

A LIST OF THE EXECUTIVE MEMBER FOR RESIDENT SERVICES' PORTFOLIO RESPONSIBILITIES

5.2.14.1

Responsible for overseeing the Council's IT function.

5.2.14.2

Responsible for developing the Council's E-government strategy and for meeting government targets for electronic delivery of services.

5.2.14.3

Responsible for advising the Executive on the development and performance of Customer Services.

5.2.14.4

Overseeing the production of the service plans for Shared Legal Services and Governance and Improvement Services (including Electoral and Democratic Services).

5.2.14.5

Ensuring that services to Members are kept under review and that Members are provided with the services they reasonably need.

5.2.14.6

Overseeing all aspects of the Council's Human Resources function, making recommendations for the improvement of the service.

5.2.14.7

Responsible for the monitoring of traded and shared services and for the exploration of opportunities for joint working with a view to achieving economies of scale and/or greater efficiency.

5.2.14.8

Taking forward the Council's Equal Opportunities Policy and practices and leading on the development of best practice throughout the Council.

5.2.14.9

Responsible for the efficient and effective management of the Council's Public Protection Service.

5.2.14.10

Responsible for overseeing the development of the Council's Culture and Library Services.

5.2.14.11

Overseeing the strategies for developing arts, leisure and cultural activities in the Borough.

5.2.14.12

Overseeing the Council's role in lifelong learning and playing a full part in the work of the Lifelong Learning Partnership.

5.2.14.13

Overseeing the Health and Safety, Environmental Health, Building Control, Licensing and Trading Standards functions.

5.2.14.14

Discharging the Council's functions in respect of community resilience and responsibility for advising the Executive on such issues.

5.2.14.15

Responsible for monitoring the Council's Procurement function.

5.2.14.16

Overseeing the development of the Council's contract procurement strategy with particular regard to the following:

- a) Ensuring corporate and consistent standards for monitoring and evaluation of contracts throughout the Council;
- b) Examining with appropriate Officers ways in which contracts of all types can be better managed on a timely renewal basis to achieve greater value for money;
- c) Examining potential new ways of procuring services, including:
 - i) Outsourcing;
 - ii) Market testing;
 - iii) Public/private partnerships or the Private Finance Initiative;
 - iv) Joint working with other public bodies.

5.2.14.17

Responsibility for overseeing the delivery of planned savings.

5.2.14.18

Representing the Council, as determined by the Executive, on outside bodies and in discussions/negotiations with regional and national bodies.