

I MEMBERS' JOB PROFILES

The role descriptors set out below are not exhaustive and aim to describe the outline responsibilities of each role, rather than being an extensive description of all functions and responsibilities.

A. Ward Member

63 Members of the Council, are elected by a ward. The Mayor, who is elected on a Borough wide poll is a Member of Full Council but has no ward duties or entitlement.

Role

To be an advocate of and for the interests of the ward, individual electors, community groups and other stakeholders. To represent the interests of those individuals and groups to the Council, and deal with enquiries and representations from constituents.

Duties

- i. Individually, and with other representatives of the same and other wards, to effectively represent the interests of the ward, individual and groups of constituents in the policy formulation and decision making processes of the Council and to other local and national bodies.
- ii. To lead and actively encourage community involvement and engagement in consultation in policy formulation and decision making by the Council.
- iii. To respond to constituents enquiries and representations fairly and impartially.
- iv. To promote good community relations and take and encourage steps to eliminate unlawful discriminatory practices and attitudes within and outside the Council.
- v. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.
- vi. To work individually and collectively in the interests of the ward and the Borough.
- vii. *To support the 'Corporate Parenting Strategy' in ensuring outcomes fulfil the Council's responsibilities towards children in public care.***

Entitlement

- i. All Members receive a basic allowance under the Scheme of Members Allowances which is detailed in Part 6(ii) of this Constitution, in part, remuneration for time and expense spent on these duties. These duties will not normally give rise to recoverable subsistence or travel expenses.
- ii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.
- iii. The extensive legal and constitutional provisions which regulate Members rights to attend meetings and access information necessary to the discharge of their duties is set out in the Access to Information Procedure Rules in the Constitution.

B. **Member of Full Council**

All 63 Members of the Council and the Mayor and Members of the Cabinet are Members of the Full Council. There are restrictions on the Mayor and Executive Members participating in the Overview and Scrutiny and Standards Committee functions of the Full Council.

Role

Collectively, to determine the Budget and Policy Framework of the Council and to effectively discharge the functions which are the Responsibility of the Full Council under Part 3 of the Constitution.

Duties

- i. Participate in the setting by the Full Council, following proposals from the Executive, of the Budget and Policy Framework of the Council, following the procedures in the Budget and Policy Framework Procedure Rules.
- ii. Collectively, as a Full Council, to directly discharge or arrange for the discharge of the functions set out in Part 3 of the Constitution which are the responsibility of the Full Council. This may include the delegation of functions to Committees, Sub-Committees or Officers and/or to joint arrangements with other Councils.
- iii. To be appointed by the Full Council as Chair, Vice Chair or Member of such Committees, ~~Committees~~, Sub-Committees or joint arrangements and collectively with other Members of those bodies directly discharge or arrange for the discharge of functions delegated to them.
- iv. To promote the economic, social and environmental well-being of the Borough and to have regard to the Community Strategy when doing so.
- v. When participating in decision making, to ensure that decisions are lawful, reasonable, proportionate and contribute to the vision, mission, core values, strategic objectives and deliver and are within the Policy and Budget Framework of the Council. To also consider how each decision can assist in the reduction of crime and the elimination of inequality and discrimination.
- vi. When participating in decisions which have a direct impact on the rights and freedoms of individuals, ensure that proper processes are followed and that obligations under the principles of natural justice and human rights legislation are met.

- vii. To be available to be appointed to outside bodies and;
- Where appointed as the Council's representative, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non decision making capacity, to represent the Council without becoming involved in decision making by the outside body.
- viii. To participate in Best Value **for Money / Service** Reviews as required by the Council (~~Best Value Reviews are a Executive function but require the involvement of all Members~~).
- ix. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. The basic allowance includes recognition of the work undertaken by Members in relation to Full Council meetings.
- ii. The detail of how Members can participate in debates, submit motions and vote are set out in the Council Procedure Rules.
- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

C. Chair of the Council

It is the duty of the annual meeting of the Full Council to elect one of its Members to be Chair of the Council. The Chair was historically entitled to the title of Mayor, by virtue of ancient custom and practice and Royal Charter and the Chair of the Council is entitled, on appropriate ceremonial occasions to bear the title of Civic Mayor.

Role

The Chair of the Council has a formal responsibility to chair meetings of the Full Council and an historic traditional ceremonial role. The Chair of the Council is the First Citizen of the Borough and is entitled to take precedence at civil events. The Local Government Act 2000 changes the entitlement to the title of Mayor (creating the need to distinguish between the elected Mayor, and the Chair of the Council when using the title of Civic Mayor) and gives some additional responsibilities to the Chair of the Council.

