

Appendix B

Guide to Service Areas for Policy Development Group Responsibilities

Corporate & Performance

The Corporate & Performance PDG is responsible for developing policy in relation to the Corporate Policy Portfolio and the Performance Portfolio. In particular the PDG has responsibility for the following matters:

- Corporate Policy Advice and Development
- Procurement Strategy
- Procurement including participation in Regional Procurement Hubs
- Procurement Forward Plan
- Corporate Contracts
- Contract monitoring of external providers (Contracts Register)
- Policy on Shared Services
- Policy on delivery models/arms length companies
- Monitoring delegated decision-making processes
- Legal Services
- Democratic Services
- Civic matters
- Electoral Services
- Member Training and Development
- Community Strategy and Planning
- Performance Management: Strategy and Delivery
- Project and Programme Management: Strategy and Delivery
- HR strategy and delivery
- Organisational Development
- Employee Training and Development
- Occupational Health
- Corporate Health and Safety

Finance

The Finance PDG is responsible for developing policy in relation to the Finance Portfolio. In particular the PDG has responsibility for the following matters:

- Finance
- Finance Service
- Development of the Business Plan
- Capital Programme
- Capital Strategy
- Reserves Strategy
- Income and Funding Strategy
- Treasury Management
- Business Management

- Insurance
- Internal Audit Responsibilities
- External Audit Responsibilities
- Pensions
- Corporate and Business Planning
- Revenues and Exchequer Functions, including Benefits

Health & Adult Social Care

The Health & Adult Social Care PDG is responsible for developing policy in relation to the Health & Adult Social Care Portfolio. In particular the PDG has responsibility for the following matters:

- Public Health promotion
 - Health improvement
 - Liaison with NHS Trusts and Health Authorities
 - Mental Health and Disability
 - Health Promotion
 - Development of Integrated Services with Health Partners
 - Promoting the work of all agencies to support improved health and wellbeing within the Borough.
 - Supporting and monitoring the development of the Health and Wellbeing Board.
 - Ensuring the development and delivery of a Health and Wellbeing Strategy, and to monitor its impact and outcomes for children, young people, adults and families.
 - Ensuring that the Joint Strategic Needs Assessment (JSNA) collates the intelligence of all partners in respect of the health and wellbeing of residents that supports Commissioners.
 - Ensuring the effective working of Commissioners (GPCC, Social Care).
 - Supporting the transition and integration of Public Health within the Council.
 - Having an overview of the Health and Social Care architecture and working with officers and partners to shape local structures.
 - Having oversight of the transition of LINKs to Local Health Watch to ensure that the local views of residents influence the work of the Health and Wellbeing Board.
 - Having oversight of the work of Public Health Protection.
 - Having oversight of the organisational development needs of the Health and Social Care system to support collaboration and integration.
 - Ensuring that the work of the Director of Public Health influences wider Council strategy and operational delivery to maximise the health and wellbeing benefits in all areas of the business.
 - Influencing and informing the Health and Wellbeing Strategy and supporting implementation within operational services.
 - Supporting officers and partners to deliver connected service responses for whole families and communities in addressing the health, social care and wellbeing needs of the Borough's residents.
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- Re-ablement

- Supporting informal Carers
- Community Equipment
- Occupational Therapy
- Assistive Technology
- Mobile Meals
- Respite and Short Breaks
- Family Based Care
- Domiciliary Care
- Residential Care
- Nursing Home Care
- Extracare housing
- Supported Employment
- Sensory Impairment Services
- Safeguarding Adults
- HIV/Aids
- DAAT Services
- Domestic Violence Service
- Equality in service access and delivery
- Adult Social Care
- Welfare Rights
- Community Legal Service

Children & Families

The Children & Families PDG is responsible for developing policy in relation to the Children & Families Portfolio. In particular the PDG has responsibility for the following matters:

