

Part 5 Appendix 3 – Councillor Role Profiles

LEADER OF THE COUNCIL

Role:

The Leader provides political leadership and strategic direction for the entire council, in the overall co-ordination of council policies, strategies and service delivery. This includes development of the budget and policy framework in which the council, officers and other councillors will operate, and articulating the overall vision for the Borough.

The Leader of the Council is appointed by Full Council.

Key Responsibilities:

1. To provide political leadership to the council;
2. to represent the council in the community and in discussions with regional, national and international organisations and others to pursue matters of interest to the authority and the Borough;
3. to make appointments to Cabinet, including the number and allocation of Cabinet portfolios;
4. to direct, manage and chair meetings of the Cabinet and to take responsibility individually and/or collectively for any specific portfolio;
5. to oversee development of the Forward Plan of key decisions in line with corporate priorities and objectives;
6. to lead the Cabinet in its work to develop the policy framework and budget and provide political leadership in the development of policy options, and the setting of key performance indicators;
7. to have a clear understanding and in depth knowledge of Cabinet portfolios, the scope and range of all services and an awareness of all policies;
8. to report to, and be accountable to, Full Council on decisions and recommendations of the Cabinet and the performance of the Cabinet and the authority overall;
9. to provide clear strategic direction to the Chief Executive and Senior Leadership Team, articulating the strategic vision and policy aims of the administration;

10. to meet regularly with the Chief Executive and Senior Leadership Team to recommend action within approved policies and strategies and to collectively agree objectives and aims;
11. to review the performance of the Chief Executive against agreed objectives;
12. 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, strategies and budgets;
13. to maintain professional working relationships and establish mutual respect with all councillors and officers in line with the councillors code of conduct and the member-officer protocol;
14. to answer questions from members of the public and councillors regarding the council's services, functions and responsibilities at Full Council meetings;
15. to attend Overview and Scrutiny Committee meetings to answer questions on behalf of the Cabinet and be called to account on decisions and performance of the Cabinet; and
16. as the principal political spokesperson for the Council, to effectively communicate with appropriate media, organisations, etc. the policies of the authority.

DEPUTY LEADER OF THE COUNCIL

Role:

The Deputy Leader supports the Leader of the Council in fulfilling their role and deputises in their absence.

The Deputy Leader of the Council is a statutory position and is appointed by the Leader of the Council.

Key Responsibilities:

1. To assist the Leader in providing strategic leadership to the council and its political administration and to deputise in the Leader's absence;
2. to represent the council in the community and in discussions with regional, national and international organisations and others to pursue matters of interest to the authority and the Borough, as required by the Leader;
3. in the absence of the Leader of the Council to direct, manage and chair meetings of the Cabinet and to take responsibility individually and/or collectively for any specific portfolio, including providing a political lead in proposing new policy,

strategy, budget and service standards, as well as acting as spokesperson for the authority; and

4. 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, strategies and budgets, as required by the Leader.

PORTFOLIO HOLDER

Role:

Portfolio holders provide political leadership and strategic direction for a portfolio of services or functions of the authority, as directed by the Leader of the Council.

Portfolio holders collaborate closely with senior officers to develop proposals and to oversee performance of services and functions within their portfolio.

As a member of the Cabinet alongside the Leader of the Council portfolio holders make decisions collectively, at meetings held in public.

Portfolio holders are appointed by the Leader of the Council.

Key Responsibilities:

1. To participate in the Cabinet and to implement agreed policies by taking responsibility individually and/or collectively for any portfolio allocated by the Leader of the Council, including providing strategic direction for new policy, strategy, programming, budget and service standards;
2. to have a clear understanding and in-depth knowledge of the respective portfolio, the scope and range of the relevant services for which they are responsible and an awareness of current agreed policies in respect of those services;
3. to consult and communicate with councillors from all groups, officers, and key partners as appropriate to ensure decisions are well informed and that council policies are widely understood and positively promoted;
5. to attend Overview and Scrutiny Committee meetings to answer questions on behalf of the Cabinet and be called to account on decisions and performance regarding the services and functions within their portfolio;
6. to answer questions from members of the public and councillors regarding their respective portfolio at Full Council meetings; and
7. to develop and maintain a working knowledge of the authority's services, management arrangements, functions, and constraints and to develop good working relationships with relevant officers of the council.

