



## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **MEMBER ROLE PROFILES**

1. **COUNCILLORS**
2. **LEADER OF THE COUNCIL**
3. **DEPUTY LEADER OF THE COUNCIL**
4. **POLICY COMMITTEE CHAIRMAN**
5. **OVERVIEW & SCRUTINY COMMITTEE CHAIRMAN**
6. **AREA FORUM CHAIRMAN**
7. **REGULATORY COMMITTEE CHAIRMAN**
8. **CHAIRMAN OF A COMMITTEE**
9. **MEMBER CHAMPION**

## **ROLE PROFILE**

### **POST 1 COUNCILLORS**

#### **Purpose and Role**

The purpose and role is to:-

1. Participate constructively in the good governance of the District.
2. Contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. Represent effectively the interests of the Ward for which the Councillor is elected, and to deal with constituents' enquiries and representations.
4. Champion the improvement of the quality of life of the community in terms of equity, economy and environment.
5. Represent the Council effectively when appointed to an outside body.
6. Act at all times with probity and propriety in the best interest of the Council.

#### **Duties and Responsibilities**

The duties and responsibilities are to:-

1. Fulfil the statutory and locally determined requirements of an elected Member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the Full Council (e.g. setting budget, overall priorities and strategy).
2. Participate effectively as a Member of any Committee or Panel to which the Councillor is appointed, including related responsibilities for the services falling within the Committee's (or Panel's) terms of reference, and its liaison with other public bodies to promote better understanding and partnership working.
3. Participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations. In addition, for this purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.

4. Participate in the scrutiny or performance review of the services of the authority including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
5. Participate, as appointed, in consultative processes with the community and with other organisations.
6. Provide a link between the authority to the community through the various forums available.
7. Develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties and constraints, and to develop good working relationships with relevant officers of the authority.
8. Develop and maintain a working knowledge of the other organisations and services which serve the District.
9. Contribute constructively to open government and democratic renewal through active engagement and encouragement to the community to participate generally in the democratic process.
10. Participate in the activities of any political group of which the Councillor is a Member.
11. Conduct the business of the Council within the Council and not through the written or broadcast media.
12. Maintain confidentiality in all relevant Council business.
13. Refrain from seeking to instruct officers individually.
14. Brief substitute Members on the meeting due to be attended on those occasions when personal attendance is not possible and where substitutes are permissible.

### **Skills Required**

1. Good communication and interpersonal skills.
2. Ability to relate and deal with the public in a professional and timely manner.
3. Capability to work effectively with Council officers and outside organisations.
4. Community Leadership skills.

## **ROLE PROFILE**

### **POST 2 LEADER OF THE COUNCIL**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide effective political leadership and strategic direction for the Council.
2. Ensure effective Corporate Governance.
3. Provide effective stewardship of the Council.
4. Ensure that the Council delivers high quality, value for money services.

#### **Duties and Responsibilities**

The duties and responsibilities are to:-

1. Provide the political leadership to the Council, including proposing the policy framework within which the Council will operate.
2. Ensure effective Corporate Governance, including working with opposition groups to seek to achieve, where possible, cross party co-operation.
3. Lead the Council and be responsible for the Council's corporate and resource strategies.
4. Ensure the effective integration of roles, responsibilities and functions within Committee memberships.
5. Be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners) and internally for the Council's Corporate Management Team.
6. Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations and to positively promote the Council as a whole to the media.
7. Act as the political spokesperson for the Council.
8. Promote the long-term financial, business and economic stability of the Council.
9. Encourage the highest standards of probity and corporate governance for the well-being of the District.

10. Communicate the Administration's policies and priorities to the Corporate Management Team and to receive its advice.

**Skills required**

1. Good communication and interpersonal skills.
2. The ability to grasp and analyse complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The capability to work effectively with Council officers, the public, the media and outside organisations

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 3 DEPUTY LEADER OF THE COUNCIL**

#### **Purpose and Role**

The purpose and role is to:-

1. Assist and work with the Leader of the Council to provide effective political leadership and strategic direction for the Council.
2. Assist the Leader of the Council with his/her other responsibilities, such as ensuring effective Corporate Governance and stewardship of the Council and to ensure that the Council delivers high quality, value for money services.
3. Act in the absence of the Leader of the Council.

