

# Part H - MEMBER ROLE DESCRIPTIONS

## All Members of Council

<b>Representative democracy elements</b>	<b>Participative democracy elements</b>
<p>Political Representative</p> <ul style="list-style-type: none"> <li>• Uses political and democratic processes to deliver group manifesto</li> <li>• Provides peer support to other Members / spreads best practice</li> </ul> <p>Community Leader</p> <ul style="list-style-type: none"> <li>• Sets direction, make choices and delivers community needs and aspirations at both strategic and local levels</li> <li>• Balances Officer recommendations against community aspirations when making decisions</li> </ul> <p>Transformer of Services</p> <ul style="list-style-type: none"> <li>• Leads, supports, co-ordinates partners and partnerships at the local level</li> <li>• Proactively works and supports outcomes across the tiers of government and key partners</li> <li>• Works effectively and in partnership with officers</li> <li>• Influences spending / decision-making in the locality through devolution of resources / decision making – through making representations <u>before</u> decisions are made</li> <li>• Challenges decision-makers / service providers</li> <li>• Varies / enhances / monitors</li> </ul>	<p>Voice of the Local Community</p> <ul style="list-style-type: none"> <li>• For all sectors of the community - challenges the Council / partners</li> <li>• Ensures that the community's voice is heard within the Council</li> </ul> <p>Community Leader</p> <ul style="list-style-type: none"> <li>• Makes community led developments happen – supports local projects</li> <li>• Educates local people about the Council and why they should get involved</li> <li>• Promotes the Council and the services it provides</li> <li>• Contributes to and inspires community participation at a local level, including through consultation / mediation</li> <li>• Community champion promoting leadership, direction and vision in local groups and building support for that vision</li> <li>• Freedom to act on local (public realm) issues and resolve / assist through Community Budgets</li> <li>• Be proactive in enabling local people and groups to access services and in responding to enquiries / complaints from constituents</li> </ul> <p>Transformer of Services</p> <ul style="list-style-type: none"> <li>• Enable communities to take</li> </ul>

<p>service standards</p> <ul style="list-style-type: none"> <li>• Measures impact of outcomes on communities</li> </ul> <p>Knowledge Champion</p> <ul style="list-style-type: none"> <li>• Real source of local knowledge – to the public and to the Council</li> <li>• Uses local information to challenge performance / maximise community benefit</li> <li>• Develops / maintains a working knowledge of other local organisations and services</li> </ul>	<p>action to meet local problems /needs</p>
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### **Somerset Council Member role description**

#### **Summary**

**Somerset Councillors represent their local communities, championing the needs and interests of residents and working to make a difference to the people, place and prosperity of their local area and Somerset as a whole. It is a position of critical importance and great responsibility, and Councillors are held to account by the full Council and by the residents they serve.**

#### **Main purpose and responsibilities**

##### **Community Leader**

- To represent and provide visible leadership to local constituents, and the community of Somerset as a whole, and to balance those roles as necessary and appropriate.
- To signpost constituents, and to facilitate them in achieving appropriate support within the Council and with partners, and support constituents with day-to-day service issues.
- To engage the community of Somerset in the work we do, seeking feedback on our services and understanding the needs of residents (including young people) to enable us to deliver better services and make better decisions and also to ensure our residents know how they can influence our decisions.
- To support the development of diverse and sustainable communities who have the skills and are empowered to better help themselves.

- To proactively identify opportunities for us to improve the services we offer our residents and the people and prosperity of Somerset, balancing and respecting the needs of both urban and rural, as well as constantly striving to make the best use of public money in delivering our services in the most efficient way.
- Local Community Networks will be fundamental to how Somerset Council Members will fulfil their community leadership role, influence service delivery and advocate for local communities. LCNs will have real influence as committees of the new Council. Each Somerset Council member will have a seat on the LCN(s) for the area that their division comes within. LCNs will create across Somerset a new type of community engagement and partnership, while enabling tailored innovative services locally designed to meet the needs of present and future communities.
- Through their role on LCNs, Members will be well placed to listen to communities and work with them to harness their strengths and align the support that the council can bring to address local priorities. Members will be able to speak on behalf of and be accountable for the full range of local government services in Somerset and to argue the case for their area. They will have a key role in supporting, establishing and developing close links with other local public services, including the NHS, schools, the voluntary sector and other key partners.

