

Role description - Deputy Portfolio Holders

Deputy Portfolio Holders, where they are appointed, are assigned special responsibilities by the Executive Leader and Executive Members. This is a mechanism to devolve tasks from Executive Member and can be a role where members can learn and develop skills that may be a pathway to becoming an Executive Member.

Key duties will typically be as follows:

1. Maintaining knowledge and awareness of those functions or matters relevant to the portfolio and of current activities and developments in relation to them;
2. Liaising with the corresponding Executive Member and the responsible Chief Officer(s);
3. Communicating and representing to the Executive, the views of non-Executive Councillors on all matters relating to the Portfolio;
4. Assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require;
5. Supporting the appropriate Executive Member in reviewing and developing, in conjunction with Officers and other Members of the Cabinet the policy framework and budget for recommendation to Council.
6. Representing the Council on relevant partnerships and external bodies as required;
7. Responding to and assisting the Overview and Scrutiny Committee or task groups as required;
8. Championing the learning and development needs of Members in their area and arranging suitable briefing and learning opportunities to take place
9. In the absence of the Executive Member, deputising for him or her at meetings of the Council and responding to questions; and
10. In the absence of the Executive Member, or when otherwise requested by the Executive Member, representing the Executive Member and leading for the Council politically and publicly in external dealings and relationships, including the media.
11. Reporting to Portfolio Exchange meetings on specific agreed projects undertaken and delivered by them as directed by the Executive Leader/Executive Member.
12. Undertaking training as required concerning specific Portfolio subjects and Council leadership skills and knowledge