CHAIR OF THE CHARITY COMMITTEE

Role:

The Charity Committee is a committee of Cabinet which exercises trustee decision-making powers of the Foreshore Charitable Trust.

In order to minimise and manage any potential conflicts of interest between the council and the Foreshore Trust, decision-making powers relating to the Trust have been delegated to the Charity Committee, and the chair of the Committee is a member of the Cabinet without portfolio.

The chair of the Charity Committee is appointed by the Leader of the Council to be a member of the Cabinet without portfolio.

Key Responsibilities:

1. To chair meetings of the Charity Committee in accordance with the Rules of Procedure and develop and maintain a working knowledge of the practices, procedures, services, and functions which fall within the terms of reference of the Charity Committee;
2. in consultation with the appropriate officers to contribute to the formulation of the agenda for the committee;
3. to attend other meetings as are necessary for effective and efficient functioning of the committee within its terms of reference;
4. to maintain professional working relationships and establish mutual respect with all councillors, officers, The Protector and other stakeholders in line with the councillors code of conduct and the member-officer protocol.
5. to provide strategic direction, in consultation with appropriate senior officers, regarding new policy, strategy, budget and service standards for Trust activities;
6. to have a clear understanding and knowledge of the Foreshore Charitable Trust, and the scope and range of the relevant services, functions and activities;
7. to consult and communicate with councillors from all groups, officers, and key partners as appropriate to ensure decisions are well informed and that Trust policies are widely understood and positively promoted;
8. to attend Overview and Scrutiny Committee meetings to answer questions on behalf of the Cabinet and be called to account on decisions and performance regarding the Foreshore Trust; and

9. to answer questions from members of the public and councillors regarding the Foreshore Trust at Full Council meetings.

CHAIR OF AUDIT COMMITTEE

Role:

The Audit Committee is a key component of the authority's governance framework and provides independent and high-level assurance on the internal control environment, risk management, and the integrity of financial reporting.

The purpose of the role is to chair meetings of the Audit Committee and, working with senior officers, to hold specific responsibility for the programming and direction of the committee's work and activities within its terms of reference.

The chair will access professional advice, where appropriate, and ensure that the Audit Committee deals with its functions in a fair, independent, and proper manner having regard to the council's policies, procedures, and relevant statutory provisions.

The chair of the Audit Committee is appointed by Full Council.

Key Responsibilities:

1. To chair meetings of the Audit Committee in accordance with the Rules of Procedure and develop and maintain a working knowledge of the practices, procedures, services, and functions which fall within the terms of reference;
2. to ensure the Audit Committee meets the standards of best practice set out in the CIPFA Guidance for Audit Committees;
2. to ensure, in relation to each function of the committee, that appropriate policies, regulations, protocols and processes are adopted to enable the committee to undertake its functions in a fair and independent manner;
3. in partnership with the appropriate senior officers, to contribute to the development of the agenda for Committee meetings and the internal audit work programme;
4. to attend such other meetings as are necessary for the effective and efficient functioning of the Audit Committee within its terms of reference, such as briefings with senior officers, and meetings with internal and external auditors;
5. to present and propose recommendations to Full Council from the Audit Committee and to promote and champion the role and function of the Audit Committee across the authority and to the public;

6. to liaise and work with other bodies, partners and stakeholders to promote and understand best practice;
7. to attend relevant internal and external training and develop a working knowledge of relevant standards, legislation and regulations relating to local authority audit, finance, and governance; and
8. in consultation with the Chief Auditor, Chief Finance Officer, and Democratic Services to monitor the effectiveness of the committee and consider the training and development requirements of members of the Audit Committee.

