

# APPENDIX 17

## ROLES OF COUNCILLORS

### BOROUGH COUNCILLORS

#### **Main Purpose:**

- To participate constructively and effectively in the good governance of the Borough and the local area.
- To contribute actively to the formation and scrutiny of the Borough Council's policies, priorities, plans, strategies, budget and service delivery.
- To represent effectively the interests of the Ward for which elected and deal effectively with enquiries and representations from local people.
- To lead on proposals relating to the best interests and sustainability of the local community.
- To represent the Borough Council on outside bodies, especially in the local area, as required.

#### **Key Duties:**

- To fulfil all requirements of an elected Member of the Borough Council, including compliance with all the relevant Codes of Conduct, and participation in those decisions and activities reserved to the Full Council.
- To participate effectively as a member of any scrutiny, regulatory, area or other committee.
- To participate actively and effectively on local outside bodies, providing two-way communication between the Borough Council and the relevant bodies.
- To develop and maintain a sound working knowledge of the Borough Council's policies and practices generally and, in particular, in relation to services, plans and policies affecting committees to which appointed and the local area.
- To participate in the scrutiny or performance review of the services provided by the Borough Council, including the scrutiny of policies and budgets, and their effectiveness in achieving the strategic objectives of

the Borough Council, whether through the Borough Council and Scrutiny Committee meetings or other means.

- To participate effectively in all relevant consultative processes with the local community and with other organisations (including the County and Parish/Town Councils).
- To represent the Borough Council to the local community and the local community to the Borough Council through all appropriate means.
- To develop and maintain good and effective working relationships with the Borough Council's Executive, the Scrutiny Committee and Officers of the Borough Council.
- To develop and maintain a working knowledge of the organisations, services, activities and other matters which affect and impact upon the local community.
- To contribute effectively to the Council's corporate policies and in particular the Community Safety and Anti-Poverty policies and strategies in the local area.
- To participate actively and effectively in any political group of which the Councillor is a member.

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational role of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

**MEMBER OF THE CABINET WITHOUT PORTFOLIO**

**Main Purpose:**

- To be a member of the Executive and Cabinet.
- To shadow a particular portfolio(s) of the Borough Council's corporate priorities or service provision and monitor the achievement of the Borough Council's Performance Plan and targets.
- To undertake, in addition, all the duties specified in the Borough Councillor's role description.

**Key Duties:**

- To be a shadow spokesperson for particular corporate or service portfolio(s).
- To shadow and contribute to the preparation of strategies and plans for the particular corporate or service area and set appropriate objectives and targets.
- To shadow and contribute to the preparation of the budget to support the strategies and plans.
- To contribute to the community planning process which will inform and structure the strategies and plans.
- To contribute to the achievement of Best Value.
- To contribute to the development and formulation of partnerships to support and assist in the effective delivery of strategies and plans.
- To contribute to the implementation of approved policies and strategies and ensure their effective delivery.
- To act as liaison between the Cabinet and Scrutiny Committee(s) so as to ensure clear and effective channels of communication (NOTE: *this role is to be carried out in conjunction with any other Cabinet Member Without Portfolio*).

NOTE: 'Contribute' should at some or all times be taken to be in the context of constructive opposition.

**Functions:**

- To contribute to the Cabinet's considerations and recommendations.

Classification: NULBC **UNCLASSIFIED**

- To meet regularly (within or without Cabinet), as appropriate, with other members of the Cabinet, the Chief Executive, Chief and other officers to consider and recommend action within approved policies and strategies.
- To ensure regular contact with non-Executive Councillors, community representatives and other local stakeholders and to take account of their views in shaping recommendations on policies, strategy and budgets.
- To contribute effectively to the Borough Council's scrutiny process by attendance at, and reporting to, Scrutiny Committees, the Borough Council, and any other appropriate meetings or forums, and responding to questions and proposals on the particular service or corporate area as appropriate to an opposition spokesperson.
- To represent the Borough Council on countywide, regional and national bodies, or at related events or conferences as approved.

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

**MEMBER OF THE CABINET WITH PORTFOLIO**

**Main Purpose:**

- To be a member of the Executive and Cabinet.
- To be the Lead Member in relation to a particular portfolio of the Borough Council's corporate priorities or service provision and to ensure that the Borough Council's Performance Plan targets are achieved.
- To undertake, in addition, all the duties specified in the Borough Councillor's role description.