- Early Years and Child Care
- Children's Centres
- Education, including:
 - School organisation and Capital Planning
 - Special educational needs
 - School development and improvement
 - School funding/Schools Forum
 - School Catering
- Children's social care and wellbeing
- Youth Support Services, Youth Offending Service
- Services to Children & Young People with disabilities 0-25
- Lifelong Learning
- Family Support Services
- Strategy for responding to Health Inequalities
- Cared for Children and Care Leavers
 - Fostering & Adoption
 - Residential Services
- Children's Trust – Children & Young People's Plan
- Safeguarding including Local Safeguarding Children's Board
- Children's Safeguarding Unit

- Child Poverty Needs Assessment
- Influencing and informing the Health and Wellbeing Strategy and support implementation within operational services.
- Supporting officers and partners to deliver connected service responses for whole families and communities in addressing the health, social care and wellbeing needs of the Borough's residents.

Environment & Prosperity

The Environment and Prosperity PDG is responsible for developing policy in relation to the Environment Portfolio and the Prosperity and Economic Regeneration Portfolio. In particular the PDG has responsibility for the following matters:

- Highways Operational Management including:
 - Management of Highways Register
 - Highways Design and Maintenance
 - Fleet
 - Road Safety and Flooding
 - Parking and Parking Enforcement
 - Street Lighting, Signals and Signing
 - Traffic Management and Road Safety
 - Civil Engineering and Transport Operations
 - Transportation delivery, including public transport liaison and coordination
 - Car Parking
- Carbon Reduction
- Waste Management, including:
 - Recycling and Waste Management
 - Bulk Waste and Clearance
- Environmental cleansing and Street Cleaning
- Street Scene
- Markets
- Public Conveniences
- Town Centre Management
- Cremation and Burial Services
- Leisure Strategy
- Operational delivery of Leisure services:
 - Parks and Recreation
 - Countryside
 - Public Rights of Way
 - Sport development
 - Leisure Centres
 - Children's Play
- Economic Development
- Employment Initiatives
- Credit Union and Co-operatives development
- Regeneration
- Public and Private Sector Housing Strategy and Provision
- Homelessness strategy
- Tourism and Visitor Economy

- Tatton Park
- Arts Promotion
- Events Programme Co-ordination
- Strategic Highways and Transport
- Assets
 - Asset Management Plan
 - Property services including farms estate
 - Corporate Landlord function in respect of all Council property
 - Council Property functions including:
 - Council land policy, usage, sales, valuations
 - Facilities management and the allocation of office space, including cleaning and postal services
 - Architectural and design services
 - The Council's conference facilities and allied establishments
 - Security of Council buildings
 - Accessibility within Council buildings

Communities

The Communities PDG is responsible for developing policy in relation to the Communities and Regulatory Services Portfolio and the Strategic Communities Portfolio. In particular the PDG has responsibility for the following matters:

- Civil Protection/ Emergency Planning
- Third Sector and community delivery
- Youth Offending Team
- Crime reduction including Crime and Disorder Reduction Partnership (CDRP) and police/emergency services liaison
- Anti-social behaviour reduction including drug abuse and domestic violence
- Community Safety Wardens
- CCTV
- Trading Standards
- Licensing
- Reviewing Fares and Licensing Fees
- Environmental Health
- Food Safety
- Air Pollution control and monitoring
- Environmental enforcement
- Contaminated Land
- Pest and Vermin Control
- Dog Wardens
- Health and Safety Enforcement
- Overall responsibility for monitoring all enforcement activity
- Local Area Partnership (LAP) and Neighbourhood working
- Neighbourhood and Community Cohesion
- Building Control
- Development Management including:
 - Development issues connected with highways

- Housing delivery
- Cultural Strategy
- Operational delivery of Cultural services including:
 - Museums
 - Archives
 - Theatres
 - Cinemas
 - Arts
- Registration Services (births, marriages and deaths)
- Customer Access/Services
- Libraries and Archives
- Community Strategy
- Voluntary, Community and Faith Sector Relationships/Development
- Partnerships for Cheshire East (PACE)
- Customer Complaints and Responses
- Economic Twinning
- Information and Communications Technology
- Information, Intelligence and Consultation
- Corporate Risk Management
- Equality and Diversity
- Local Plan
- Local Development Strategy
- Local Transport Plan
- Communications and Marketing