

## **Roles of Different Councillors**

The Council has recognised that councillors appointed to certain roles have additional responsibilities and these are set out below. The role and responsibility of Cabinet members who hold specific Cabinet Areas of Responsibility is set out in the Cabinet Procedure Rules.

### **Leader of the Council**

- To provide overall leadership to the Council
- To appoint the Cabinet and determine their roles and portfolios
- To determine the scheme of delegation for executive functions
- To chair the Cabinet and ensure its overall effectiveness
- 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 principal spokesman 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's majority party group
- To lead in the development of good working relationships between political group leaders
- To take Executive decisions in Cabinet and as an individual Cabinet councillor with delegated authority, in accordance with the Council's Constitution.
- 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 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 absence, undertaking those duties expected of the Leader and encompassed in the role description for that position.
- To chair Cabinet meetings in the absence of the Leader of the Council.
- To act as the Council's spokesperson on all key corporate issues, consistent with the Council's overall policy and budgetary framework, in the absence of the Leader.
- To hold and lead on any Portfolio Holder position which the Leader may allocate.
- To undertake specified delegated/designated Leader duties.
- To share and support in general the full workload of the Leader.

### **Minority Party Group Leaders**

- To ensure their party contributes effectively, positively and constructively to the Council's activities
- To act as the principal political spokesman for their group
- To provide leadership to the party group

### **Members of the Cabinet/Portfolio Holders**

#### **Executive duties**

- To ensure effective delivery of all services and the implementation of the Council's approved policies and strategies
- To develop the Council's policy, strategy and budget proposals
- To lead on any Cabinet Areas of Responsibility which may be assigned to them individually
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To take Executive decisions in Cabinet and as an individual Cabinet councillor with any delegated authority as might be applicable from time to time, in accordance with the Council's Constitution.
- To encourage performance improvement in all services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services in the allocated Portfolio across the borough.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.

- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to their areas.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues or service delivery.

### **Portfolio Holder duties**

- To provide pro-active political leadership and to be the principal political spokesperson for the designated service of the Council set out in the allocated Portfolio.
- To initiate (subject to any necessary Cabinet/ Council approvals) and/or promote policies and programmes in the allocated Portfolio within the Council and externally.
- To provide political leadership in ensuring that service strategies, plans, objectives and targets within his area of responsibility are monitored, implemented and achieved.
- To present to and consult with the public on the Council's policies in the allocated Portfolio.
- To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.
- To make recommendations about the implementation of policies within the allocated Portfolio.
- To report to the Cabinet and, as required, the Overview and Scrutiny Committee, on decisions made, actions taken and progress achieved within the allocated Portfolio.
- To attend meetings of the Overview and Scrutiny Committee as and when required.
- To commission and consider reports from appropriate staff, as required, for the efficient discharge of the Portfolio Holder's duties and responsibilities.
- To keep abreast of national best practice/new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision.
- To contribute to the corporate development of the Council's policies and objectives through active engagement of Cabinet.

- To work closely with the relevant Council staff to support the efficient management of the Council and to uphold high standards of performance and conduct and in enabling staff to exercise any powers delegated to them.

### **Chairman of Committees**

#### **All Committee chairmen**

- 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 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 the Committee, Sub-Committee, Panel or Working Group to the Cabinet or Council, as appropriate, and to present, where appropriate, recommendations to the Council.
- To allow proper consideration of any item.
- To ensure that the Committee, Sub-Committee, Panel or Working Group takes 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 Cabinet or 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-Committee, Panel or Working Group.
- 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.

### **Overview and Scrutiny Committee Chairman**

In addition to the above

- To lead on monitoring and reviewing the Council's policies and strategies and recommending changes or new policies to the Cabinet.
- To lead on the review and scrutiny of the Cabinet's budget proposals and policy and strategy recommendations.
- To lead on the review and scrutiny of service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To lead on monitoring the performance and impact on the community of other bodies and agencies operating in Spelthorne.

### **Planning Committee/Licensing Committee/Audit Committee Chairmen**

- No specific roles in addition to the above for all Committee Chairmen.

### **Committee member**

#### **Key duties**

- To participate in Committee discussions.
- To give proper consideration to items before and during meetings.
- To offer opinions based upon an understanding of the legal requirements of the subject discussed.
- To inform the Committee of constituent opinion (if appropriate).
- To take into consideration a range of views and issues when reaching a decision.
- 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.