#### Influencing and Shaping Services

- To identify opportunities for different groups to work together or partner for the benefit of our communities, including other public sector services, the private sector, the voluntary sector and community representatives.
- To work with other Members, irrespective of political allegiance, in the best interests of Somerset.
- To influence the work of the Council through positive engagement in the wide the range of avenues available to them (e.g. motions to Council, scrutiny).
- To scrutinise and challenge decision makers, acting as a critical friend, holding them to account and providing constructive feedback – maximising opportunities to reflect the voices of your community.
- To carry out the range of corporate responsibilities required of the role e.g. being a corporate parent; upholding safeguarding responsibilities;

promoting equality, diversity and fairness; taking an active part in setting the Council's budget and policy framework; considering the impacts of climate change in decision making and their everyday role; explaining decisions made by the Council; attending learning and development events to support in the delivery of their role and acting as a Member of the fire authority.

- Working across Somerset to raise awareness and understanding of how public services are changing, and how that relates to Somerset's communities.

#### Representative, advocate and knowledge champion

- To attend and participate in meetings of the Council and its committees as appointed by the Council, the Leader or the Group Leader or relevant democratic process and to contribute constructively using their local insight and experience.
- To represent the Council, as appropriate, at City, Town and Parish Councils, including agreeing with them the best way to achieve positive and meaningful engagement, and identifying opportunities to support greater devolution from Somerset Council to the local councils.
- As appropriate, to represent and be an advocate of the Council on national or outside bodies and at national events.
- Foster professional and positive working relationships with officers
- Commit to continuing to develop and enhance their personal skills and knowledge throughout their term of office and encourage others to develop;
- ensure the highest standards of conduct and ethics and to comply at all times with the Council's Code of Conduct
- identify and embrace the development of new and innovative ways of doing things including new technologies, processes and working practices; and
- oversee trends and developments, both at county and national level, and ensure that these are taken into account through the Council's decision-making process.

## **VALUES**

To be committed to and promote high standards of conduct and ethics through upholding the Principles of Public Life and complying with the Council's Code of Conduct:-

- Selflessness – to serve only the public interest and never improperly confer an advantage or disadvantage on any person.
- Honesty and Integrity – to not place themselves in situations where their honesty and integrity may be questioned, to not behave improperly and avoid the appearance of such behaviour.
- Objectivity – to make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.
- Accountability – to be accountable to the public for their actions and the manner in which they carry out their responsibilities and to cooperate fully and honestly with any scrutiny appropriate to their particular office.
- Openness – to be as open as possible about their actions and those of their authority, and to be prepared to give reasons for those actions.
- Leadership – to promote and support these principles by leadership, and by example, and act in a way that secures or preserves public confidence.

To further observe the following principles:-

1. Duty to uphold the law – to uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
2. Personal judgement – to take account of the views of others, including their political groups, but to reach their own conclusions on the issues before them and act in accordance with those conclusions.
3. Respect for others – to promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. To respect the impartiality and integrity of the authority's statutory officers and its other employees. To help encourage respect between the Council and other organisations.
4. Stewardship – to do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

#### Rights and Duties

- a. Members will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- b. Members will not make public information which is confidential or exempt without the consent of the Council, or divulge information given in confidence to anyone other than a Member or Officer entitled to know it. For these purposes the terms "confidential" and "exempt" shall have the meanings given to them in Local Government Act 1972.

#### **SKILLS**

No specific or formal qualifications are required to be a Councillor. The most important qualification is a clear passion for improving the way we support the residents, community, businesses and local organisations of Somerset but knowledge and experience picked up through personal and professional life are important to the role. Such knowledge may include, but is not limited to, housing, regeneration, the needs of specific groups, financial and business planning, legal and regulatory procedures. All Councillors will receive support, as appropriate, to support them in delivering their role.

