

## **SECTION 10: COUNCILLOR ROLE DESCRIPTIONS – SPECIAL RESPONSIBILITY ROLES**

### **Introduction**

Councillors have a range of key roles and duties. All elected councillors have a responsibility for the good governance of the local authority, to act as community leaders and to be a link and a point of mediation between the local authority and the community.

The key roles and duties of all councillors are set out in Part 2, paragraph 2.2,

Some councillors hold a ‘special responsibility role’ for which an additional allowance is payable as set out in the Members Allowances Scheme in Part 6 of the Constitution.

#### **(1) Leader of the Council**

The responsibilities of the Leader of the Council are set out in Part 3, Section 3, paragraph 3.3 (Scheme of Delegation for Executive Matters)

The main roles of the Leader of the Council are to:

- provide overall political leadership for the Council in relation to the co-ordination and delivery of Council policies, strategies and services
- lead the Cabinet in its work to develop the policy framework and budget and to deliver services to the local community;
- lead the process of developing links and partnerships both inside and outside of the Borough with partners, stakeholders, citizens and other interested organisations; and
- to be the lead political spokesperson for the Council and represent the Council in the community and in negotiations with partners and other stakeholders.

#### **(2) Cabinet Portfolio Holders**

The role and powers of Cabinet Portfolio Holders are set out in Part 3, Section 3, paragraphs 3.7 to 3.9 (Scheme of Delegation for Executive Matters).

Cabinet Portfolio Holders assume responsibility and provide political leadership and accountability for a portfolio of services and functions of the Council delegated to the Cabinet. This includes, taking decisions on specific matters as set out in the Scheme of Delegation, acting as a lead and spokesperson inside and outside of the Council for the portfolio, and attending meetings of the Overview and Scrutiny Committee and Policy and Project Advisory Board as required.

Collectively, through the Cabinet, Cabinet Portfolio Holders contribute to the development and implementation of the Council's priorities, budget and policy framework and services to the local community.

**(3) Chairmen of Committees**

The key roles and responsibilities of Chairmen of Committees are to:

- chair meetings of the Committee and provide leadership in its functions and working arrangements;
- where set out in the Scheme of Delegation, act as consultee in decisions delegated by the Committee;
- ensure that the work of the Committee is co-ordinated with other decision-making bodies and is in accordance within the policy framework;
- be responsible for presenting the Committee's proposals and decisions to the Council and the community;
- secure effective working relations between the Committee and the officers and the local community; and
- participate in relevant training and development events.

**(4) Chairman of the Overview and Scrutiny Committee**

The key roles and responsibilities of the Chairman of the Overview and Scrutiny Committee are to:

- lead the overview and scrutiny process effectively;
- chair meetings of the Overview and Scrutiny Committee and provide leadership and strategic direction in its working arrangements;
- develop the Committee's internal and external influence;
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny;
- be the formal link between the Committee and the Cabinet and ensure that any issues referred to the Committee by the Cabinet or Council are properly considered;
- in conjunction with the Lead Officer, lead the development of the Committee's work programme, and the co-ordination of the Committee's task and finish groups. Ensure progress is monitored and that tasks are progressing satisfactorily;

- ensure that clear terms of reference and timescales are set for task and finish groups appointed by the Committee;
- attend and chair Progress Group meetings;
- present the Committee's reports and recommendations to the Council, Cabinet or other decision-making body in respect of any work carried out by the Committee;
- develop and promote the role and impact of the Committee through effective working relationships with the Cabinet, other councillors and officers and the local community;
- develop stakeholder and partner involvement in the Committee's work;
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work covered by the Committee;
- ensure that mechanisms to support the Committee are working effectively and that the requirements of the Committee are met;
- participate in relevant training and development events; and
- act as a consultee in urgent key decisions being considered by the Cabinet which have not been included in the Cabinet Work Programme.

**(5) Vice-Chairmen of the Overview and Scrutiny Committee**

The key roles and responsibilities of the Vice-Chairmen of the Overview and Scrutiny Committee are to:

- assist the Chairman in leading the overview and scrutiny process effectively;
- deputise for the Chairman in his/her absence;
- assist the Chairman in leading the development, management and monitoring of the Committee's work programme and the co-ordination of task and finish groups appointed by the Committee;
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny;
- attend Progress Group meetings with the Chairman, representatives from the Committee and senior officers to assist agenda planning and enable discussion to inform effective scrutiny;

- chair task and finish groups appointed by the Overview and Scrutiny Committee;
- assist the Chairman of the Overview and Scrutiny Committee to ensure that clear terms of reference and timescales are set for task and finish groups;
- present reports of task and finish groups to the Overview and Scrutiny Committee;
- support the Chairman in preparing and presenting reports from the Overview and Scrutiny Committee to the Council and the Cabinet;
- assist the Chairman to develop and promote the role and impact of the Committee through effective working relationships with the Cabinet, other councillors, officers and the local community;
- participate in relevant training and development events; and
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of reviews by task and finish groups.

**(6) Chairman of Policy and Project Advisory Board**

The key roles and responsibilities of the Chairman of the Policy and Project Advisory Board are to:

- lead the work of the Policy and Project Advisory Board;
- chair meetings of the Policy and Project Advisory Board;
- Advise the Cabinet and Overview and Scrutiny Committee on the work of the Policy and Project Advisory Board, as required;
- in conjunction with the Lead Officer, lead the delivery of the Board's work programme and the co-ordination of the Board's Project Working Groups. Ensure progress is monitored and that tasks are progressing satisfactorily;
- ensure that clear terms of reference and timescales are set for each working group appointed by the Board;
- attend Progress Group meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects;
- ensure that proposals for new or revised priorities or policies are well informed and that Council policies are widely understood and promoted positively;

- present Board reports and recommendations to the Cabinet, Overview and Scrutiny Committee and Council;
- participate in relevant training and development events;
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to the work covered by the Board; and
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community.

**(7) Vice-Chairmen of Policy and Project Advisory Board**

The key roles and responsibilities of the Vice-Chairmen of the Policy and Advisory Board are to:

- assist the Chairman in leading the work of the Policy and Project Advisory Board;
- deputise for the Chairman in his/her absence;
- chair working groups appointed by the Board;
- ensure working groups appointed by the Board have clear terms of reference and timescales;
- lead on projects which are part of the Board's programme of work;
- present reports to the Board on behalf of working groups or projects he/she is leading;
- assist the Chairman in leading the development, management and monitoring of the Board's work programme and the co-ordination of task and finish groups appointed by the Board;
- attend Progress Group meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects;
- participate in relevant training and development events;
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of working groups or special projects; and
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community.