#### **Duties and Responsibilities**

The duties and responsibilities are to:-

1. Assist and work with the Leader of the Council to deliver their responsibilities to the Council within their respective job profiles.
2. Deputise for the Leader of the Council in his/her absence from Council meetings.
3. Carry out, in the Leader's absence, the requirements of his/her job profile so far as legally possible and permissible.
4. Carry out such other duties and undertake responsibility as delegated by the Leader of the Council.

#### **Skills required**

1. Good communication and interpersonal skills.
2. The ability to grasp and analyse complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.

6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. Capability to work effectively with Council officers, the public, the media and outside organisations.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 4 POLICY COMMITTEE CHAIRMAN**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide collective and individual leadership to the Committee.
2. Undertake lead responsibility for allocated areas of responsibility.
3. Contribute effectively towards the strategic direction of the Council.
4. Chair Committee meetings and ensure that the Committee achieves its objectives.

#### **Duties and Responsibilities**

The duties and responsibilities are to:-

1. Participate effectively as a Policy Committee Chairman and to take joint responsibility with Committee Members for all actions and collective accountability.
2. Challenge issues prior to making decisions, if appropriate, and ensure appropriate regard to the community's interests, together with any equality and diversity issues.
3. Encourage openness and honesty in all of the Policy Committee's dealings.
4. Assist in shaping and developing the strategic priorities and vision of the Council and participating in debates and discussions about policy issues across the whole range of services provided by the Council, particularly those provided by the Policy Committee.
5. Act as the Lead Member for a particular area as may be determined by the Leader of the Council, but in doing so, to have regard to the overall collective responsibilities of the Council's corporate policy objectives while championing the area concerned within that strategic context.
6. Recognise the differing roles of members and officers in the Council's Constitution.

7. In connection with the area of responsibility:-
  - a) Build good relationships with appropriate senior officers and work with them in developing policy or strategic issues prior to formal reporting. Be supportive in dealing with any problems at a strategic level.
  - b) Keep abreast of related developments and policies at national, regional and local level.
  - c) Enhance the Council's reputation through participating in regional and national networks.
  - d) Aim for South Derbyshire to be at the forefront of service development and provision where possible and take an active interest in related performance indicators and rankings, including visiting Beacon Councils and other exemplars of good practice.
  - e) Represent the Committee at the Overview & Scrutiny Committee in connection with any related matter that may be called in. Similarly, attend the Overview & Scrutiny Committee upon request in connection with any issues associated with the area of responsibility that is being scrutinised.
  - f) Be aware of issues of importance to the community and other stakeholders concerning portfolio services (for example, through issues raised at Area Forums), and work towards developing and implementing the Community Strategy.
  - g) Be aware of key budgetary issues affecting the area of responsibility.
8. Represent the Council on external bodies, as appointed, and feedback on any issues of relevance/importance.
9. Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships.
10. Be responsible for continuous personal development by taking advantage of learning opportunities to build on understanding and knowledge, and developing relevant skills.
11. Along with other senior Members and the Corporate Management Team, be available as appropriate for other Members to discuss any queries or matters of concern.

12. Positively promote his/her area of responsibility and, where appropriate, to act as the spokesperson with the media for that area only.

### **Skills Required**

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues.
3. An understanding of national and local government statutory and financial frameworks.
4. An understanding of the Council.
5. The ability to understand the Council's budget, especially in respect of the relevant area of responsibility.
6. Leadership and chairmanship skills.
7. Political knowledge and awareness.
8. Ability to work effectively with Council officers, the public, the media and outside organizations.
9. Capability to work as part of a team.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 5 OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide leadership and direction to the Committee.
2. Ensure that adequate resources (financial & officer support) are identified and sought from the Council.
3. Chair Committee meetings and ensure that the Committee achieves its objectives.

#### **Duties and responsibilities**

The duties and responsibilities are to:-

1. Ensure that Committee members participate on developing an effective work programme.
2. Encourage Committee members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training, if necessary.
3. Endeavour to engage all members of the Committee within the scrutiny process.
4. Lead the Committee in prioritising its work to ensure effective scrutiny.
5. Co-ordinate the work with other Committees and Chairmen and to share learning.
6. Develop a constructive relationship with other Committee Chairmen.
7. Promote a constructive relationship with Directors and Heads of Service in the areas that the Committee scrutinises.

#### **Skills Required**

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.

4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Capability to work as part of a team.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 6      AREA FORUM CHAIRMAN**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide leadership and direction to the Area Forum.
2. Identify and request from the Council necessary resources to support the Area Forum process.
3. Chair the Forum and ensure that it achieves its objectives.
4. Encourage Area Forum Members in their community development roles.