Equally, having, or being able to develop the following skills, knowledge and attributes will help in the delivery of the role:-

- Communication –the ability to communicate clearly both orally and in writing; to demonstrate active listening and responding; public speaking; negotiation; mediation; peaceful resolution of conflict; knowledge of common communications methods including skype, social media and creativity in delivering messages to different groups.
- Relationship building and teamwork – the ability to create and maintain positive, trusting and constructive relationships across the community including interaction with constituents, the police, health service, charities and voluntary bodies, City, Town and Parish Councils and Council officers.
- Problem solving and analytical skills –acting as a facilitator to enable issues to be resolved; thinking of innovative ways to resolve challenges and differences, being able to bring together different approaches or people to bring varying perspectives on issues, highlighting advantages and disadvantages of different options and acknowledging the potential friction between local and strategic priorities.
- Organisational skills – this includes workload and time management, planning activities, keeping up to date with Committee responsibilities and lines of working, making and keeping appointments and meeting deadlines.
- Information technology skills – including the ability to use email (outlook) and other software such as Microsoft Teams to receive and respond to correspondence from a range of sources and to access information on the internet.

### **Anticipated hours required to perform the role**

National figures show that unitary Members spend on average 27 hours a week on the role. There are formal meetings you will be expected to attend, but much of the work will be in your division when constituents contact you with a problem. The work includes:

- Resolving problems raised by your constituents;
- Attending council and policy making meetings;
- Attending City, Town and Parish council and LCN meetings in your division;
- Representing the council on outside bodies.

Members who have additional regulatory, licensing, scrutiny or executive responsibilities or other special responsibilities will be expected to work additional hours.

The time unitary Members will need to carry out the role will depend on many things:

- If you have lots of meetings to attend, you are likely to spend more time travelling;
- If you are a new Member you will have to spend a lot of time being trained to enable you to carry out the role;
- If you have a particular interest you may choose to become more involved in committees associated with these matters;
- If there are important or controversial issues in your division, they may occupy a lot of your time.

## **Chair of Council**

### *Election of / Purpose*

The Chair of Council is elected annually by the Council.

The Chair's role is to:

- preside at formal meetings of the Council and other Council events
- conduct the affairs of Council and any other duties with no political or personal bias
- represent the Council in ceremonial and similar events
- advance the interests of the Council and of Somerset.

### *Key responsibilities*

1. To chair all meetings of Full Council and provide effective management of the business to achieve good governance and clear decision making;
2. To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members of Council are able to hold the Leader, Executive, Lead Members and Officers (where Officers have taken Key Decisions) to account.
3. To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
4. To promote public involvement in the Council's activities.
5. To be the conscience of the Council;
6. To preside at other meetings in connection with the Council's activities, as required.
7. To delegate functions to the Vide-Chair of Council as the Chair sees fit.
8. To help ensure that all Members of Council are able to discharge their responsibilities to the best of their ability.
9. To maintain regular contact with Political Group leaders and any Members who do not belong to a Political Group.

10. To represent the Council and, when appropriate, the County of Somerset, at civic and similar functions, and to host such functions on behalf of the Council as necessary.
11. To act as host to royalty, civic dignitaries and similar visitors to the County or the Council.

## **Vice-Chair of Council**

### *Appointment / Purpose*

The Vice-Chair of Council is appointed annually by full Council.

The Vice-Chair of Council provides the Chair of Council with a dedicated source of support.

### *Key Responsibilities*

1. In the absence of the Chair, to chair meetings of Full Council.
2. At the Chair's request, to preside at other meetings in connection with the full Council's activities.
3. As appropriate, to assist the Chair in the management of Council meetings.
4. To maintain regular contact with Political Group leaders and any Members who do not belong to a Political Group.
5. At the Chair's request, to represent the Council and, when appropriate, the County of Somerset, at civic and similar functions, and to host such functions on behalf of the Council.
6. At the Chair's request, to act as host to royalty, civic dignitaries and similar visitors to the County or the Council.

