

H - MEMBER ROLE DESCRIPTIONS

All Members of Council

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

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| <ul style="list-style-type: none">• Uses local information to challenge performance / maximise community benefit• Develops / maintains a working knowledge of other local organisations and services | |
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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 Cabinet 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 Cabinet:
 - To have ultimate responsibility and accountability for the executive decision making arrangements of the Council and for any such decisions that he / she takes under these arrangements
 - To appoint and lead the Cabinet and ensure that its work and that of the individual Cabinet 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 Cabinet membership and with Officers via the Cabinet Scheme of Delegation
5. To communicate the Administration's policies and priorities to the Executive 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 Committee 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 Cabinet Members and including the Chairmen of Committees.
4. To establish effective working relationships with the Chief Executive, Senior Leadership Team officers and other staff.

Cabinet Member

Appointment / Purpose

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

Key Responsibilities

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

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

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 Cabinet, taking joint responsibility for actions and being accountable collectively with other Cabinet 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 Cabinet 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 Committee.
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.

Chairman of Scrutiny Committee

Role Purpose

The Scrutiny Committee's Chairman is elected annually by Full Council.

The Committee Chairman's primary role is to provide leadership for the Council's scrutiny function and in particular for the Scrutiny Committee's 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 Committee's activities to other Members.
4. To lead on the generation and organisation of business for the Committee's 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 Committee's meetings and provide effective management of the business to achieve good governance and clear decision making.
7. To ensure that the Vice-Chairman of the Committee is adequately briefed on relevant issues.
8. To ensure implementation of the Committee's actions through effective monitoring.
9. To establish effective working relationships with the Leader, Cabinet, Cabinet Members and the Chairman and Vice-Chairman of Full Council and Committees of the Council.
10. To establish effective working relationships with the Senior Leadership Team officers and other Officers.

Vice-Chairman of Scrutiny Committee

Appointment / Purpose

The Scrutiny Committee's Vice-Chairman is appointed annually by Full Council.

The primary purpose of the Vice-Chairman is to provide a source of support to the Chairman of the Scrutiny Committee.

Key responsibilities

1. To assist the Chairman with the operation and management of the scrutiny function and the management of the Committee's meetings.
2. To chair meetings of the Committee or undertake other responsibilities of the Chairman where the Chairman is unable to act.
3. To assist the Chairman with any aspects of the Council's scrutiny function and / or the 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, Cabinet, Cabinet Members and the Chairman and Vice-Chairman 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 chairmanship of the 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 the 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 Scrutiny Committee.
3. To act as the primary point of contact for County 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 Chairman'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 Chairman of 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 Committee and to arrange substitutes as necessary for Group Members.

Chairman of Regulation Committee

Appointment / Purpose

The Regulation Committee Chairman is elected annually by the Full Council.

The Chairman'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-Chairman 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-Chairman of Regulation Committee

Appointment / Purpose

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

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

Key responsibilities

1. As appropriate to assist the Chairman in managing the Committee's meetings.
2. In co-ordination with the Committee Chairman, 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 Chairman 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.

Chairman of the Pensions Committee

Appointment / Purpose

The Chairman of the Pensions Committee is elected annually by the Full Council.

The Chairman'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 County Pension Fund Annual Report and Accounts.
6. To keep all Members of Council informed about the work of the Committee.

Chairman of the Audit Committee

Appointment / Purpose

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

The Chairman'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-Chairman 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, Cabinet, Cabinet Members and the Chairman of the Scrutiny Committee.
10. To establish effective working relationships with the Senior Leadership Team officers and other Officers.

Vice-Chairman of the Audit Committee

Appointment / Purpose

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

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

Key responsibilities

1. As appropriate to assist the Chairman in managing the Committee's meetings.
2. In co-ordination with the Committee Chairman, 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, Cabinet, Cabinet Members and the Chairman 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.

Chairman of the Standards Committee

Role Purpose

The Chairman of the Standards Committee is elected annually by the Committee from within the independent membership of the Committee.

The Chairman'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-Chairman 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 Leader and other key members of the Council including the Leader of the Opposition and the Chairman of the Scrutiny Committee.
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 Chairmen / Vice-Chairmen 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 Chairmen 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 Chairmen of the Council and its Committees.
8. To establish effective working relationships with Senior Leadership Team officers and, as appropriate, other staff.

Cabinet Support Member

Appointment / Purpose

Cabinet Support 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 and support to their Cabinet Member.

Key Responsibilities

Cabinet Support Members will be allocated specific service areas to lead and advise the Cabinet member on by the relevant Cabinet member. They are not able to take decisions.

They will:

1. Focus on information gathering and understanding key policy / service delivery areas
2. Assist with the development of options and policies for consideration by the Cabinet member taking into account national policies and local circumstances
3. Brief and make recommendations to Cabinet members and others on relevant issues in relation to policy development and decision making.
4. Represent or deputise for the Cabinet member at meetings or events as necessary.
5. Promote and support good governance of the Council and its business.
6. To keep other Members of Council informed about their activities,
7. To maintain effective working relationships with Senior Leadership Team officers and other Officers.

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 Cabinet Member. The primary role of the post is to provide an effective political counter-balance to the role of the Cabinet 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 Cabinet 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.

Chairman of Council

Election of / Purpose

The Chairman of Council is elected annually by full Council.

The Chairman'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 County Council in ceremonial and similar events
- advance the interests of the County 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, Cabinet, Cabinet 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-Chairman of Council as the Chairman 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 County Council and, when appropriate, the County of Somerset, at civic and similar functions, and to host such functions on behalf of the County Council as necessary.
11. To act as host to royalty, civic dignitaries and similar visitors to the County or the County Council.

Vice-Chairman of Council

Appointment / Purpose

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

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

Key Responsibilities

1. In the absence of the Chairman, to chair meetings of Full Council.
2. At the Chairman's request, to preside at other meetings in connection with the full Council's activities.
3. As appropriate, to assist the Chairman 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 Chairman's request, to represent the County Council and, when appropriate, the County of Somerset, at civic and similar functions, and to host such functions on behalf of the County Council.
6. At the Chairman's request, to act as host to royalty, civic dignitaries and similar visitors to the County or the County Council.