#### **Duties and responsibilities**

The duties and responsibilities are to:-

1. Work with other Area Forums and Chairmen, where appropriate, to share learning and experience and to progress and promote the role of community development.
2. Engage, liaise and consult with the local community.

#### **Skills Required**

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Ability to influence and work constructively with members, officers, the public and outside organisations.
4. Capability to work as part of a team.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 7 REGULATORY COMMITTEE CHAIRMAN**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide leadership and direction to the Committee.
2. Demonstrate to the public, applicants, objectors etc., fair and open decision-making by or on behalf of the Committee.
3. Ensure that adequate resources (financial and officer support) are identified and sought from the Council.
4. Chair and manage Committee meetings and ensure that the Committee achieves its objectives.

#### **Duties and responsibilities**

The duties and responsibilities are to:-

1. Encourage Committee members to obtain the necessary skills to contribute to the work of the Committee and to work with officers to provide training, if necessary.
2. Endeavour to engage all members of the Committee in its activities.
3. Lead the Committee, in consultation with officers, in prioritising its work.
4. Develop a constructive relationship with the relevant Director and Heads of Service and their staff and where appropriate, with relevant members.
5. Be willing to learn about the professional disciplines and services relevant to the work of the Committee.
6. Find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible.
7. Chair the Committee in a fair and open manner in accordance with the procedures of the committee and to allow applicants and objectors to put their arguments to the Committee.
8. Guide the Committee, with the assistance of officers, in reaching decisions based on the information presented to it.

## **Skills Required**

1. Good communication and interpersonal skills.
2. Leadership and excellent chairmanship skills.
3. Project and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Capability to work as part of a team.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 8 CHAIRMAN OF A COMMITTEE**

#### **Purpose and Role**

The purpose and role is to:-

1. Provide leadership and direction to the Committee.
2. Ensure that adequate resources (financial and officer support) are identified and sought from the Council.
3. Chair Committee meetings and ensure that the Committee achieves its objectives.

#### **Duties and responsibilities**

The duties and responsibilities are to:-

1. Encourage Committee members to obtain the necessary skills to contribute to the work of the Committee and to work with officers to provide training, if necessary.
2. Endeavour to engage all members of the Committee in its activities.
3. Lead the Committee, in consultation with officers, in prioritising its work.
4. Develop a constructive relationship with the relevant Director and Heads of Service, their staff and with relevant members.
5. Be willing to learn about the professional disciplines and services relevant to the work of the Committee.
6. Find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible.

#### **Skills Required**

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organizations.

5. Capability to work as part of a team.

**Note:** The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

## **ROLE PROFILE**

### **POST 9 MEMBER CHAMPION**

#### **Purpose and Role**

The purpose and role is to:-

1. Represent all of those people who are covered by the position and ensure that their needs are identified, recognised and met, where possible, by the Council and other relevant bodies, including the voluntary sector.
2. Act as the spokesperson to promote the positive aspects of the Council's work amongst those on whom the Champion's interest area impacts.
3. Promote a joined-up approach between the activities of the Council and the work of other organisations, in supporting activities for the Champion's interest area and involving them in developing services.
4. Encourage people to play a fuller role in shaping the policies relevant to the Champion's interest area and to participate with statutory and voluntary organisations that are planning, making decisions on and delivering services that affect the Champion's area of responsibility.
5. Encourage the statutory and voluntary organisations to actively seek out and engage with other bodies in planning, defining and delivering services which affect them.

#### **Duties and responsibilities**

The duties and responsibilities are to:-

1. Foster cross-party co-operation and be able to engage with relevant outside groups and officers.
2. Understand and express the opinions and priorities of those groups.
3. Be sensitive to Council priorities – Champions cannot allow themselves to “go native” and forget about their broader role as a Councillor.
4. Act in respect of the whole range of relevant issues, rather than focus upon a pet interest.
5. Raise the profile of the issue by conveying to the relevant groups, the Council's commitment to the issue.
6. Foster the engagement of a wider range of Members in the issue.

7. Promote effective communication and positive working relationships, both within the Council and among relevant partners, stakeholders and community groups.
8. Provide positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue.
9. Be available as the Council's nominee on appropriate outside bodies and attend relevant conferences, training and briefing opportunities.
10. Work collaboratively with the relevant policy Committee Chairmen and the Overview and Scrutiny Committee.
11. Keep up-to-date on issues relevant to the Champion's interest.
12. Identify and represent the needs of groups and individuals who are not currently represented or part of the existing processes.