## **Leader of Council**

### *Appointment/Purpose*

The Leader is appointed by Full Council for a term of four years. The Council, has however, retained the ability to replace the Leader during that period if it so wishes.

In accordance with statute and the Council's Constitution, the key purpose of the Leader's post in summary is to provide the political focus and leadership within and outside of the Council.

### *Key responsibilities*

1. To provide the political leadership to the Council including leading the Executive in the development and delivery of the Council's Policy Framework and Budget.
2. To be the Council's key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and the media.
3. To provide political direction and leadership to his / her group of Members.
4. In respect of the Executive:
  - To have ultimate responsibility and accountability for the executive decision making arrangements of the Council and for any such decisions that they take under these arrangements
  - To appoint and lead the Executive and ensure that its work and that of the individual Lead Members is planned and conducted in accordance with relevant legislation and the Council's Constitution
  - To ensure the effective integration of roles, responsibilities and functions within the Executive Membership and with Officers via the Executive Scheme of Delegation
5. To communicate the Administration's policies and priorities to the Senior Leadership Team and, in particular to work closely with the Chief

Executive to secure co-ordination of the Council's leadership and management.

6. To communicate the Administration's policies, priorities and actions to all Members of the Council and to promote effective working relationships across the Council's Party Groups.
7. Working with the Chief Executive, the Leader has ultimate responsibility for ensuring that overall partnership working is effective.
8. To ensure that arrangements are in place to enable the views of Members of Council and of other key influencers to be heard and taken into account when Council policy is being formed and decisions taken.
9. To develop effective working relationships with the Scrutiny Committees and other Committees of the Council.
10. To promote and support good governance of the Council and its business.

## **Deputy Leader of Council**

### *Appointment / Purpose*

The Deputy Leader is appointed by the Leader for a four year term of office, although the Leader may remove the Deputy Leader from office at any time. In the event of the removal of a Deputy Leader from office, the Leader must appoint another Deputy Leader for the remainder of the four year term of office.

The primary purpose of the Deputy Leader is to assist and work with the Leader and to deputise for him / her accordingly.

### *Key responsibilities*

1. To deputise for the Leader, as necessary, unless statutory requirements prevent this or the Leader provides otherwise.
2. To discharge other roles and functions, including decision-making responsibilities, as agreed by the Leader.
3. To establish effective working relationships with other Members, particularly Lead Members and including the Chairs of Committees.

4. To establish effective working relationships with the Chief Executive, Senior Leadership Team officers and other staff.

## **Lead Member**

### *Appointment / Purpose*

Lead Members are appointed by the Leader of the Council. Their titles and areas of responsibility are also agreed by the Leader. In addition, the Lead Member with responsibility for children's services has specific statutory responsibilities beyond the roles described below.

### *Key Responsibilities*

Lead Members have a range of corporate (as a Member of the Executive) and individual service responsibilities.

In respect of the corporate role and as a member of the Executive:

1. To promote the Council and its interests inside and outside of the Council on partnerships and outside bodies.
2. To assist in the shaping and development of the Council's strategic priorities and vision.
3. To participate effectively as a member of the Executive, taking joint responsibility for actions and being accountable collectively with other Lead Members.
4. To balance his / her specific service responsibilities with the wider interests of the Council.
5. To promote and support good governance of the Council and its business.

For his / her service responsibilities:

1. To develop expertise, knowledge and take responsibility for a specific service area or areas.
2. To take decisions as delegated by the Leader within the Executive Scheme of Delegation and to be accountable for those decisions.
3. To provide political focus and leadership for the Political Group as the lead spokesperson and 'first' political contact for Opposition Group

Spokespersons, other Members of Council, the public, press and Officers.

4. To represent the Council on external bodies as necessary.
5. To bring forward policy proposals and operational issues for decision, utilising support from scrutiny as necessary, present them for approval as necessary and ensure implementation.
6. To be aware of developments at national, regional and local level and participate as necessary in relevant networks.
7. To maintain an overview of the performance, efficiency and effectiveness of the service(s) and promote excellence in service development and provision.
8. To provide leadership to sub-regional and local partnerships as necessary – in the pursuit of common aims and priorities
9. To assist the activities of the Scrutiny Committees and other Committees of the Council.
10. To keep other Members of Council informed about their activities,
11. To maintain effective working relationships with Senior Leadership Team officers and other Officers.

