

# Appendix 17 – Elected Member Role Profiles

The role of the modern day councillor is high profile, complex and changing. It is important therefore, that Councillors receive clear guidance as to what is expected of them both in their role as a ward councillor and also when undertaking roles with SRAs.

Role profiles detail the responsibilities of the various roles, providing clarity to Councillors, officers and the public about what is expected within each remit and they can also be used to support Councillors in their development, by providing a means of identifying development needs both in their current role and roles they may aspire to in the future.

The Ward Member Role Profile is the foundation for all other role profiles and the responsibilities, skills and knowledge required for roles attracting SRAs are in addition to those for a ward councillor.

Attached are role profiles for the following positions within the Council which were agreed at the Council meeting held on 6 June 2018:

- Ward Member (Annex 1)
- Leader of the Council (Annex 2)
- Deputy Leader of the Council (Annex 3)
- Cabinet Member (Annex 4)
- Cabinet Support Member (Annex 5)
- Chairman of the County Council (Annex 6)
- Civic Chairman of Derbyshire County Council (Annex 7)
- Vice Civic Chairman of Derbyshire County Council (Annex 8)
- Chairman of a Council Committee (Annex 9)
- Vice-Chairman of a Council Committee (Annex 10)
- Chairman of an Improvement and Scrutiny Committee (Annex 11)
- Opposition Group Leader (Annex 12)

## **Ward Member Role Profile**

### **Accountable to:**

- The public.
- Full Council.

### **Role Purpose**

Elected Members will be expected to:

- Represent the views of their local community.
- Deal with constituents' enquiries and representations – undertaking casework on their behalf and serving all fairly and equally.
- Liaise with Cabinet Members, other Councillors, Council officers and partner organisations to ensure that the needs of local communities are identified, understood and supported.
- Participate in the democratic process and the good governance of the County Council.
- Represent the Council when appointed to outside bodies.
- Act at all times with probity and propriety and in the best interests of the Council.
- Uphold the Council's Constitution at all times.

### **Main Duties and Responsibilities include to:**

- Act as a community champion and leader for their constituency and for the county, providing direction, resolving concerns and reconciling competing views and interests within their local communities.
- Represent individual constituents, undertaking casework on their behalf.
- Develop and maintain knowledge of how the Council works and represent the Council to the community.

- Provide information to the Council about their constituencies and act as a channel of two-way communication for their local communities about the decisions of the Council and Council Procedures.
- Participate in Full Council meetings, making informed and balanced decisions.
- To act in accordance with the Council's Constitution, Standing Orders, Principles of Decision-Making and Financial Regulations.
- Participate as a Member of Council committees to which they have been appointed by preparing for meetings, entering into debate, canvassing local people's views where appropriate and providing information to communities on the decisions taken.
- Attend meetings in their divisions as and when required.
- Attend and participate in meetings relevant to their area as appropriate.
- Represent the interests of the Council and its constituents on outside organisations.
- Develop and maintain a working knowledge of the Council's management arrangements, powers and duties.
- Develop and maintain a working knowledge of partner organisations at a local, regional and national level.
- Undertake training and development that is deemed necessary for the role of Elected Member.
- Attend conferences and seminars as required, reporting back on learning from these events.
- Establish and maintain effective working relationships with Members of all political parties and with officers of the Council.
- Uphold the Council's Constitution and promote high ethical standards, acting in accordance with the Members' Code of Conduct.
- Have regard to Equality and Diversity in accordance with the Council's policies and codes of conduct.

## **Leader of the Council Role Profile**

### **Accountable to:**

- Full Council
- The public

### **Role Purpose and Activities**

- Provide strong, fair and visible political leadership and direction to the Council and in relations to citizens, stakeholders and partners in the co-ordination of Council policies, strategies and service delivery;
- Lead the Council's efforts to achieve its mission;
- Lead in promoting the aims and core values of the Council;
- Lead the development of local, regional, national and European policy and strategic partnerships relating to the Council;
- Assume overall responsibility for guiding the development and formulation of corporate priorities and strategic policy direction and for presenting those policies to the Council and the wider community, acting as the principal political spokesperson on corporate and strategic issues;
- Provide political guidance to the Corporate Management Team on the implementation of the Council's priorities and objectives and revenue and capital budgets;
- Appoint other Cabinet Members to form the Cabinet;
- Chair and manage the business/work programme of the Cabinet, ensure a coordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant and taking into account any advice from the Strategic Directors, the Council's Monitoring Officer or Director of Finance and ICT, ensure that proposals are made to the Council for decision within appropriate timescales and in accordance with the Budget and Policy Framework of the Council and all legislative and procedural requirements;
- Chair meetings of the Cabinet and determine the frequency and timing of meetings of the Cabinet and placing items on its agenda as he/she thinks appropriate;
- Ensure the development of effective corporate policies reflecting the Council's commitment to continuous improvement and co-ordinate the work of the Cabinet in:
  - (a) Developing corporate policies and programmes;
  - (b) Delivering high quality services to the people of the County;
  - (c) Monitoring performance;
  - (d) Preparing and monitoring revenue and capital budgets;

