

### **ROLES AND RESPONSIBILITIES OF MEMBERS**

- The Leader
- Deputy Leader
- Portfolio Holder
- Councillor – General
- Chairman of Committee
- Chairman of the Council
- Member Appointees on Outside Bodies

## **THE LEADER**

### **Main Role**

The Leader will ensure that the Cabinet is responsible to the community of Hambleton, through the Council, for the policies and performance of the Authority.

### **Personal Responsibilities**

1. To lead, and act as Chairman of, the Cabinet
2. To provide political leadership in the overall co-ordination of Council policies, strategy and service delivery.
3. To appoint the Cabinet.
4. To ensure and uphold high standards of probity and ethics in the work of the Cabinet and Council.

### **Collective Responsibilities with other Portfolio Holders**

1. To submit proposals to the Scrutiny Committee and the Council (for approval) for an annual budget and the major strategic goals that underpin it.
2. To ensure that the Council has sufficient strategic plans and policies in place to give a clear direction to the work of the Council.
3. To ensure effective service delivery arrangements, including consultation and partnership arrangements with the community, stakeholders and other partners.
4. To ensure effective arrangements for the monitoring and evaluation of the Council's plans and strategies.
5. To ensure effective performance management arrangements, including setting of targets and strategic goals.
6. To lead the search for Best Value.
7. To promote and represent the Authority and the interests of the community.
8. To represent the Council on appropriate bodies or organisations in which the Council has an interest.

### **Skills Required**

- Developed chairing skills in formal settings.
- Highly developed leadership skills at a political, community and personal level.
- Highly developed evaluation and decision-making skills.
- Highly developed communication skills sufficient to be the main focus of Council activity with the public and media.
- Ability to engage with Government and partner organisations at a National and Regional level.
- Detailed knowledge of all of the Council's policies and working knowledge of Council's practices and procedures.

## **DEPUTY LEADER**

### **Main Role**

The Deputy Leader will contribute to the co-ordination and planning of resources and performance management and the co-ordination and implementation of policies and strategies to achieve a corporate approach.

### **Personal Responsibilities**

To deputise for the Leader in his/her absence or as directed.

### **Collective Responsibilities with other Portfolio Holders**

1. To submit proposals to the Scrutiny Committee and the Council (for approval) for an annual budget and the major strategic goals that underpin it.
2. To ensure that the Council has sufficient strategic plans and policies in place to give a clear direction to the work of the Council.
3. To ensure effective service delivery arrangements, including consultation and partnership arrangements with the community, stakeholders and other partners.
4. To ensure effective arrangements for the maintaining and evaluation of the Council's plans and strategies.
5. To ensure effective performance management arrangements, including setting of targets and strategic goals.
6. To lead the search for Best Value.
7. To promote and represent the Authority and the interests of the community.
8. To represent the Council on appropriate bodies or organisations in which the Council has an interest.
9. To uphold high standards of ethics and probity within the work of the Council.

### **Skills Required**

- Developed chairing skills in formal settings.
- Developed leadership skills at a political, community and personal level.
- Developed evaluation and decision-making skills.
- Developed communication skills sufficient to be the main focus of Council activity with the public and media in the absence of the Leader.
- Ability to engage with Government and partner organisations at a National and Regional level in the absence of the Leader.
- Developed knowledge of all of the Council's policies and working knowledge of Council's practices and procedures.

## **PORTFOLIO HOLDER/CABINET MEMBER**

### **Main Role**

1. Where designated, spokespersons will act as the lead member in their designated area of responsibility to co-ordinate activities that achieve the relevant service plan objectives and be able to speak on associated Cabinet policy.
2. To exercise collective responsibility as a Portfolio Holder.

### **Personal Responsibilities**

1. To be the Cabinet spokesperson for the allocated portfolio responsibilities.
2. To work with other Portfolio Holders to achieve the Council's objectives.

### **Collective Responsibilities with other Portfolio Holders**

1. To submit proposals to the Scrutiny Committee and the Council (for approval) for financial strategies, an annual budget and the major strategic goals that underpin it.
2. To ensure that the Council has sufficient strategic and financial plans and policies in place to give a clear direction to the work of the Council.
3. To ensure effective service delivery arrangements, including consultation and partnership arrangements with the community, stakeholders and other partners.
4. To ensure effective arrangements for the maintenance and evaluation of the Council's plans and strategies.
5. To ensure effective performance management arrangements, including setting of targets and strategic goals.
6. To lead the search for Best Value.
7. To promote and represent the Authority and the interests of the community.
8. To represent the Council on appropriate bodies or organisations in which the Council has an interest.
9. To uphold high standards of ethics and probity within the work of the Council.

### **Skills Required**

- Developed evaluation and decision-making skills.
- Developed communication skills sufficient to be the main focus of Council activity with the public and media in the relevant Portfolio area.
- Ability to engage with Government and partner organisations at Local and Regional level in connection with the Portfolio area.
- Detailed knowledge of Council policies in the Portfolio area and developed knowledge of practices and procedures in that area.