### **Associate Lead Member**

#### *Purpose and Key Responsibilities*

Associate Lead Members are appointed by the Leader of the Council. Their titles and functions are also agreed by the Leader. Their primary role is to provide advice, policy development and support to their Lead Member.

Associate Lead Members will be allocated specific service areas to lead and advise the Executive and relevant Lead Member. They are not able to take decisions. They will:

1. Support their relevant Lead Member to provide clear political leadership both within and outside of the Council in order to help advance and deliver the Council's priorities and key outcomes

2. Focus on information gathering and understanding key policy / service delivery in their areas of responsibility
3. Assist with the development of options and policies for consideration by the Executive and relevant Lead Member taking into account national policies and local circumstances
4. Brief and make recommendations to Executive and their relevant Lead Members and others on relevant issues in relation to policy and strategy development, service improvement or changes and decision making.
5. Represent or deputise for their relevant Lead Member at meetings or events as necessary.
6. Promote and support good governance of the Council and its business.
7. Keep other Members of Council informed about their activities
8. Maintain effective working relationships with Senior Leadership Team officers and other Officers.
9. Create and maintain effective relationships with partners and organisations to deliver the Council's priorities
10. Be accountable to their relevant Lead Member, and ultimately the Leader of the Council, for the development and delivery of policies and strategies to meet the outcomes required by the Council and the Executive.
11. Be accountable to their relevant Lead Member for supporting the commissioning and delivery of services to meet the outcomes required by the Council and the Executive. This includes supporting the delivery of Council Plan priorities and Medium Term Financial Plan savings
12. Play a key role in supporting transformational programmes within their areas of responsibility
13. Play a key role in the delivery of specific projects within their areas of responsibility

## **Chair of a Scrutiny Committee**

### *Role Purpose*

Each of the Scrutiny Committees have a Chair that is elected by Full Council.

The Committee Chairs primary role is to provide leadership for the Council's scrutiny function and in particular for the Scrutiny Committees' activities and meetings.

### *Key responsibilities*

1. To promote the role of scrutiny (as the Council's lead spokesperson) within and outside of the Council and ensure that the Committee's role is understood by all Members of Council, other agencies and the public.
2. To ensure the effectiveness of the scrutiny process and encourage the participation of all Members of the Council in that process.
3. To publicise the Committees' activities to other Members.
4. To lead on the generation and organisation of business for the Committees' work programme and the scrutiny function generally.
5. To ensure that there are effective arrangements in place and applied to hold decision makers to account (Members and Officers – in relation to Key Decisions) through the scrutiny process.
6. To chair the meetings and provide effective management of the business to achieve good governance and clear decision making.
7. To ensure that the Vice-Chair of the relevant Scrutiny Committee is adequately briefed on key issues.
8. To ensure implementation of the Committees' actions through effective monitoring.
9. To establish effective working relationships with the Leader, Executive, Lead Members and the Chair and Vice-Chair of Full Council and Committees of the Council.
10. To establish effective working relationships with the Senior Leadership Team officers and other Officers.

## **Vice-Chair of a Scrutiny Committee**

### *Appointment / Purpose*

Each Scrutiny Committees' Vice-Chair is appointed by Full Council.

The primary purpose of the Vice-Chair is to provide a source of support to the Chairs of the Scrutiny Committees.

### *Key responsibilities*

1. To assist the Chair with the operation and management of the scrutiny function and the management of the relevant Committee's meetings.
2. To chair meetings of the Committee or undertake other responsibilities of the Chair where the Chair is unable to act.
3. To assist the Chair with any aspects of the Council's scrutiny function and / or the relevant Committee's activities including the implementation and monitoring of the Committee's actions and planning / developing scrutiny activity.
4. To establish effective working relationships with the Leader, Executive, Lead Members and the Chair and Vice-Chair of Full Council and Committees of the Council.
5. To establish effective working relationships with Senior Leadership Team officers and other Officers.
6. This is in addition to the responsibilities undertaken as a Scrutiny Committee spokesperson (if appropriate).

