ROLE DEFINITION – LEADER OF THE COUNCIL

This Role Definition has been prepared recognising that the Leader will not be a Portfolio Holder.

Primary Role

To have overall responsibility for the Vision and Corporate Objectives of the Council and for ensuring their achievement.

To be the principal political spokesperson for the Council and have overall responsibility for representing its views to the public and all organisations with whom the Council has contact.

To provide community leadership.

Main Responsibilities

Lead the work of the Cabinet, its programmes and priorities.

Represent the Cabinet, as appropriate, to the Overview and Scrutiny Committees.

To act in the absence of any Portfolio Holder.

As the principal political spokesperson for the Council, to effectively communicate with appropriate media, organisations, etc. the policies of the Cabinet and Council.

To have overall responsibility for the development, implementation, monitoring and review of the Council’s Vision and Corporate Objectives.

To have political responsibility for effective corporate governance of the Council.

To have overall responsibility for the achievement of the Best Value Performance Plan.

To ensure the appraisal of the Chief Executive and Strategic Directors in accordance with the Council’s scheme.

Other responsibilities will also include oversight of:-

- Representing the Council on matters of corporate and strategic policy to Government, other authorities, agencies and organisations relevant to the Council’s business.
- Regular liaison with the Chief Executive, Management Team and other senior officers to provide informal policy guidance and support.
- Regular liaison with other Group Leaders.
- Monitoring and managing the performance of individual Portfolio Holders and Committee Chairmen, assist with the identification of training and development needs of Portfolio Holders and other Members.
- Acting as final arbiter between Portfolio Holders.
- Undertaking periodic reviews of portfolios and their allocation to Members of the Cabinet.
ROLE DEFINITION – DEPUTY LEADER OF THE COUNCIL

Primary Role

To carry out the responsibilities of the Leader in his/her absence.

To assist the Leader in his/her duties.

To be a Member of the Cabinet with particular oversight of a Portfolio.

Main responsibilities

Carry out those responsibilities assigned to the Leader in his/her absence.

Participate in the decision-making process on matters within the Cabinet’s remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the Directors and/or Heads of Service responsible for the activities within the Portfolio.

Work closely with the other Members who will support him/her with the Portfolio.

Particular responsibilities will also include:

- Presentation of reports to the Cabinet
- Attendance at Overview and Scrutiny Committees
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Executive’s position.
- Regular liaison with the Heads of Service and Directors to provide informal policy guidance and support.
- Regular liaison with other Group Leads on portfolio issues.
- Supporting the Leader and Management Team in the monitoring and management of the performance of individual Heads of Service.
ROLE DEFINITION – PORTFOLIO HOLDER

Primary Role

To be a Member of the Cabinet with particular responsibility for a Portfolio to be decided by the Leader of the Council.

Main Responsibilities

Participate in the decision-making process on matters within the Cabinet's remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the Directors and/or Heads of Service responsible for the activities within the Portfolio.

Work closely with the other Members who will support him/her with the Portfolio.

Responsibilities will also include:

- Presentation of reports to the Cabinet
- Attendance at Overview and Scrutiny Committees
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Cabinet’s position.
  - Regular liaison with the Heads of Service and Directors to provide informal policy guidance and support.
  - Regular liaison with other Group Leads on portfolio issues.
  - Supporting the Leader and Management Team in the monitoring and managing the performance of individual Heads of Service.
ROLE DEFINITION – CHAIRMAN OF THE COUNCIL

Role Purpose

To be the Civic Head of the District Council.

To chair Council Meetings.

Duties and Main Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To initiate activities designed to recognise and encourage civic awareness in the community.

To attend and chair briefings for Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To chair meetings of the Council ensuring among other things that all points of view have a fair opportunity to be heard, that Procedure Rules are applied and observed, with fairness and impartiality and that debate is guided towards clear and relevant decisions.

To oversee the organisation of an annual Civic Service and Civic Reception, and having regard to budget availability, up to one other major civic event.

To promote good relationships between councillors, between political groups and between councillors and officers.

To ensure that the Civic hospitality budget is spent prudently and to the best advantage of the whole District.

To ensure that the Vice-Chairman is kept informed of all relevant civic matters and has a useful civic role during his/her period of office.
ROLE DEFINITION – VICE-CHAIRMAN OF THE COUNCIL

Role Purpose

To support the Chairman of the Council in his/her role and in his/her absence.

To be the civic Head of the District Council.

To chair Council Meetings.

Duties and Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To participate in activities initiated by the Chairman designed to recognise and encourage civic awareness in the community.

To attend briefings for the Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To promote good relationships between councillors, between political groups and between councillors and officers.
ROLE DEFINITION – COMMITTEE CHAIRMEN

Note – this role definition applies equally to all Chairmen of meetings, ie the Council, the Cabinet, Overview and Scrutiny Committee, Audit and Regulation Committee, Area Planning Committees, Area Community Committees and Standards and Ethics Committee.

Primary Role

Preside over meetings ensuring proper order in the way in which business is conducted.

Inform self of the intended business and objectives of meetings.

Ensure decisions taken are in the remit of the Committee.

Determine that meetings are properly constituted and quorate.

Decide points of order, whether proposed motions and amendments are in order, taking advice, as appropriate, from the Chief Executive, Head of Democratic Support Services, or the Monitoring Officer, or their representatives.

Adjourn meetings if appropriate.

Close meetings at the conclusion of business.

Manage public participation at meetings in accordance with the Council’s published scheme in this regard.
CORE ROLE DEFINITION – ALL COUNCILLORS

Primary Role

Represent the electorate to the Council. Participate in community leadership and also in the determination of the strategic direction of the Council.

Main Responsibilities

Represent, to the best of ability, the interests of all residents of the Ward.

When appropriate, represent the interests of individual residents of the Ward in dealings with the Council and/or the Council’s partners.

Provide community leadership by representing the views of the electorate to the Council ensuring that those views are considered in the decision-making process.

As a Member of Full Council:-

- Be responsible for the formal approval of the budget strategy, both revenue and capital, and for setting Council Tax levels.
- Be responsible for agreeing the Policy Framework.
- Take full part in discussions having regard, so far as is possible, to the interests of the District as a whole.
- Take decisions which are outside the Budget or the Policy Framework.

In the representation role, play a significant part in consultations on:-

- Development of local performance plans
- Fundamental reviews of best value
- Local initiatives such as community safety