type: none"> • To oversee all policy issues relating to the development of those sites approved for housing.
<ul style="list-style-type: none"> • To lead on policy and Council service responses to anti-social behaviour
<ul style="list-style-type: none"> • To lead on homelessness services, including advice and prevention.
<ul style="list-style-type: none"> • To lead on private sector housing services and regulation.
<ul style="list-style-type: none"> • To take overall responsibility for the Council's Rural Strategy.
OTHER DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To have regard to those duties and responsibilities outlined within the Corporate Responsibilities portfolio, applicable for all members of Cabinet.
<ul style="list-style-type: none"> • To advise and support officers in planning and implementing key strategic, statutory requirements as embodied in the Crime and Disorder Act, 1998, with particular reference to the duties placed on the City Council.
<ul style="list-style-type: none"> • To liaise with other agencies in relation to the delivery of the Council's strategy for the reduction of crime and disorder, under the Crime and Disorder Act, 1998.
In respect of Housing:-
<ul style="list-style-type: none"> • To generally devise strategies to promote residential communities within the City Council's Social, Economic and Environmental objectives
<ul style="list-style-type: none"> • To formulate policies relating to the functions of the City Council as Housing Authority or Local Housing Authority; the functions of the City Council under the following enactments insofar as they relate to housing or

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<p>are to be exercised in relation to housing, houses or their occupants, or other bodies or organisations having to do with housing matters:-</p> <p>Protection from Eviction Act 1977 Accommodation Agencies Act 1953 Public Health Act 1961 Housing Act 1964 Caravan Sites Act 1968 Local Authorities (Goods and Services) Act 1970 Land Compensation Act 1973 Local Government (Miscellaneous Provisions) Act 1976 Rent Act 1977 South Yorkshire Act 1980 Local Government Act 1988 Landlord and Tenant Act 1988</p>
<ul style="list-style-type: none"> • To oversee the development of policies relating to housing services.
<ul style="list-style-type: none"> • To receive, and to ensure appropriate subsequent action upon, monitoring reports on Housing Revenue Account activities
<ul style="list-style-type: none"> • To ensure proper monitoring of the management of services and to consider recommendations for and from policy reviews.
<ul style="list-style-type: none"> • To consider matters relating to the Housing Capital Programme and matters relating to any Partnership, Joint Ventures or similar working pertaining to the Council's housing functions.
<ul style="list-style-type: none"> • Consider any matter relating to the leasing programme and its effect on the housing revenue and capital budget.
<ul style="list-style-type: none"> • To oversee consultation with tenants and residents on matters affecting the landlord relationship.
<ul style="list-style-type: none"> • To discuss major policy issues affecting public sector housing, private sector housing and tenants on a City-wide basis.
<ul style="list-style-type: none"> • To consider and to review the Council's Rehousing Policy.
<ul style="list-style-type: none"> • To consider policies in relation to the Non-Statutory Account Services - benefits, homelessness, private sector housing, including housing associations.
<ul style="list-style-type: none"> • To oversee development of housing strategies with regard to supporting people, and asylum seekers.
<ul style="list-style-type: none"> • To receive monitoring reports relating to the performance of these services.
<ul style="list-style-type: none"> • To oversee the Private Sector Housing Advisory Meeting, provide a mechanism for stakeholders in the private sector to contribute to the City housing policy formation process, establish links between the different areas and interest groups within the private sector, consolidate existing links between the private sector and the Council and discuss Council initiatives which affect residents, landlords and tenants in the private sector.
<ul style="list-style-type: none"> • To monitor the financial position of those Council services and

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Directorates charged with delivering the policies within this portfolio.
<ul style="list-style-type: none">• To make Council and other services more sensitive to local needs.
<ul style="list-style-type: none">• To strengthen links locally between the various Council services and other agencies.
<ul style="list-style-type: none">• To Improve the Council's relationships with local communities
<ul style="list-style-type: none">• To take the lead on the Council's strategic service response to homelessness, including the Council's statutory requirements.
In respect of Safer Communities:-
<ul style="list-style-type: none">• To support organisational change within the City Council by assisting the delivery of corporate objectives around community safety.
<ul style="list-style-type: none">• To consider ways in which the City Council, in liaison with outside agencies and the community, can contribute to improving the quality of life for people by reducing crime, fear of crime and providing the support which vulnerable groups, including victims, need to feel safe and secure in their living environment.
<ul style="list-style-type: none">• To ensure that the work of various Council Departments is co-ordinated/adjusted as appropriate, to achieve the maximum contribution to making Sheffield a safe City for residents, workers and visitors in the context of crime.
<ul style="list-style-type: none">• To determine matters relating to police and community safety issues.
<ul style="list-style-type: none">• To lead in relation to the Council's role in respect of the work of the Sheffield Safer Communities Partnership Board.
<ul style="list-style-type: none">• To promote the concept of a safer City as a corporate priority of the Council.
<ul style="list-style-type: none">• To oversee the development of Closed Circuit Television.