## **Scrutiny Committee Spokesperson**

### *Appointment / Purpose*

Each of the political groups who do not hold the chair of a Scrutiny Committee may appoint a formal spokesman for their group from amongst their members on the Committee, to lead for the Group in respect of scrutiny activities.

### *Key Responsibilities*

1. To act as the Political Group's lead spokesman at meetings of a Scrutiny Committee and in respect of other scrutiny business.
2. In co-ordination with the Group Leader, to act as the Political Group's spokesman to the public and press about matters coming to scrutiny and the relevant Scrutiny Committee.
3. To act as the primary point of contact for Council Officers in respect of the Political Group's input to the work of the Scrutiny Committee.
4. To contribute to the generation and planning of business for the Committee's meetings and to attend the Chair's pre-meeting briefing.
5. To maintain an awareness of the contents of the Forward Plan of Key Decisions and of Key Decisions subsequently taken and implemented.
6. To ensure that there are effective arrangements in place and applied to hold decision makers to account [Members and Officers (in relation to Key Decisions))] through the scrutiny process.
7. To establish an effective working relationship with the Chair of a relevant Scrutiny Committee.
8. To establish effective working relationships with Senior Leadership Team officers and other Officers.
9. To liaise with and report back to other Members of their Group about the activities of the Scrutiny Committees and to arrange substitutes as necessary for Group Members.

## **Chair of Regulation Committee**

### *Appointment / Purpose*

The Regulation Committee Chair is elected by the Full Council.

The Chair's primary role is to chair meetings and manage the business of the Committee.

### *Key responsibilities*

1. To chair meetings of the Regulation Committee and provide effective management of the business to achieve good governance and clear decision making.
2. To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process.
3. To be the Council's lead spokesperson for the Committee within the Council and externally with partners and individuals.
4. To ensure that the Vice-Chair of the Committee is adequately briefed on relevant issues.
5. To develop and maintain a working knowledge of the Committee's functions and the procedures and practices that govern its operation.
6. To give guidance to Officers as necessary about the Committee's business.
7. To respond to Officers' requests for advice on issues they propose to deal with under delegated powers.
8. To help ensure that all the Committee's Members are adequately trained to discharge the Committee's functions.
9. To establish effective working relationships with Senior Leadership Team officers and other Officers involved in the functions exercised by the Committee.

## **Vice-Chair of Regulation Committee**

### *Appointment / Purpose*

The Regulation Committee's Vice-Chair is appointed annually by the Full Council.

The Vice-Chair's primary role is to support the role of the Chair.

### *Key responsibilities*

1. As appropriate to assist the Chair in managing the Committee's meetings.
2. In co-ordination with the Committee Chair, to act as a Council spokesperson in respect of the Committee's activities.
3. As and when necessary, to chair meetings of the Regulation Committee.
4. Where the Chair is unable to act, to respond to Officers' requests for advice on issues they propose to deal with under delegated powers.
5. To develop and maintain a working knowledge of the Committee's functions and the procedures and practices that govern its operation.
6. To establish effective working relationships with Senior Leadership Team officers and other members of staff involved in the Committee's functions.

## **Chair of the Pensions Committee**

### *Appointment / Purpose*

The Chair of the Pensions Committee is elected by the Full Council.

The Chair's primary role is to chair meetings and manage the business of the Committee.

### *Key responsibilities*

1. To chair meetings of the Committee and provide effective management of the business to achieve good governance and clear decision making.
2. To acquire and maintain sufficient knowledge of the background to the Committee's responsibilities to ensure that the Committee discharges its functions effectively.
3. In chairing Committee meetings, to have regard to the requirements of relevant Regulations which regulate the Committee's activities.
4. To build effective relationships with other Committee members, the Section 151 Officer, Senior Leadership Team and other relevant staff, and any bodies which help the Committee discharge its functions.
5. On behalf of the Committee, to prepare an annual report for inclusion in the Somerset Council Pension Fund Annual Report and Accounts.
6. To keep all Members of Council informed about the work of the Committee.

