

1. THE ROLE OF COUNCILLORS AND OFFICE HOLDERS

Role Profile and Responsibilities for all Councillors

Responsibilities

Councillors are Expected to:

- 1.1 To be at the centre of community life:
 - (a) To spend time out and about learning about the communities that they represent, supporting their residents, working with local organisations (such as GPs, schools, police, local businesses and voluntary organisations) to develop a shared understanding of local issues and ensuring that communities make the most of all the opportunities available to them;
 - (b) To build good working relationships and earn the trust and respect of local partners, other councillors and officers;
 - (c) To be an active member of local networks and partnerships, for example by acting as a school governor;
 - (d) To communicate regularly with their community including communicating Council policy and decisions.
- 1.2 Contribute actively to the formation and scrutiny of the Council's policies, budgets, strategies and services.
- 1.3 Act as a (corporate parent) to the Council's looked-after children and care leavers.
- 1.4 Represent effectively the whole community with a special duty to their constituents, including those who did not vote for him or her.
- 1.5 Represent the Council on outside bodies as required.
- 1.6 Participate constructively in the good governance of the Council area.
- 1.7 Fulfil the statutory and locally determined requirements of an elected councillor of a local authority. To comply with all relevant codes of conduct, regulations, policies, protocols and procedures and participate in those decisions and activities reserved for the Council.

Key Tasks

- 1.8 Attend and participate effectively as a member of any Committee to which the councillor is appointed.
- 1.9 Participate in the activities of any outside Body to which the councillor is appointed, providing two-way communication between the organisations and reporting as required to the Council. To develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations.

- 1.10 Participate in the scrutiny or performance review of the services of the Council, including where the Council so decides, the scrutiny of policies and budgets and their effectiveness in achieving the strategic objectives of the Council.
- 1.11 Participate in any advisory group to which the councillor is appointed.
- 1.12 Participate, as appropriate, in consultation with the community and with other organisations.
- 1.13 Develop and maintain a working knowledge of the Council's services, management arrangements, organisation and activities, powers, duties and constraints.
- 1.14 Contribute constructively to open government and democratic renewal through active encouragement to the community to participate in the governance of the Council's area.
- 1.15 Maintain professional working relationships with all councillors and officers.
- 1.16 Undertake training as required.
- 1.17 Identify and participate in opportunities for further development and training as a councillor and keep abreast of developments in national and local government.

Additional Responsibilities

The Leader

Responsibilities

- 1.18 Ensure efficient and effective services, where they are relevant to the needs of the community and the responsibility of the Council, in the short, medium and long term.
- 1.19 Provide visible political leadership in relation to residents, stakeholders and partners in the overall co-ordination of policies, strategies and service delivery affecting the locality.
- 1.20 Lead the Cabinet in its work to develop the Budget and Policy Framework.
- 1.21 Lead the development of local and regional strategic partnerships.
- 1.22 Ensure the appropriate representation of the Council on key outside bodies where these relate to executive functions and are not reserved to Council.

Key Tasks

- 1.23 Provide leadership to the Council and its political administration and lead the presentation of the recommendations, plans, policies and decisions of the Cabinet and the Council.
- 1.24 Represent the Council's political and strategic decision-making in the community and in discussions with regional, national and international organisations and others in order to pursue matters of interest to the Council and its communities and to keep the Council and the Cabinet informed accordingly.

- 1.25 Appoint members of the Cabinet and allocate Cabinet portfolios.
- 1.26 Develop and maintain good working relations and effective channels of communication with the Chair of each Overview and Scrutiny Committee;
- 1.27 Direct, manage and chair meetings of the Cabinet and to take responsibility, individually and / or collectively for any specific Portfolio, including providing a political lead in proposing new policy, strategy, budget and service standards and reviews, as well as acting as spokesman for the Council.
- 1.28 Meet regularly and provide policy direction to the Chief Executive, Executive Directors and other senior officers (with or without the Cabinet) to consider and recommend action within approved policies and strategies.
- 1.29 Consider the development and training needs of the Cabinet and councillors generally and arrange for training sessions or suitable briefings as appropriate.
- 1.30 Receive and act as appropriate upon representations from Councillors, the public, organisations and senior officers.
- 1.31 Promote good working relationships across the Political Groups that make up the Council.

Cabinet Members

Responsibilities

- 1.32 Take responsibility within the Cabinet on the basis of collective decision-making and such individual delegation that may apply, for a Portfolio of services or functions of the Council.
- 1.33 Input into the Cabinet any information, intelligence or factors considered relevant to the issues under consideration by the Cabinet.
- 1.34 Contribute actively through the Portfolio and membership of the Cabinet to the formation, implementation, monitoring and scrutiny of the Council's policies, budgets, strategies and services.

Key Tasks

- 1.35 Participate in the Cabinet and to implement agreed policies by taking responsibility individually and / or collectively for any Portfolio allocated by the Leader, including proposing new policy, strategy, programming, budget and service standards and leading performance review.
- 1.36 Develop a clear understanding and in-depth knowledge of the respective Portfolio, the scope and range of the relevant services for which they are responsible and an awareness of current agreed policies and budgetary implications in respect of those services.
- 1.37 Consult and communicate with all Councillors, officers, key partners and the community as appropriate to ensure policies, strategies, budgets and decisions are

well informed and that Council policies are widely understood and positively promoted.

- 1.38 Ensure that the Council is briefed at the appropriate time on significant issues within the respective Portfolio – ie those which have financial or other major resource implications or which will result in a change to established policy.
- 1.39 Act as spokesman for the Council and answer and account to the Council and the community on matters within the Portfolio.
- 1.40 Work closely with the Chief Executive, Executive Directors and other senior Officers responsible for the services within the Portfolio and the relevant Overview and Scrutiny Committee Chair.
- 1.41 Work with officers on the implementation of agreed plans, policies and programmes within the Portfolio and inform the Cabinet of progress and performance.
- 1.42 Participate in scrutiny or performance reviews of services as requested by an Overview and Scrutiny Committee.
- 1.43 Represent the Council and the Cabinet in the community and elsewhere as required by the Leader.

Deputy Cabinet Members

- 1.44 To support the Cabinet Member in their roles and responsibilities as detailed above.
- 1.45 To deputise and attend meetings and briefings in place of the Cabinet Member.

The Mayor

Responsibilities

- 1.46 Uphold and promote the purposes of the Constitution and to interpret the Constitution when necessary.
- 1.47 Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.
- 1.48 Ensure that a meeting of the Council is a forum for the debate of matters of concern to the local community and the place at which councillors are able to hold the Cabinet to account.
- 1.49 Promote public involvement in the Council's activities.
- 1.50 Be the conscience of the Council and act impartially.
- 1.51 Attend such civic and ceremonial functions as the Council and / or the Mayor deems appropriate and take precedence at formal occasions.
- 1.52 Ensure that the dignity of the office of Mayor and the Council is maintained at all times.

Key Tasks

- 1.53 Chair all meetings of the Council.
- 1.54 Chair major consultation meetings organised by the Council, as appropriate.
- 1.55 Set the standard of conduct to be expected from all Councillors.
- 1.56 Help represent the Council in the community and in discussions with regional, national and international organisations and others.
- 1.57 Attend functions appropriate to the position of Mayor of the Council.
- 1.58 Act as host to visiting Royalty, civic dignitaries and other important visitors.
- 1.59 Meet with relevant officers to ensure the receipt of appropriate advice to enable effective decisions.