CHAIR OF LICENSING COMMITTEE/LICENSING SUB-COMMITTEE

Role:

The Licensing Committee is responsible for the council's functions under the Licensing Act 2003 and Gambling Act 2005. The purpose of the role is to chair meetings of the Licensing Committee, raise the profile of the committee and the licensing function, and ensure the committee is effective in its functions under its terms of reference.

Licensing Sub-Committees are convened to consider individual licensing hearings. The chair of the Licensing Committee is not an automatic member, or chair, of a Licensing Sub-Committee.

The chair of Licensing Committee is appointed by Full Council. Licensing Sub-Committees appoint a chair from amongst their membership for the duration of the meeting.

Key Responsibilities:

1. To ensure that the committee deals with its functions in a fair and proper manner having regard to the council's policies, the relevant statutory provisions and the rules of natural justice;
2. for sub-committee hearings, to chair meetings in accordance with the council's hearing procedures and develop and maintain a working knowledge of the council's relevant practices and procedures;
3. to attend such other meetings as are necessary for the effective and efficient functioning of the Committee within its terms of reference, such as briefings with senior officers and to develop constructive relationships with licensing officers;

4. to liaise and work with other bodies, partners and stakeholders to promote and understand best practice in relation to the Licensing Committee's functions;
5. to attend relevant internal and external training and develop a working knowledge of relevant standards, legislation and regulations relating to local authority licensing and licensing hearings;
6. to engage other councillors, officers and external stakeholders in the shaping of the council's licensing policy and procedures, and to promote the role and function of the Licensing Committee;
7. in consultation with the Lead Licensing Officer, Head of Service, and Democratic Services to monitor the effectiveness of the committee and consider the training and development requirements of members of the Licensing Committee;
8. to maintain professional working relationships and establish mutual respect with all councillors and officers in line with the councillors code of conduct and the member-officer protocol.

CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

Role:

The Overview and Scrutiny Committee acts as a critical friend, monitoring the council's performance, scrutinising decisions and actions taken by Cabinet, and making informed recommendations to Cabinet about matters affecting local services and residents. The Committee also undertakes reviews into issues of local importance.

The purpose of the role is to chair meetings of the Overview and Scrutiny Committee and, working with officers, to hold specific responsibility for the programming and direction of scrutiny reviews, and the formulation and presentation of reports and recommendations to Cabinet and Full Council.

The chair of the Overview and Scrutiny Committee is appointed by Full Council and must be a member of an opposition group.

Key Responsibilities:

1. To chair meetings of the Overview and Scrutiny Committee in accordance with the Rules of Procedure and develop and maintain a working knowledge of the Committee's functions and role;
2. in consultation with officers and committee members, to propose the annual Scrutiny Work Programme for the Overview and Scrutiny Committee;

3. to contribute actively to the formation and scrutiny of the authority's policies, budget, and strategies;
4. to take a lead role in scrutinising decisions taken by the Cabinet, in particular by inviting relevant Cabinet members to attend meetings of the Overview and Scrutiny Committee, co-ordinating the questions to be asked, and submitting in advance a list of the issues to be discussed or requests for detailed information;
5. in partnership with the appropriate senior officers, to contribute to the formation of the agenda for committee meetings;
6. to meet regularly with relevant officers to ensure the receipt of appropriate independent advice to inform effective scrutiny;
7. to ensure regular contact with non-executive councillors, community representatives and local stakeholders to inform effective scrutiny of policies, strategies, budgets and performance;
8. to attend other meetings as are necessary for effective and efficient functioning of the committee within its terms of reference; and
9. in consultation with senior officers and Democratic Services, to consider the training requirements for members of the Overview and Scrutiny Committee and ensure suitable briefings or training sessions are arranged as appropriate.

CHAIR OF REGULATORY COMMITTEE

Role:

The Regulatory Committee undertakes the council's functions in respect of Hackney carriage and Private Hire licences. It also deals with sexual establishment licensing.

