

Elected Member Policy Lead - Role Profile

Title	Policy Lead: Community, Culture, and Strategic Housing
Accountable to: Reports to:	Full Council Leader /Deputy Leader of Council
Portfolio Responsibilities	<ul style="list-style-type: none"> • Strategic oversight of policy and direction in relation to community learning and development, libraries, museums, culture and heritage, and leisure and sport. • Oversight of strategic direction of housing services to ensure they meet the current and future needs of the Argyll and Bute population. • To articulate and support achievement of corporate priorities and the Single Outcome Agreement within portfolio. • Ensure decisions made by Council are fully informed in relation to key elements of portfolio.
Portfolio focus:	<ul style="list-style-type: none"> • Development and communication of effective community focused strategies aligned to support strategic aims, promote community participation and engagement in design and delivery of services and build safe and resilient communities. • Develop strong partnership working arrangements to support community empowerment and encourage the third sector. • Effective oversight of and engagement with Community Councils. • Ensure provision of a high quality customer focused Library and Archives service. • To ensure the delivery of Community Learning achieves the national quality indicator framework for wider learning communities. • To promote the development of an effective adult learning and literacies service • Promotion and preservation of culture and heritage as key assets including the Gaelic language and regional dialects. • To provide strategic oversight on development and delivery of the Council's Gaelic Plan. • Strategic oversight and provision of sports and leisure facilities and activities in Argyll & Bute recognising their contribution in supporting healthy communities and in promoting the area as a tourist destination. • To ensure strategy and development plans are in place for people to have access to affordable, sufficient and suitable housing. • To ensure strategy in place to reduce incidence of homelessness and deliver high quality homelessness services. • To oversee development of Social Housing Investment Plan as key statement of housing development priorities and to guide funding allocations. • Seek to increase the number of affordable houses within Argyll and Bute, including in rural areas, by working closely with housing associations, contractors and developers.

	<ul style="list-style-type: none"> To adopt a strategic approach to tackle empty, derelict and underutilised houses.
Key activities	<ul style="list-style-type: none"> Undertake a strong and confident figurehead role to represent the portfolio of services at Council, regional and national levels. Provide strategic vision and leadership in development of portfolio. Ensure regular communication and reporting on activities to members of Council, Strategic Management Team and Council Officers to provide clarity on political direction and assist in working through strategies and plans within the portfolio. Promote the policies of the Council to the media and wider community. Work collaboratively with Elected Member Policy Leads and Chief Officers across areas of responsibility. Develop and support effective partnering with organisations which support and assist in the delivery of strategies, plans and services within portfolio. Chair meetings, sub groups and committees as required ensuring the agenda of the business is properly dealt with; that the opinions of other participants and the advice of officers, are allowed to be expressed: ensure the proper and timely conduct of the meeting in compliance with the Council Constitution and that clear decisions are reached. Bring forward effectively issues and business for consideration to ensure Council is focused on the right issues at the right time and that decisions are made in light of overall Council policy. Identify any crosscutting issues which may require corporate or joint working across portfolios, services and/or partnerships. Participate in wider corporate agenda to support effective functioning of Council i.e. contribute to budget working group, participate in appointment panels.
Committee and Partnership Working Responsibilities:	<p>Membership of Other Bodies:</p> <p>Gaelic Research Consultative Committee Housing & Communities Forum Third Sector Forum Highlands and Islands Film Commission COSLA – Sport, Arts and Culture Working Group COSLA – Community Wellbeing and Safety Argyll and Bute Care and Repair Agency</p>
<p><i>This role profile does not supersede the Role of Lead Councillors and associated responsibilities as set out in Appendix 1 of the Argyll and Bute Council Constitution. It has been drawn up to complement this documentation and provide further support and direction in fulfilling the role of Policy Lead.</i></p>	

