

## Chapter 8

### Councillor Role Profiles

#### 1. Role Profile – Scrutiny Coordinator

**Name: Councillor**

**Position: Scrutiny Coordinator**

#### Role and Responsibilities

1. To work with the Council's Designated Scrutiny Officer in leading and shaping the Overview and Scrutiny process within the Council.
2. To raise the profile of the Overview and Scrutiny process within and outside the Council.
3. To call and chair meetings of the Chairs of the Council's Policy and Performance Boards with a view to
  - ❑ Coordinating the various Boards work programmes where they overlap
  - ❑ Prioritising items within the respective Board's work programmes where there are issues around the capacity of officers to provide support
  - ❑ Identifying and coordinating common training and development needs for Chairs and Board members
  - ❑ Encouraging the sharing of good practice
  - ❑ Identifying common problems and issues
  - ❑ Ensuring that the Overview and Scrutiny process continues to develop within a coherent and consistent framework.
4. To ensure that the Overview and Scrutiny process develops a distinct and powerful role as a force for improvement within the Council.
5. To act as the liaison between the Policy and Performance Boards and the Executive Board to ensure that the relationship between the Executive Board and the Policy and Performance Boards continues to be one of mutual respect and support.
6. To work with the Council's Designated Scrutiny Officer and Policy and Performance Board Prime Officer Leads to ensure that the Overview and Scrutiny process develops as a genuinely "Member-led" process.
7. To provide support and advice to Chairs and Officers involved in the Overview and Scrutiny Process.

8. To assist and support the Council's Designated Scrutiny Officer in negotiating the resources necessary to support the work programmes of the Policy and Performance Boards.
9. To use the position of Scrutiny Coordinator to promote the Council's objectives, priorities and values within and outside the Authority.
10. To produce an annual report relating to the work of scrutiny.
11. To carry out the duties identified in the role profile for Councillors.

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## **2. Role Profile – Councillor**

**Name: Councillor**

### **Role and Responsibilities**

1. To participate constructively in the good government of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the Ward for which the Councillor was elected and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interest and sustainability of the community and campaign for improvement in the quality of life of the community in terms of equity, economy and environment.
5. To represent the Council on an outside body, such as a neighbourhood association, governing body or charitable trust.
6. To fulfill the statutory and locally determined requirements of an elected Member of a local authority and the authority itself, including compliance with all relevant codes of conduct and participation in those decisions and activities reserved to the full Council (e.g. setting budget, overall priorities, strategy).
7. To attend meetings (unless absent on Council business) and participate effectively as a Member of any Board, Committee, panel or forum to which the Councillor is appointed.

8. To use the position of Councillor to promote the Council's objectives, priorities and values within and outside the Authority.
9. To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between organisations; and to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and function.
10. To participate, as appointed, in the scrutiny of the services and policies of the authority and their effectiveness in meeting the strategic objectives of the authority and the needs of its residents.
11. To participate, as appointed, in meetings to discuss the Local Area Forum Projects.
12. To develop and maintain a working knowledge of the Authority's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant Officers of the Authority.
13. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
14. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
15. To participate in the activities of any political group of which the Councillor is a Member.
16. To uphold the Council's Constitution, Code of Conduct and ethical standards.
17. To attend the Seminars for Elected Members scheduled to take place during the year (unless absent on Council business) and to attend other training events appropriate to the role.

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### **3. Role Profile - Executive Board Member**

**Name: Councillor**

**Position: Executive Board Member**

**Portfolio:**

#### **Role and Responsibilities**

1. To have overall responsibility for the development of policy within the remit of the portfolio.
2. To have overall responsibility for the preparation and monitoring of capital and revenue budgets within the portfolio, and for the submission of budget proposals for the service areas within the portfolio to the Executive Board.
3. To work collectively with the Leader and other members of the Executive Board in agreeing capital and revenue budgets for the Council based on the budget proposals submitted by the various Executive Board portfolio holders.
4. To have overall responsibility for the development, implementation and monitoring of Directorate Business Plans for those services within the portfolio.
5. In consultation with the Leader of the Council, to represent, and act as an ambassador for, the Authority.
6. To act as the spokesperson for the authority on matters falling within the portfolio.
7. To represent the Authority in meetings with external bodies and partner agencies in connection with matters falling within the portfolio.
8. To use the position as a member of the Executive Board to promote the Council's objectives, priorities and values within and outside the Authority.
9. To be the Lead Member in relation to the Corporate Priority of the respective portfolio.
10. To work jointly with other Executive Board Members on matters and projects as directed by the Leader.
11. To provide support and guidance to Executive and Operational Directors in carrying out their work in relation to matters within the portfolio.
12. To submit an annual report to Full Council on all matters falling within the portfolio.
13. To participate at Policy and Performance Board meetings as invited by the Chair by providing information, or responding to questions, in relation to decisions made by the Executive or work undertaken in a particular portfolio area.
14. To undertake such other duties and responsibilities as may be allocated by the Leader.