- (e) Reviewing the effectiveness of the Council's organisation and management process;
- (f) Developing policies to promote the social, economic and environmental wellbeing of the County.

- Delegate executive functions to any individual member of the Cabinet;
- Ensure that decisions are taken properly, openly and, where appropriate, publicly and that key decisions are properly programmed and subject to effective public consultation;
- Involve local people and communities in the business and activities of the Council as fully as possible;
- Encourage scrutiny of the Council's policies and service delivery and the input to policy by all Councillors;
- Ensure that Members are treated responsibly and responsively in representing their constituents;
- Maintain and promote the highest standards of conduct in the Council's affairs and in the appointment of its staff;
- Chair Strategic Director Appointment Panels;
- Be consulted on any matter in relation to which consultation with the Leader is required under the Council's Constitution;
- Represent the Council at all levels, liaise with Government and other relevant agencies where appropriate and act as the principal ambassador for the Council in advocating and explaining its roles and function and promoting it as a listening and accessible organisation;
- Consider the learning and development needs of all Members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms; and
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Deputy Leader of the Council Role Profile**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The public

### **Role Purpose and Activities**

- Undertake a full deputising role in the absence of the Leader;
- Undertake portfolio responsibilities as a Cabinet Member as determined by the Leader;
- Undertake specific tasks and responsibilities as requested by the Leader;
- Work actively with the Leader to co-ordinate the work of the Cabinet;
- Share and support in general the full workload range of the Leader;
- Chair the Cabinet in the absence of the Leader of the Council;
- Promote and co-ordinate liaison between the Leader, the Cabinet and non-executive Members; and
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Cabinet Member Role Profile**

### **Accountable to:**

- Full Council
- The Leader
- The Cabinet
- The public

### **Role Purpose and Activities**

As a member of the decision-making Cabinet, the Cabinet Member will be responsible for making important decisions on a wide range of issues which affect and shape quality of life in the County. In particular they will:

- Act as the main focus of day to day political leadership, decision-making and democratic accountability at a whole authority level;
- Be a publicly recognisable and accountable 'key decision-maker' taking responsibility for Council performance;
- Collectively provide strong and fair executive leadership and clear political guidance to other Councillors and officers and the community;
- Develop with partners a clear vision for what the County needs and develop policies and take decisions which respond to local people's needs and aspirations;
- Take strategic decisions on competing priorities;
- Champion the vision and interests of the Council and the County on the regional and national stage;
- Be instrumental in building and nurturing local and thematic partnerships;
- Provide leadership and direction within the Council for designated portfolio areas;
- Work with senior officers within the Council and be accountable with them for the performance of services, allowing performance to be assessed from the perspective of customers and citizens;
- Develop financial and investment strategies to fulfil the Council's commitments to the sustainable community strategy for the County, working with partners in the public, business, voluntary and community sectors;
- Ensure that there is appropriate liaison with and support for frontline Councillors in their various roles, responding to them when they raise issues and ensuring that their local knowledge is taken into account when developing Council policies;

- Develop a clear understanding of their portfolio, the scope and range of the areas for which they are responsible and Council policies in respect of those areas;
- Act as spokesperson or advocate for those services within their portfolio;
- Attend Improvement and Scrutiny Committees as appropriate on matters relating to their portfolio; and
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.



## **Cabinet Support Member Role Profile**

### **Accountable to:**

- Full Council
- The Leader
- Cabinet Members
- The public

### **Role Purpose**

The role of Cabinet Support Member is specifically recognised in the statutory guidance issued by the Government under the Local Government Act 2000 for local authority executive arrangements. That guidance suggests that such a role might help provide an effective link between the Cabinet and other Members and also an effective developmental role for the Members involved.