**Key Duties:**

- To be the principal spokesperson for the particular corporate priorities or service areas comprised in the portfolio.
- To lead in the preparation of strategies and plans for the particular corporate priorities or service areas in the portfolio and set appropriate objectives and targets.
- To lead in the preparation of the budget to support the strategies and plans.
- To lead in the community planning process.
- To contribute to the achievement of Best Value in the particular corporate or service areas in the portfolio.
- To lead in the development and formulation of partnerships to support and assist in the effective delivery of strategies and plans.
- To lead in the implementation of approved policies and strategies and ensure their effective delivery.
- To respond to consultation by Chief Officers in respect of decisions delegated to them within the corporate or service areas comprised in the portfolio.

**Functions:**

- To contribute effectively to the Cabinet's considerations and recommendations.
- To meet regularly (within or without Cabinet), as appropriate, with members of the Executive, the Chief Executive, Chief and other officers

to consider and recommend action within approved policies and strategies.

- To ensure regular contact with non-Executive Councillors, community representatives and other local stakeholders and to take account of their views in shaping recommendations on policies, strategy and budgets.
- To contribute effectively to the Borough Council's scrutiny process by attendance at, and reporting to, Scrutiny Committees, the Borough Council, and any other appropriate meetings or forums, and responding to questions and proposals on the particular service or corporate areas within the portfolio.
- To develop and maintain a working knowledge of the organisations, services, activities and other matters which affect and impact upon the local community.
- To contribute effectively to the Community Safety and Anti-Poverty policies and strategies in the local area.
- To participate actively and effectively in any political group of which the Councillor is a member.

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

## **LEADER OF A MINORITY GROUP**

### **Main Purpose:**

- To provide leadership to a minority party of the Borough Council.
- To ensure effective, positive and constructive opposition to the Borough Council's majority party.
- To undertake, in addition, all the duties specified in the Borough Councillor's role description.

### **Key Duties:**

- To provide overall leadership to and be a spokesperson for a minority party of the Borough Council.
- To provide, as appropriate, alternatives or amendments to the Borough Council's policies, strategies and budgets and proposed amendments thereto.
- To lead the minority party in the effective scrutiny of the Borough Council's policies, strategies and budgets; the performance against targets and objectives set, and the achievement of Best Value.

### **Functions:**

- To lead effectively a minority party in opposition to the majority party at the Borough Council, Scrutiny Committees, committees or by other means.
- To meet regularly with his/her group members to ensure good communications and to inform effective opposition.
- To maintain effective relationships with the Leader of the Borough Council, members of the Cabinet, the Chief Executive, Chief and other officers, and to meet them, as required, to ensure he/she is sufficiently and effectively briefed on service and relevant corporate areas and any other relevant issues.
- To nominate Council Members of his/her group to serve on Scrutiny Committees, committees and, if appropriate, local outside bodies.
- To take personal responsibility for 'shadowing' one or more corporate or service areas or portfolios of the Borough Council's activity.
- To appoint Council Members of his/her group to 'shadow' particular corporate or service areas of the Borough Council's activity.

Classification: NULBC **UNCLASSIFIED**

- To ensure effective contact with community representatives and other local stakeholders, as appropriate, and represent their views in ensuring effective opposition to the majority party.
- As requested by the Borough Council, to represent the Council on Borough-wide, regional and national bodies and national and international events relating to, or organised by, those bodies.

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.



**LEADER OF THE BOROUGH COUNCIL AND  
CABINET LEADER**

**Main Purpose:**

- To chair the Cabinet.
- To lead in the development of the Borough Council's policy, strategy and budget proposals.
- To lead in the overall control and development of the Borough Council, within the agreed policy, strategy and budget framework.
- To lead in developing the Borough Council's partnerships with other organisations within and outside the Borough.
- To undertake, in addition, all the duties specified in the Borough Councillor's role description and the Cabinet Member's role description.

**Key Duties:**

- To provide overall leadership to the Borough Council.
- To undertake, within the confines of the existing law, responsibility for the development and delivery of the Borough Council's overall strategy, policy, budget and service provision.
- To provide the political lead on proposals for new policies and strategies or changes to approved policies and strategies, to meet changing demands.
- To act as the principal political spokesman for the Borough Council at local, regional, national and international level.
- To respond to consultation by Chief Officers in respect of decisions delegated to them within the corporate or service areas comprised in the portfolio.

**Functions:**

The Leader has overall responsibility for ensuring the effective functioning of the Cabinet and Executive, the proper and effective provision of scrutiny and an effective representational role for all Borough Councillors, together with leading on the local, regional and national interests of the Borough Council. In carrying out this overall responsibility, he/she will:

- Provide an overall cohesive corporate and strategic direction for the Borough Council.