15. To carry out the duties outlined in the role profile for Councillors.

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#### **4. Role Profile – Member Without Portfolio (to be appointed by the Leader)**

**Name:** Councillor

##### **Role and Responsibilities**

1. To provide support to the Leader in relation to the growing regional agenda.
2. To represent the Leader (and the Council) at regional bodies as directed by the Leader.
3. To keep up-to-date and briefed on regional issues in order to support the Leader as and when required.
4. To undertake such other duties and responsibilities as may be allocated by the Leader.
5. To provide support to any other Executive Board Member as directed by the Leader.
6. To use the position to promote the Council's objectives, priorities and values within and outside the Council.
7. To carry out the duties outlined in the role profile for Councillors.

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#### **5. Role Profile – Chair of Policy and Performance Board**

**Name:** Councillor

**Position:** Chair of

##### **Role and Responsibilities**

1. To be responsible for the effective management of the Board's business.
2. To lead the development of the Board's work programme for the year and to ensure that meeting agendas are based on the approved work programme.
3. To chair meetings of the Board.

4. To present the minutes of the Board, and any reports from the Board, to full Council.
  5. To monitor and help to expedite progress in respect of the Board's work programme.
  6. In conjunction with the Board's Prime Officer Lead and relevant Lead Officer(s), to lead Members in drawing up terms of reference for individual scrutiny reviews
  7. In conjunction with the Vice Chair to give initial consideration to first draft reports on individual scrutiny reviews
  8. In conjunction with the Board's Prime Officer Lead and relevant Lead Officer(s), to determine appropriate means of engaging with the public on matters under scrutiny.
  9. In conjunction with the Prime Officer Lead and relevant Lead Officer(s) to ensure appropriate expert and specialist advice is made available to the Board and to commission appropriate research in relation to matters under scrutiny.
  10. In conjunction with the Vice Chair to lead the Policy and Performance Board in effectively monitoring progress towards achieving the key objectives and targets set out in the Council's Corporate Plan and in the performance of functions within the Board's remit, and to propose recommendations for improvement.
  11. To assist the Vice Chair in ensuring that Board Members benefit from appropriate training and development to deal effectively with the Board's business.
  12. To use the position of Chair of the Board to promote the Council's objectives, priorities and values within and outside the Authority.
  13. To work closely with reporting officers, the Chief Scrutiny Adviser and Committee Services in planning the agenda for meetings.
  14. To prepare and present an annual report to full Council on the work of the Board and its achievements during the year.
  15. To carry out the duties identified in the role profile for Councillors.
  16. To attend meetings convened by the Scrutiny Co-ordinator.
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**6. Role Profile – Chair of Committee**

**Name: Councillor**

**Position: Chair of**

**Role and Responsibilities**

1. To be responsible for the effective management of the Committee's business.
  2. To chair meetings of the Committee.
  3. To present the minutes of the Committee, and any reports from the Committee, to full Council.
  4. To act as the spokesperson for the Committee and, in consultation with the Council's Head of Communications and Marketing, to manage the Committee's relationship with the media.
  5. To monitor progress in respect of the Committee's work programme.
  6. To use the position as Chair of the Committee to promote the Council's objectives, priorities and values within and outside the Authority
  7. In conjunction with the Committee's Lead Officer to determine appropriate means of engaging with the public on matters which are within the Committee's area of responsibility
  8. To ensure that Committee Members benefit from appropriate training and development to deal effectively with the Committee's business.
  9. To work closely with reporting officers and Committee Services in planning the agenda for meetings.
  10. To carry out the duties identified in the role profile for Councillors.
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**7. Role Profile – Vice Chair of Policy and Performance Board**

**Name: Councillor**

**Position: Vice Chair of**

## **Role and Responsibilities**

1. To Support the Chair of the Board in carrying out their responsibilities as set out in the role profile of a Chair of a Policy and Performance Board.
2. In the absence of the Chair, to chair Board meetings and conduct its business.
3. To assist the Chair by managing attendance to ensure that meetings of the Board are quorate.
4. In conjunction with the Chair to give initial consideration to first draft reports on individual scrutiny reviews
5. In conjunction with the Chair, to lead the Policy and Performance Board in effectively monitoring progress towards achieving the key objectives and targets set out in the Council's Corporate Plan and the performance of functions within the Board's remit, and to propose recommendations for improvement.
6. To work with the Policy and Performance Board's Prime Officer Lead in identifying the training needs of the members of the Board related to the Board's areas of responsibility and to ensure that Board Members benefit from appropriate training and development to deal effectively with the Board's business.
7. To assist the Chair in formulating the work programme for the Board, and in particular to monitor the Forward Plan and minutes of the Executive Board with a view to helping the Chair with the selection of items for future scrutiny and developing a timetable for the review of those items.
8. To use the position of Vice Chair of the Board to promote the Council's objectives, priorities and values within and outside the Authority.
9. To undertake such other duties in relation to the work of the Board as the Chair may allocate.
10. To carry out the duties identified in the role profile for Councillors.