## **COUNCILLOR – GENERAL**

### **Main Role**

To be the bridge between the community and the Council. As an elected Member and a Ward Councillor to make a difference to the quality of life and wellbeing of the people within the community and effectively facilitate community involvement in Local Government and the decision making process.

### **Personal Responsibilities**

1. To develop policy relating to the provision of services which meet the needs of the community.
2. To carry out a scrutiny role to ensure effective and efficient service delivery.
3. To act as the initial contact for constituents with concerns and grievances.
4. To work in partnership with Parish Councils and other local organisations to identify and pursue local needs and encourage community engagement.
5. To represent the Council on outside bodies as required and participating effectively in the appointed role.

### **Skills Required**

#### Leadership

- The ability to lead and champion the interests of the local community.

#### Chairing

- The ability to chair meetings and facilitate discussions.

#### Organisational Skills

- Manage casework.
- Use IT to support the management of casework, communicate through Council systems e.g. email.
- Basic Administration Skills.
- Time management skills.

#### Team Working and Building Relationships

- The ability to develop effective relationships with key officers and partner agencies.
- The ability to build effective relationships with all sections of the community so as to be able to represent their needs to the Council.

#### Communication

- The ability to deal with the media to ensure the Council is positively represented, whilst being able to identify when support from public relations specialists is required.
- The ability to deal with issues raised by a range of audiences including constituents, by correspondence, telephone, email and in person.
- The ability to use IT to communicate using email, internet, etc.
- Active listening and questioning skills.

- Presentation skills.
- Public speaking.

### **Community Leadership**

- The ability to engage proactively with the community, canvass opinion and seek new ways of representing others.
- The ability to help communities and their organisations to contribute to effective decision-making on issues that affect them.
- encouraging people from all sections of the community to play their part in local democracy.
- Keeps up to date with community issues of local concern, drawing information and resources from a range of sources and people.
- Is able to develop partnerships inside the Council and with external organisations.
- Is able to mediate constructively and fairly between people/groups with conflicting needs.

### **Other Skills**

- Finance and budgeting skills – interpretation of budgets and accounts.
- Influencing and persuading skills.
- Negotiation skills.
- Managing sensitive/conflict situations and mediation skills.

### **Knowledge Required**

- Knowledge of the political decision making structures.
- Knowledge of the strategic priorities and key policies of the Council.
- Knowledge of key contact officers within service areas.
- Knowledge of the diversity of communities.
- Knowledge of the voluntary and community sectors.
- Knowledge of community consultation and participation.
- Understanding of the Code of Conduct for Councillors, ethics and standards and the role of the Audit, Governance and Standards Committee.
- Understanding of national policies and their impact on the Council.
- A basic understanding of Local Government finance and audit processes.
- Knowledge and understanding of legislation and Council policies to which Members must adhere – Freedom of Information, Data Protection, Equality & Diversity legislation, Smoking Policy etc.
- Where appropriate, for those Members who sit on quasi-judicial panels, knowledge of legislation and policy relating to planning, licensing and appeals is required together with an understanding of the principles and importance of making rational decisions.

## **CHAIRMAN OF COMMITTEE**

### **Main Role**

To lead and co-ordinate the activities of the Council in the designated area of the Committee's responsibilities.

### **Duties and Responsibilities**

1. To chair the relevant Committee.
2. To take a lead on the Committee's area of responsibility.
3. To co-ordinate and control scrutiny where appropriate.
4. To uphold high standards of ethics and probity within the work of the Council.

### **Skills Required**

Developed chairing skills in formal settings.

Developed ability to represent a Committee's views and decisions.

Developed understanding of and ability to influence resources, information and processes required for a Committee to make effective decisions.

## **CHAIRMAN OF THE COUNCIL**

1. Chairing Annual/Council Meetings.
2. Attendance at Hambleton District Council Civic Functions as follows:-
  - 2.1 Civic Dinner attended by guests of the Chairman subject to adequate budget provision.
  - 2.2 Annual Civic Lunch attended by guests of the Chairman subject to adequate budget provision.
3. Attendance at other Local Authorities' Civic Functions within North Yorkshire limited to 2 per annum per Local Authority.
4. Attendance at the Royal Garden Party.
5. Attendance at 100<sup>th</sup> birthday and 60<sup>th</sup> + wedding celebrations of Hambleton residents with the Ward Member(s).
6. Host a reception for Councillors and partners following the election of a new Council.
7. Attendance as appropriate at other events (e.g., funerals of former Councillors) and ad hoc Civic functions within Hambleton (e.g., Royal visits, military events, concerts, promotional events).



## **MEMBER APPOINTEES ON OUTSIDE BODIES**

### **Main Role**

1. Where the Member is appointed in a representative role to represent the Council at the meetings of outside bodies.
2. Where the Member is appointed in an independent role to participate in the activities of the outside body within the rules governing the operation of that body.

### **Duties and Responsibilities**

1. To contribute to the work of the body.
2. Subject to the rules on disclosure of interests, to contribute to Cabinet in their policy making role or to Scrutiny Committees when considering issues relating to the outside body.
3. Report back to the Council on issues that are appropriate.

### **Skills Required**

- Developed knowledge of the policies of the Outside Body and basic knowledge of the practices and procedures of the Outside Body.