Classification: NULBC **UNCLASSIFIED**

- Recommend to the Borough Council the adoption of appropriate policies, strategies and budget provision to meet the changing demands on the Borough Council.
- Ensure the effective delivery and development of strategies and policies to meet changing demands on the Borough Council and the duty of Best Value.
- Ensure effective arrangements for consultation and community planning.
- Ensure the Borough Council's corporate policies are communicated effectively.
- Ensure effective liaison with other political groups within the Borough Council.
- Represent the Borough Council on Borough, County, regional and national bodies and events relating to or organised by those bodies (including international events).

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

## **CHAIRS OF COMMITTEES**

### **Main Purpose:**

- To chair one of the Council's regulatory committees.

### **Key Duties:**

- To ensure he/she is sufficiently and effectively briefed on the appropriate service areas and issues pertaining to the Regulatory Committee.
- To ensure he/she is sufficiently and effectively briefed on the Council's Standing Orders for the conduct of meetings.
- To ensure effective consideration by the Committee of recommendations, proposals and reports of the Chief Executive and Chief Officers appertaining to the responsibilities of the Committee.
- To preside over the procedure of the Committee and ensure compliance with the Council's Standing Orders.
- To be a spokesperson for the particular committee (e.g. Planning).
- To contribute to the preparation of strategies and plans for the particular service or corporate area within the Committee's remit.
- To contribute to the preparation of the budget to support the strategies and plans of the Committee.
- To contribute to the achievement of Best Value.
- To contribute to the development and formulation of partnerships to support and assist in the effective delivery of strategies and plans.
- To contribute to the implementation of approved policies and strategies.
- To be consulted by Chief Officers in relation to decisions delegated to them.

### **Functions:**

- To preside over meetings of the Committee.
- To contribute to the Committee's considerations and recommendations.
- To meet regularly and as appropriate with other Members of the particular committee and other officers to consider and recommend actions within approved policies and strategies.

Classification: NULBC **UNCLASSIFIED**

- To contribute effectively to the Borough Council's scrutiny process by attendance at, and reporting to, Scrutiny Committees, the Borough Council and any other appropriate meeting or forum.
- To represent the Borough Council on Countywide, regional and national bodies, or at related events or conferences.

**Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

## **CHAIR OF SCRUTINY COMMITTEES**

### **Main Purpose:**

- To chair the Council's Scrutiny Committees.

### **Key Duties:**

- To ensure he/she is sufficiently and effectively briefed on the appropriate service areas and issues pertaining to the Scrutiny Committee.
- To ensure he/she is sufficiently and effectively briefed on the Council's Procedure Rules for the conduct of meetings.
- To ensure effective scrutiny of the proposals and decisions of the Cabinet within the remit of the Committee and to ensure effective consideration by the Committee of recommendations, proposals and reports of the Chief Executive and Chief Officers appertaining to the responsibilities of the Committee.
- To preside over the procedure of the Committee and ensure compliance with the Council's Procedure Rules and to ensure fair debate.
- To be a spokesperson for the Committee.
- To assist in the scrutiny of strategies and plans of the Council.
- To assist in the scrutiny of the budget.
- To contribute to the achievement of Best Value.
- To scrutinise the implementation of approved policies and strategies.

### **Functions:**

- To preside over meetings of the Committee.
- To contribute to the Committee's considerations and recommendations.
- To represent the Borough Council when requested on Countywide, regional and national bodies, or at related events or conferences.

### **Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.

## **CHAIR OF STANDARDS COMMITTEE**

### **Main Purpose:**

- To chair the Council's Standards Committee.

### **Key Duties:**

- To ensure he/she is sufficiently and effectively briefed on the Council's Code of Conduct and related protocols.
- To ensure he/she is sufficiently and effectively briefed on the Council's Procedure Rules for the conduct of meetings.
- To preside over the procedure of the Committee, to ensure compliance with the Council's Procedure Rules and to ensure fair debate.
- To assist in ensuring that the Council adheres to the highest standards of probity in all of its transactions.
- To assist in promoting and maintaining high standards of conduct by Councillors and co-opted Members.
- To undertake any necessary training.

### **Functions:**

- To preside over meetings of the Committee.
- To contribute to the Committee's considerations and recommendations.
- To represent the Borough Council when requested on Countywide, regional and national bodies, or at related events or conferences.

### **Accountability:**

The tasks and duties outlined in this role description relate to the political and representational roles of a Member of the Borough Council. Accountability for Members' performance is through the political and electoral process.