## **Chair of the Audit Committee**

### *Appointment / Purpose*

The Audit Committee's Chair is elected annually by the Full Council.

The Chair's primary role is to chair meetings and manage the business of the Committee.

### *Key responsibilities*

1. To promote the role of the Audit Committee within the Council and ensure that the Committee's role is understood by all Members of Council, relevant external agencies and the public.
2. To publicise the Committee's activities to other Members, including presenting an annual report to the Annual Meeting of Full Council.
3. To lead on the generation and organisation of business for the Committee.
4. To chair the Committee's meetings and provide effective management of the business to achieve good governance and clear decision making.
5. To ensure that the Vice-Chair of the Committee is adequately briefed on relevant issues.
6. To ensure Committee Members have appropriate training to undertake their role and to arrange for such training to be provided as necessary.
7. To ensure implementation of the Committee's actions through effective monitoring.
8. To establish effective working relationships with external and internal audit, inspection agencies and other relevant bodies.
9. To establish effective working relationships with the Leader, Executive, Lead Members and the Chair of the Scrutiny Committee.
10. To establish effective working relationships with the Senior Leadership Team officers and other Officers.

## **Vice-Chair of the Audit Committee**

### *Appointment / Purpose*

The Audit Committee's Vice-Chair is appointed annually by the Full Council.

The Vice-Chair's primary role is to support the role of the Chair of the Committee.

### *Key responsibilities*

1. As appropriate to assist the Chair in managing the Committee's meetings.
2. In co-ordination with the Committee Chair, to act as a Council spokesperson in respect of the Committee's activities.
3. As and when necessary, to chair meetings of the Committee and in doing so provide effective management of the business to achieve good governance and clear decision making.
4. To develop and maintain a working knowledge of the Committee's functions and the procedures and practices that govern its operation.
5. To establish effective working relationships with external and internal audit, inspection agencies and other relevant bodies.
6. To establish effective working relationships with the Leader, Executive, Lead Members and the Chair of the Scrutiny Committee.
7. To establish effective working relationships with Senior Leadership Team officers and other members of staff involved in the Committee's functions.

## **Chair of the Constitution & Governance Committee**

### *Role Purpose*

The Chair of the Constitution & Governance Committee is appointed annually by the Council.

The Chair's primary role is to chair meetings and manage the business of the Committee.

### *Key responsibilities*

1. To promote the role of the Committee within the Council and ensure that the Committee's role is understood by all Members of Council and the public.
2. To publicise the Committee's activities to elected Members, including presenting an annual report to the Annual Meeting of Full Council.
3. To lead on the generation and organisation of business for the Committee.
4. To chair the Committee's meetings and provide effective management of the business to achieve good governance and clear decision making.
5. To ensure that the Vice-Chair of the Committee is adequately briefed on relevant issues.
6. To ensure implementation of the Committee's actions through effective monitoring.
7. To establish effective working relationships with the Chair of the Council, the Leader of the Council and other key members of the Council including the Leader of the Opposition and the Chairs of the Committees.
8. To establish effective working relationships with the Monitoring Officer and other Officers as necessary.

## **Chair of the Standards Committee**

### *Role Purpose*

The Chair of the Standards Committee is appointed annually by the Council.

The Chair's primary role is to chair meetings and manage the business of the Committee.

### *Key responsibilities*

1. To promote the role of the Standards Committee within the Council and ensure that the Committee's role is understood by all Members of Council and the public.
2. To publicise the Committee's activities to elected Members, including presenting an annual report to the Annual Meeting of Full Council.
3. To lead on the generation and organisation of business for the Committee.
4. To chair the Committee's meetings and provide effective management of the business to achieve good governance and clear decision making.
5. To ensure that the Vice-Chair of the Committee is adequately briefed on relevant issues.
6. To ensure implementation of the Committee's actions through effective monitoring.
7. To establish effective working relationships with the Chair of the Council, the Leader of the Council and other key members of the Council including the Leader of the Opposition and other political group leaders.
8. To establish effective working relationships with the Monitoring Officer and other Officers as necessary.

