

**PART 12**  
**Role Profiles**

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## Section 1

### Role Profile of All Councillors

To:

- collectively be the ultimate policy and budget makers and carry out a number of strategic and corporate management functions fulfilling statutory and any additional locally determined requirements including participating effectively as a member of any committee to which the councillor is appointed;
- respond to constituents' enquiries and representations fairly and impartially;
- balance different interests identified within their ward and represent the ward as a whole;
- be involved in decision-making where appropriate;
- participate in councillor training and development;
- be available to represent the Council on other bodies, developing and maintaining a working knowledge of the authority's policies and practices in relation to the bodies; to take part fully in the activities of any outside body to which appointed by the Council, and provide a means of two-way communication between that organisation and the Council;
- develop a working knowledge of the Council's policies and practices, in particular the Corporate Plan;
- develop a working knowledge of the Council's services, management arrangements, powers, duties and constraints and develop good working relationships with officers of the Council;
- contribute constructively to open government and modernisation through active encouragement to the community to participate in the governance of the district;
- participate in the activities of any political group of which the councillor is a member;
- champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equality, economy and environment
- to maintain the highest standards of conduct and ethics and comply with all relevant Codes of Conduct and protocols;

## **Ward Councillor Compact**

The purpose of this voluntary two-way agreement between the Council and councillors is to:

- set out the Council's expectations of the role, encouraging basic minimum standards of activity in each of the dimensions and functions of the job, combining specific tasks with suggested approaches, skills and behaviour;
- help define best practice for ward councillors and to suggest how to take that forward;
- set out the Council's commitment to provide support and training for councillors.

## **Expectations of the Role of Ward Councillor**

Councillors should:

- communicate with the public in a variety of ways including electronically and in person
- work with officers and political groups to identify and address their training needs
- identify areas suitable for performance review and involve the public and communities in the process
- look for ways to promote democracy and increase public and community engagement including through town and parish councils and interest groups
- represent effectively and be an advocate for local residents, their communities and wards in their relations with the District Council and other local and national government bodies
- provide a conduit through which residents can make better use of council services and be the key link between council officers and local communities
- keep up-to-date with local concerns by drawing information from diverse sources including hard to reach groups

## **The Council's Commitment**

The Council will:

- provide basic induction training, including how to contact relevant officers, plus continuous development in a variety of time slots and formats (including external training opportunities), strategically planned and including support and development in appropriate skills
- provide sufficient IT equipment and support to enable councillors to undertake their role
- disseminate relevant and useful ward intelligence to councillors including contacts for local organisations
- support councillors to enable them to engage actively with residents and community groups

## **Suggested activities to help councillors fulfil the compact and their constitutional role**

### **Communications:**

- Make full use of IT provision including email and individual councillor website
- Provide local newsletters, surveys and surgeries

### **Training:**

- Participate fully in the training available to councillors
- Take advantage of a "buddy" scheme for new councillors

### **Community Engagement:**

- Use the Policy and Performance review process to raise community and ward issues
- Encourage the use of public question time at Council and Cabinet
- Liaise with community organisations and establish how they can better connect with Council services and resources

## **Section 2**

### **Role Profile of the Chair and Vice-Chair of the Council**

The Chair and Vice-Chair will be elected by the Council annually. The Chair and, in his/her absence, the Vice-Chair, will have the following responsibilities:

To:

- 1 chair Council Meetings.
- 2 provide impartial and credible leadership of the civic and ceremonial aspects of the Council's business, both internally and externally.
- 3 focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
- 4 act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District.
- 5 celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties.
- 6 celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
- 7 encourage activities that recognise and support staff

The Chair may appoint a Consort of their choice if they so wish. The Chair may take their Consort to appropriate events although such Consort shall not be expected to have a role to play at the event.

## Section 3

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

To:

- provide effective strategic leadership to the Council and ensure that the Council successfully discharges its overall responsibilities for the activities of the organisation as a whole;
- provide visible political leadership in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery;
- provide community leadership and together with the Chair of Council to promote Lewes District as a whole and act as a focal point for the community;
- lead the Cabinet in its work to develop the policy framework and budget and provide political leadership in the development of policy options, especially the corporate strategy, including the setting of targets;
- maintain staff commitment and morale through providing clear policy direction, sustainable workloads and good working conditions. To promote the Council as a model employer with a firm commitment to equality of opportunity;
- have a clear understanding and in depth knowledge of Cabinet Member portfolios, the scope and range of all services and an awareness of all policies;
- monitor progress towards policy objectives;
- actively contribute to the development of council policies and services in the particular sphere of work for which the Leader / Deputy Leader is responsible as portfolioholder;
- make executive decisions that have been delegated to the portfolioholder solely in accordance with the procedure set out in the constitution
- consult and communicate with members of all party groups, council officers and key partners as appropriate to ensure decisions are well informed and that Council policies are widely understood and positively promoted;
- liaise with other bodies / partners at political / policy level and represent the Council's best interests;
- act as political spokesperson for the Council;

