

## ROLE DEFINITIONS FOR MEMBERS

### **Backbench Member**

#### Accountabilities:

- Be a leader, advocate and representative for their local ward
- Agree the Council's budgetary and policy framework as part of the full Council
- Participate in decision making in respect of recommendations of Executive functions made to the Council
- Take decisions on matters reserved to the full Council
- Sit on committees and panels as required, potential members of a regulatory, standing or appeals committee
- Question and hold to account the Executive and Portfolio holders on behalf of constituents
- Represent the Council on outside bodies as required

### **Leader**

#### Accountabilities:

- Political leadership
- Council spokesperson on all key issues
- Lead the development of local and regional policies
- Lead the Council's effective decision making process
- Lead the budget making process
- Lead public participation process
- Lead on regional affairs
- Chair all Executive meetings
- Represent the town at local, regional and national level
- Work with relevant senior officers

#### Notes

- Political leadership of the authority
- Leadership – public representation
- Accountability for delivery outcomes
- Community leadership role

### **Vice Chair of the Executive Cabinet**

#### Accountabilities:

- Deputise for Leader
- Chair Executive meetings in absence of Leader
- Council's spokesperson in the absence of the Leader
- Portfolio holder

### **Leader of the Opposition Group/Large Group**

Accountabilities:

- Political leadership for the Opposition party
- Spokesperson for the 'Opposition' party
- Co-ordinates a constructive input to the development of local and regional policies and plans on behalf of the opposition party
- Provides the 'opposition' view to the Council's decision making process
- Provides comment and suggestions to proposed funding and spending plans
- Membership of the Scrutiny committee

### **Leader of a Small Group (less than 12)**

Accountabilities:

- Co-ordination of political activities for the Group
- Spokesperson for the Group
- Member of the Executive as required by the Leader of the Council
- Provides minority opinion to the Executive
- Provides appropriate comments and suggestions to proposed funding and spending plans

### **Deputy Leader of a Large Group**

Accountabilities:

- Deputises for the Leader of a Large Group
- Spokesperson in the absence of the Leader of a Large Group

### **Executive Members holding Portfolios**

Accountabilities:

For designated portfolio area

- Political leadership
- Initiate and promote policies to Council
- Present and consult on policies with the public
- Represent the authority in appropriate local, regional (where appropriate) groupings
- Make recommendations on implementation of policies
- Report decisions and progress to the council
- Consult with and report to executive and scrutiny committee
- Commission and consider reports and briefs from officers
- Keep abreast of national best practice / developments
- Review and act on performance data and reports from executive and scrutiny committees
- Contribute to the corporate development of the council's policies and objectives
- Work with relevant senior officers
- Assist scrutiny committee as and when required
- Resource allocation in the Portfolio area
- Delivery of services in the Portfolio area and specific outcomes, targets and deliverables

## **Overview and Scrutiny Chair and Associate Chairs**

Accountabilities:

- Scrutinise Executive decisions
- Review individual policies and projects to evaluate their effectiveness and success
- Monitor how the Council is meeting its agreed corporate objectives
- Facilitate and encourage participation in the Council's activities by effectively engaging stakeholders
- Check that the Council continues to improve performance in all services within the policy and budgetary framework and recommend areas for improvement and change
- Undertake Best Value reviews
- Work to a specific work plan
- Report all findings and recommendations to both the Executive and full Council

## **Representative Members**

Accountabilities:

- Maintain knowledge and awareness of those functions or matters and of current activities and developments in relation to them
- Liaise with the corresponding Executive Member and the responsible Chief Officer
- Communicate and representing to the Executive the views of non-Executive Councillors on all matters relating to the Portfolio

## **Secretary of a Large Group**

Accountabilities:

- Compile and maintain the membership of the Council's Committees and Outside Bodies
- Co-ordinate the views of the political groups in the administration of the Council's affairs

## **Secretary of a Small Group (less than 12)**

Accountabilities:

- Compile and maintain the membership of the Council's Committees and Outside Bodies
- Co-ordinate the views of the political groups in the administration of the Council's affairs