The purpose of the role is to chair meetings of the Regulatory Committee, and ensure the Committee is effective in its functions under its terms of reference.

The chair of the Regulatory Committee is appointed by Full Council.

Key Responsibilities:

1. To ensure that the committee deals with its functions in a fair and proper manner having regard to the Council's policies, the relevant statutory provisions and the rules of natural justice;
2. to chair meetings of the committee in accordance with the hearing procedures and develop and maintain a working knowledge of the practices, procedures, services and functions which fall within the committee's terms of reference;

3. to attend such other meetings as are necessary for the effective and efficient functioning of the committee within its terms of reference, such as briefings with senior officers and to develop constructive relationships with licensing officers;
4. to attend relevant internal and external training and develop a working knowledge of relevant standards, legislation and regulations relating to local authority licensing functions which fall within the committee's terms of reference;
5. to engage other councillors, officers and external stakeholders in the shaping of the relevant policy and procedures related to the committee's functions, and to promote the role and function of the Regulatory Committee;
6. in consultation with the Lead Licensing Officer, Head of Service, and Democratic Services to monitor the effectiveness of the committee and consider the training and development requirements of members of the Regulatory Committee; and
7. to maintain professional working relationships and establish mutual respect with all councillors and officers in line with the councillors Code of Conduct and the Member-Officer Protocol.

CHAIR OF STANDARDS COMMITTEE

Role:

The Standards Committee promotes and maintains high standards of behaviour by ensuring all councillors comply with the Code of Conduct.

The purpose of the role is to chair meetings of the Standards Committee and, working with officers, to hold specific responsibility for the programming and direction of the committee's work, and to promote high standards of conduct amongst councillors.

The chair of the Standards Committee is appointed by Full Council.

Key Responsibilities:

1. To chair meetings of the Standards Committee in accordance with the Rules of Procedure and develop and maintain a working knowledge of the committee's functions and role;
2. in consultation with the appropriate officers to contribute to the formulation of the agenda for the committee;
3. to work with other committee members to promote high standards of conduct amongst councillors and to promote and participate in training in relation to standards of conduct;

4. to ensure that appropriate mechanisms are put in place to measure the effectiveness and quality of the arrangements for dealing with code of conduct complaints against councillors;
5. to liaise with the Monitoring Officer and maintain an overview of current issues related to the code of conduct or emerging guidance from the Ministry of Housing, Communities & Local Government; and
6. in consultation with the Monitoring Officer and Democratic Services, to ensure that appropriate training is arranged to enhance councillors' knowledge of the code of conduct and member-officer protocol.

CHAIR OF PLANNING COMMITTEE

Role:

The Planning Committee is responsible for deciding planning applications which are not delegated to officers.

The purpose of the role is to chair meetings of the Planning Committee and, working with senior officers, to ensure that the committee deals with its functions in a fair and proper manner having regard to the council's Planning Protocol, relevant statutory provisions and the rules of natural justice.

The chair of the Planning Committee is appointed by Full Council.

Key Responsibilities:

1. To chair meetings of the Planning Committee in accordance with the Rules of Procedure and develop and maintain a working knowledge of the practices, procedures, services, and functions which fall within the terms of reference of the Planning Committee;
2. to ensure that the committee has appropriate processes in place to undertake its functions in a fair and even-handed manner, having regard to the adopted planning policies and the Planning Protocol;
3. to ensure, as far as possible, that all members of the committee take full and proper account of the relevant legislative framework in the determination of any applications brought before the committee;
4. to ensure that the committee takes advice from officers as and when appropriate;
5. to attend such other meetings as are necessary for the effective and efficient functioning of the Planning Committee, such as briefings with senior planning officers to understand the issues related to upcoming planning applications; and

6. in consultation with the Planning Services Manager and Democratic Services to monitor the effectiveness of the committee and consider any ongoing training and development requirements of members of the Planning Committee.