- have power to grant discretionary rate relief of up to £5,000 to any person/body within guidelines approved by the Cabinet;
- authorise payment of a sum up to £500 to compensate any person who suffers inconvenience as a result of a failure of a service standard by a department of the Council (provided that a summary of circumstances in which the payment is made is subsequently reported to the Cabinet);
- approve bids to external bodies to support a project that is within the Council's approved programme and to which funds have been committed subject to matching funding from external resources.
- the Deputy Leader will be expected to support the Leader in all of the above and to fulfil the role of the Leader as set out above, in the absence of the Leader.

## Section 4

### Role Profile of Cabinet Members

To:

- provide effective strategic leadership to the Council and ensure that the Council successfully discharges its overall responsibilities for the activities of the organisation as a whole;
- contribute actively through membership of the Cabinet to the formation of the Council's policies, budget, strategies and service delivery;
- take responsibility for decision making within the Cabinet on the basis of individual and/or collective responsibility for the portfolio allocated by the Leader
- subject to prior consultation with the Leader, to act as the spokesperson for the Council for the portfolio allocated to them;
- have a clear understanding and in depth knowledge of his/her portfolio, the scope and range of the relevant services for which he/she is responsible and an awareness of current agreed policies in respect of those services;
- consult and communicate with members of all party groups, council officers and key partners as appropriate to ensure decisions are well informed and that Council policies are widely understood and positively promoted;
- assist with the monitoring of policy objectives and service performance against targets and ensure work undertaken offers value for money;
- make executive decisions that have been delegated to the portfolioholder solely in accordance with the procedure set out in the Constitution;
- maintain staff commitment and morale through providing clear policy direction, sustainable workloads and good working conditions. To promote the Council as a model employer with a firm commitment to equality of opportunity;
- liaise with other bodies / parties in the portfolioholder's field of responsibility and to represent the best interests of the Council;
- support the Leader and the Cabinet generally in accordance with the principles of collective responsibility;
- undertake work associated with other portfolioholders as required by the Leader and / or Deputy Leader.

## Section 5

### Role Profile of Chair of Policy & Performance Advisory Committee

To:

- chair the Committee and Committee Panels as necessary in accordance with the remit set out in Part and Article of the Constitution and in accordance with the Council's rules and procedures contained in the Constitution;
- develop and maintain a working knowledge of the practices, procedures, services and functions which fall within the Committee / Panel's terms of reference;
- contribute actively to the formation and scrutiny of the Council's policies, budget, strategies and service delivery through the work of the Committee and its Panels;
- establish, in liaison with relevant officers, the Committee's work programme and those officers / members / stakeholders required to attend to support such programme;
- meet with relevant officers to ensure the receipt of appropriate independent advice to inform effective scrutiny of Cabinet decisions and effective performance management;
- ensure regular contact with councillors, community representatives and local stakeholders to inform effective examination and interrogation of policies, strategies, budgets and performance.
- ensure that the work programme of the Committee is managed effectively and that duplication of effort or investigation is avoided between any Committee, Sub-Committee and / or Panel;
- act as a link between the Committee and the Cabinet portfolioholder whose area of service might be the subject of policy formation and / or performance scrutiny from time to time.
- be responsible for ensuring and overseeing the assembly and preparation of reports to Cabinet / Council as appropriate in accordance with any timetable required by Cabinet, Council or the Committee itself;

## **Section 6**

### **Role Profile of Committee Chairs**

To:

- chair the committee to which they have been appointed in accordance with the remit set out in Part 11 of the Constitution and in accordance with the Council's rules and procedures contained in the Constitution;
- develop and maintain a working knowledge of the practices, procedure, services and functions which fall with the committee's terms of reference;
- in liaison with the appropriate senior officers to contribute to the agenda for Committee meetings
- meet regularly with relevant officers to ensure the receipt of appropriate independent advice to inform the committee's activities and decisions;
- liaise and work with other bodies / partners / stakeholders in the Committee's field of responsibility to promote best practice.