Roles of Different Councillors

The Council has recognised that councillors appointed to certain roles have additional responsibilities and these are set out below.

Leader of the Council

- To act as the political head of the Council and the focus for policy direction and community development.

- To chair the Council's Corporate Policy & Resources Committee

- To lead in the development of the Council's policy, strategy and budget proposals

- To lead on the implementation of effective service delivery and the Council's approved policies and strategies

- To act as the Council's chief advocate and principal spokesperson at local, County, regional and national level

- To ensure good working relationships are established with external public and private sector networks which affect the Borough

- To provide leadership to the Council as a whole

- To lead in the development of good working relationships between political group leaders

- To lead in ensuring that the Council's strategies, plans, objectives and targets are monitored, implemented and achieved.

- To ensure that the Council is open and responsive to the community, so that accountability is seen to operate.

- To ensure that decisions are taken properly, openly and, where appropriate, publicly and that key decisions are properly programmed and subject to effective public consultation.

- To develop and maintain a good relationship with the Chief Executive of the Council and other staff, providing a contact point between the majority political group and staff, and setting an example to the whole organisation.

- To nominate councillors from his/her political group to serve on all appropriate councillor bodies including, as appropriate, other Outside Bodies.

Deputy Leader of the Council

- To deputise for the Leader of the Council in his/her absence, undertaking those duties expected of the Leader.

- To share and support in general the full workload of the Leader.

- To act as vice-chair on the Council's Corporate Policy & Resources Committee

Other Group Leaders

- To ensure their party contributes effectively, positively and constructively to the Council's activities

- To act as the principal political spokesperson for their group

- To provide leadership to the party group

- To nominate councillors from his/her political group to serve on all appropriate councillor bodies including, as appropriate, other Outside Bodies.

Chairs of Committees

- To chair the committee and ensure its overall effectiveness

- To have a working knowledge of the Council's relevant policies and strategies and ensure he/she is sufficiently and effectively briefed on matters coming before the committee

- To coordinate and manage the work of their committee

- To act as the Council's spokesperson on the work of his/her Committee, Sub-Committees, Panels and Groups in accordance with the Council's communications protocol.

- To enable the smooth and orderly conduct of business within the Council's Constitution.

- To provide leadership and direction for the committee.

- To determine priorities in light of the volume of work presented to the Committee.

- To ensure an orderly debate or deliberation of the business in hand.

- To report on the workings of his/her Committee, Sub-Committees, Panels or Working Groups to the Council, and to present, where appropriate, recommendations to the Council.

- To allow proper consideration of any item.

- To ensure that their Committee, Sub-Committees, Panels or Working Groups take balanced decisions based on all relevant evidence, with impartiality and fairness.

- To ensure, with the Chief Executive, that Committee decisions are recorded with full justifications/reasoning.

- To develop a thorough understanding of the subject area of the Committee, including relevant legislation and policies.

- To bring, where appropriate, the views of co-opted members (if any) to the attention of the Council.

- To liaise with staff in formulating agendas and future work plans, and to attend any meetings with staff to discuss matters relevant to the business of the Committee, Sub-Committees, Panels or Working Groups.

- Where appropriate, to liaise with other interested parties in establishing co-opted membership, and topics for consideration.

- Where applicable, to liaise with other tiers of local government and to contribute to any other joint working arrangements.

- Where applicable, to lead such site visits that may assist councillors arriving at a considered decision.

  To undertake specific training including updates in the law pertaining to the work of the Committee.

Committee Vice-Chairs

- To fully support the Chair in the execution of his/her duties as agreed between the two postholders.

- To deputise for the Chair in his/her absence, undertaking those duties expected of the Chair and encompassed in the role description for that position.

- To act as the Committee's spokesperson on relevant issues in the absence of the Chair in accordance with the Council's communications protocol.

Committee member

Key duties

- To participate in Committee discussions.

- To give proper consideration to items before and during meetings.

- To consider before each meeting any possible conflicts of interests arising from the agenda items and register/declare those interests as appropriate in accordance with the Council's Members Code of Conduct

- To offer opinions based upon an understanding of the legal requirements of the subject discussed.

- To inform the Committee of constituents' opinions (if appropriate).

- To take into consideration a range of views and issues when reaching a decision and to keep an open mind before reaching a decision.

- To be clear as to reasons for taking decisions and be ready and able to articulate those reasons if required.

- To be accountable for decisions taken

- To conduct oneself with dignity and decorum when offering views which differ from those of other councillors.

- To undertake appropriate site visits.

- To undertake specific training including updates in the law pertaining to the work of the Committee.