### **Activities**

To support the Cabinet as a whole or an individual Cabinet Member with his or her portfolio workload including:

- Assist in the development with partners, of a clear vision for what the County needs and develop policies and take decisions which respond to local people's needs and aspirations;
- Have an input on strategic decisions on competing priorities affecting the portfolio and the Council as a whole;
- Provide support in championing the vision and interests of the Council and the County on the regional and national stage;
- Help build and nurture local and thematic partnerships;
- Help provide direction within the Council for designated portfolio areas;
- Work with senior officers within the Council in monitoring the performance of services, including performance from the perspective of customers and citizens;
- Assist to develop financial and investment strategies to fulfil the Council's commitments to the sustainable community strategy for the County, working with partners in the public, business, voluntary and community sectors;
- Assist in providing appropriate liaison with and support for frontline Councillors in their various roles, responding to them when they raise issues and ensuring that their local knowledge is taken into account when developing Council policies;

- Develop a clear understanding of the portfolio, the scope and range of the areas of responsibility and Council policies in respect of those areas;
- Act as an advocate for those services within the portfolio;
- Attend Improvement and Scrutiny Committees as appropriate on matters relating to the portfolio; and
- In general terms and relation to all of the above: attending/chairing relevant internal meetings; reading and commenting on papers and undertaking research; liaising with relevant officers; drafting press releases; carrying out interviews and representing the Council on appropriate external groups.
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Chairman of the County Council**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The Public

### **Role Purpose and Activities**

- Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Elected Members and the interests of the community;
- Uphold and promote the Council's Constitution, and to interpret the Council Procedure Rules when necessary;
- Have the discretion to exercise a casting vote in the case of an equality of votes at the Council meeting;
- Ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Elected members who are not on the Cabinet can hold the Leader and Cabinet Members to account;
- Promote public involvement in the Council's activities and to be the conscience of the Council;
- Be consulted on any matter in relation to which consultation with the Chairman of the Council is required under the Constitution;
- Request such additional meetings of the Council as may be considered necessary or appropriate;
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken; and
- In the absence of the Civic Chairman of Derbyshire County Council this postholder may be invited to attend a civic or ceremonial event on behalf of the County Council if the need is required/deemed appropriate.

## **Civic Chairman of Derbyshire County Council**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The Public

### **Role Purpose and Activities**

- To be a visible, positive ambassador for Derbyshire County Council and be entitled to wear the formal Civic Chain of Office at all civic and ceremonial events;
- Provide strong, fair and visible civic and ceremonial leadership of Derbyshire County Council in relation to all duties with members of the public, stakeholders, partners and other civic and ceremonial dignitaries;
- Attend all civic and ceremonial functions to which Derbyshire County Council has been invited to or hosts or otherwise is required or requested to attend including citizenship ceremonies;
- To promote inclusiveness and equality
- Act as a link between the Council and the various community bodies and organisations;
- Promote public involvement in the Council's activities;
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken; and
- In the absence of the Chairman of the County Council this postholder will be invited to preside over a meeting of the County Council.

## **Vice Civic Chairman of Derbyshire County Council**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The Civic Chairman of the County Council
- The Public

### **Role Purpose and Activities**

- The deputise for the Civic Chairman of the County Council in respect of the following and be entitled to wear a Chain of Office at all civic and ceremonial events:
  - To be a visible, positive ambassador for Derbyshire County Council;
  - Provide strong, fair and visible civic and ceremonial leadership of Derbyshire County Council in relation to all duties with members of the public, stakeholders, partners and other civic and ceremonial dignitaries;
  - Attend all civic and ceremonial functions to which Derbyshire County Council has been invited to or hosts or otherwise is required or requested to attend including citizenship ceremonies;
  - To promote inclusiveness and equality
  - Act as a link between the Council and the various community bodies and organisations;
  - Promote public involvement in the Council's activities; and
  - Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Chairman of a Committee Role Profile**

### **Applicable Committees**

This role profile applies to the Chairman of the following Council Committees:

- Pensions and Investments Committee
- Audit Committee
- Regulatory Planning Committee
- Regulatory Licensing and Appeals Committee
- Standards Committee