## **Leader of the Opposition**

### *Role Purpose*

The leader of the largest Opposition Group on the Council is formally designated 'Leader of the Opposition' by the Council.

This designation acknowledges that the Council's largest political group forms the Council's 'Administration' and that the other political groups are not part of that activity. It identifies the Member responsible for providing the focus for those groups' role in opposition.

### *Key responsibilities*

1. To support the democratic process by ensuring that the activities and decisions of the Administration are examined and, where appropriate, challenged.
2. To bring forward alternatives to policies or operational decisions proposed by the Administration, as appropriate.
3. To ensure that the political group sets their expectations of the Group Leader and that those expectations are delivered.
4. To provide political direction and leadership to his/her group of Members, setting standards and expectations and encouraging Members to play a full part in the running of the Council and being effective community leaders.
5. To provide guidance and support to Opposition Group Spokespersons and Committee Chairs / Vice-Chairs as appropriate.
6. To liaise with the Leader of any other political group in Opposition on the Council as appropriate.
7. To be aware of the views of Opposition Members of Council and of other key influencers and use those views in delivering the key responsibilities of the post.
8. To establish effective working relationships with the Leader of Council and the Chair of the Council and its Committees.

9. To establish effective working relationships with Senior Leadership Team officers and, as appropriate, other staff.

## **Deputy Leader of the main Opposition Group**

### *Purpose of the Post*

As the Leader of the largest Opposition Group on the Council is also formally designated Leader of the Opposition, the purpose of the Deputy Leader of the main Opposition Group is to support the Group Leader and to aid the Group's organisation and activities.

### *Key responsibilities*

1. As required by the Leader, to support the role and activities of the Leader and the Group.
2. To undertake the role of and assume the responsibilities of the Leader in the absence of the Leader or where the Leader is unable to act.
3. To establish effective working relationships with Senior Leadership Team officers and, as appropriate, other staff.

## **Leader of an Opposition Political Group**

### *Purpose of the Post*

The purpose of the statutory requirement to designate a Group Leader is to identify and publicise a member of the Group to act as a focal point for the Group and its activities.

### *Key responsibilities*

1. To ensure that the political group sets their expectations of the Group Leader and that those expectations are delivered.
2. To provide political direction and leadership to their group of Members, setting standards and expectations and encouraging Members to play a full part in the running of the Council and being effective community leaders.
3. Together with other opposition group leaders, to support the democratic process by ensuring that the activities of the administration are examined and, where considered necessary, challenged.
4. To provide support and advice to any members of the Group who are Chairs or Vice-Chairs of Committees.
5. When appropriate, to bring forward alternatives to policies or operational decisions proposed by the Administration.
6. To liaise with the Leader of any other political group in opposition on the Council.
7. To establish effective working relationships with the Leader of Council and the Chair of the Council and its Committees.
8. To establish effective working relationships with Senior Leadership Team officers and, as appropriate, other staff.

## **Opposition Group Spokespersons**

### *Purpose*

These posts are held by members of the largest Opposition Political Group on the Council. The sphere of interest of each corresponds with that of a Lead Member. The primary role of the post is to provide an effective political counter-balance to the role of the Lead Member.

### *Key responsibilities*

In respect of the service area(s) for which the post-holder has an interest:

1. To develop expertise and knowledge.
2. To provide political focus and leadership within the Group's membership.
3. To be the Group's lead spokesperson and 'first' political contact for other Members of Council, the public, press and Officers.
4. To lead the development of approaches to policy and operational approaches on behalf of the Group and to present them at member-level meetings, as appropriate.
5. To be aware of policies being developed and decisions being taken by the Administration, including those taken by individual Lead Members, and to challenge/contribute to them as necessary via mechanisms provided for in the Constitution.
6. To keep members of the Group informed.
7. To establish and maintain effective working relationships with Senior Leadership Team officers and other Officers.
8. To establish appropriate contacts with other bodies and with individuals to exchange views and information.