### **Accountable to:**

- Full Council
- External regulatory bodies
- The public

### **Role Purpose and Activities**

- Provide leadership and direction for the Committee;
- Chair and manage the business of the Committee, ensuring effective engagement by all Committee Members;
- Call such additional meetings of the Committee as may be considered necessary or appropriate and to determine the frequency and timing of meetings and the placing of items on the agenda as he/she thinks appropriate;
- Promote the role of the Committee both within and outside the Council;
- Represent the Council and the Committee on relevant external bodies as required;
- Guide Committee Members through the process of decision-making in relation to those functions delegated by the Council to the Committee;
- Be consulted on matters of business between Committee meetings;
- Ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness;
- Ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- Ensure that Committee decisions are properly recorded;
- Liaise and consult with relevant officers wherever appropriate;

- Consider the learning and development needs of the Committee and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms;
- Developing broad knowledge of the role and functions of the Council, its Members and its structures and procedures;
- Have an awareness of national and local issues relating to the role of the Committee; and
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Vice-Chairman of a Committee Role Profile**

### **Applicable Committees**

This role profile applies to the Chairman of the following Council Committees:

- Pensions and Investments Committee
- Audit Committee
- Regulatory Planning Committee
- Regulatory Licensing and Appeals Committee
- Standards Committee

### **Accountable to:**

- Full Council
- External regulatory bodies
- The Chairman of the Committee
- The public

### **Role Purpose and Activities**

- Provide a deputising role in the absence of the Chairman;
- In the absence of the Chairman, to chair meetings of the Committee;
- Undertake specific tasks and responsibilities as requested by the Chairman;
- Share and support in general the full workload range of the Chairman;
- Work actively with the Chairman to co-ordinate the business of the Committee;
- Developing broad knowledge of the role and functions of the Council, its members and its structures and procedures; and
- Have an awareness of national and local issues relating to the role of the Committee.



## **Chairman of Improvement and Scrutiny Committee Role Profile**

### **Applicable to:**

- Health Improvement and Scrutiny Committee
- People Improvement and Scrutiny Committee
- Places Improvement and Scrutiny Committee
- Resources Improvement and Scrutiny Committee

### **Accountable to:**

- Full Council
- External regulatory bodies
- The public

### **Role Purpose and Activities**

The Chairman of the Improvement and Scrutiny Committee will:

- Chair meetings of the Improvement and Scrutiny Committee;
- Provide strong, fair leadership and clear guidance to Members and officers in relation to scrutiny functions;
- Have overall responsibility for the direction of scrutiny carried out by their Committee and for ensuring that an appropriate annual scrutiny work programme is set;
- Continuously monitor and evaluate the relevance of the Committee's annual Scrutiny Work Programme;
- Meet regularly with the Council's Improvement and Scrutiny Officers in order to ensure that the annual Scrutiny Work Programme is continually updated and that objectives within the Work Programme are achieved;
- Ensure that the work of the Improvement and Scrutiny Committee contributes to the delivery of continuous improvement in services and implementation of best practice;
- Ensure that the Committee reviews, challenges and questions the implementation of agreed policy and service delivery and makes recommendations to the Cabinet and Council to improve policy, performance and service delivery;
- Liaise with Cabinet Members at the appropriate time to ensure that the Committee is briefed on significant issues relating to the area of responsibility of the Committee;
- Seek to involve all Improvement and Scrutiny Committee Members in its work;
- Present reports and represent the views of Improvement and Scrutiny Committees at meetings of the Cabinet; and

- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Minority Opposition Group Leader Role Profile**

[As it is expected that the Deputy Minority Opposition Group Leader should be able to deputise effectively for the Leader, this profile is applicable to the position of Deputy Opposition Leader]

### **Accountable to:**

- Full Council
- The public

### **Role Purpose and Activities**

In addition to the role purpose, duties and responsibilities of an Elected Member, the Minority Opposition Group Leader will be expected to:

- Be a political figurehead and the principal political spokesperson for their party;
- Provide leadership in building political consensus, where possible, around Council policies;
- Work with others in building a vision for the Council and the community;
- Provide strong, clear leadership in the coordination of Group policies and practices; and
- Scrutinise the Leader of the Council and the Cabinet.
- Ensure effective communication between party group members, other political groups, officers, the community and other partners.
- Provide support and mentoring to members of their Group as appropriate;
- Be aware of individual skills within the Group and facilitate further development as required;
- Comment on, challenge and review the Council's performance and policies;
- Nominate members of the Group to committees, working groups and outside bodies;
- Liaise with the Strategic Directors, Directors and other officers of the Authority on a regular basis in relation to Council business as appropriate;
- Support open and transparent scrutiny, encouraging the Group to work constructively with the Council, the Executive and statutory partners; and
- Adhere to the Authority's Equality and Diversity policies.