Duties

- i. To chair meetings of the Full Council neutrally preserving order, ensuring that the Council Procedure Rules are followed and allowing different opinions to be fully and fairly presented and debated.
- ii. The Chair of the Council, in consultation with the Mayor will attend and host such civic and ceremonial functions as the Council, the Mayor and the Chair of the Council shall determine.
- iii. To determine any questions about the interpretation of the Constitution.
- iv. To respond to constituents enquires and representations fairly and impartially.
- v. To discharge procedural functions under the Constitution.
- vi. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.,

Entitlement

- i. The Chair of the Council is, on appropriate ceremonial occasions entitled to bear the title Civic Mayor and at other times will be known as the Chair of the Council.
- ii. The Chair of the Council receives support in managing civic and ceremonial duties from the Office of the Chair of the Council.

- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities***

D. **Elected Mayor**

The Elected Mayor is elected by a Borough wide election every 4 years.

Role

The Elected Mayor has an unparalleled personal opportunity and responsibility to give political leadership and direction to the Council and the Borough and to represent the Council and the Borough locally, nationally and internationally.

Duties

- i. To appoint between 2 and 9 cabinet Members.
- ii. To appoint a Deputy Mayor.
- iii. To determine a scheme of delegation.
- iv. To call cabinet meetings and determine the agenda.
- v. To take personal responsibility for the delivery, or the arrangements for the delivery through delegations, of the Budget and Policy Framework and the functions of the Council which are the responsibility of the Executive.
- vi. To work closely and constructively with Overview & Scrutiny Members in leading the development of the Budget and Policy Framework, in reviews of policy and in the scrutiny of decision making.
- vii. To record and make publicly available any decision taken personally.
- viii. To attend, answer questions, and lead debates at meetings of the Full Council.
- ix. To attend meetings of Overview & Scrutiny Management Committee and Sub Committees when requested to do so.
- x. To represent the Borough locally, nationally and internationally.
- xi. To lead the Council and the Borough in reducing crime and eliminating inequality of opportunity and unlawful discrimination.
- xii. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee Relations.

Entitlement

- i. The Elected Mayor receives a special responsibility allowance and, subject to the scheme of allowances will receive subsistence and travel expenses detailed in Part 6 (ii) of this Constitution.
- ii. The Executive Office supports the Elected Mayor and the Cabinet.
- iii. The Elected Mayor is entitled to be appointed to, attend, speak and vote at meetings of the Council and its Committees (except Overview and Scrutiny and Standards Committees).
- iv. The Elected Mayor has the same rights to information as Members of the Council.
- v. ***Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.***

E. Cabinet Members

Between 2 and 9 Cabinet Members are appointed by the Mayor.

Role

The Cabinet have collective and individual responsibility to propose the Budget and Policy Framework to the Council, and to discharge or arrange for the discharge of those functions which are the responsibility of the Executive under Part 3 of the Constitution.

Cabinet Members have a personal responsibility for taking decisions in relation to, and discharging those executive functions delegated to them by the Mayor. The delegations to Executive Members are known as their portfolio.

Duties

- i. Collectively and individually to propose the Budget and Policy Framework, following consultation with Overview and Scrutiny Members and others as appropriate.
- ii. Personally to take decisions and discharge directly, or arrange for the discharge, of those parts of the Executive's functions which are delegated to the Executive Member by the Mayor as part of their portfolio.

- iii. To assist the Mayor in representing the Council and the Borough ~~on~~ locally, nationally and internationally.
- iv. To be available to be appointed by the Executive to outside bodies; and
 - Where appointed as the Council's representative, or delegate, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the relevant law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non decision making capacity to represent the Council without becoming involved in decision making by the outside body.
- v. To assist the Mayor in driving efforts of the Council and the Borough to reducing crime and eliminate inequality of opportunity and discrimination.
- vi. To undertake Ward and Full Council Members' duties.
- vii. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. All Cabinet Members, as Members of Full Council, receive a basic allowance. In addition to this basic allowance, Cabinet Members also receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. Member Support/Executive Office provide secretarial and administrative support for Cabinet Members. Support is also provided by Directors, Assistant Directors and Heads of Service.
- iii. Cabinet Members have the same rights to information as Members of the council.
- iv. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

F. Overview and Scrutiny Members

Overview and Scrutiny Members are the Chairs, Vice Chairs and Members of Overview and Scrutiny Management Committee, Standing and Ad Hoc Overview and Scrutiny Panels.

Members of the Executive cannot be Overview and Scrutiny Members.

There will be co-opted Overview and Scrutiny Members, including church and parent governor representatives where education functions are concerned and trade union representatives.

Role

With other Overview and Scrutiny Members to effectively and efficiently discharge the Council's Overview and Scrutiny Function under s21 Local Government Act 2000, including the management of resources allocated to the discharge of that function.

Duties

- i. To work closely and constructively with the Mayor and Cabinet Members, participate in the formulation of the Budget and Policy Framework by responding to proposals from the Executive within timescales set by the Executive.
- ii. Drive and participate in programmes of policy review, both at the request of the Full Council and of the Executive, but equally at the initiative of Overview and Scrutiny Members. The programme of review to include consideration of anything which is of interest to the area or its inhabitants, even where the issue is not the responsibility of the Council.
- iii. ***To effectively discharge its functions in respect of the overview and scrutiny of relevant partnership bodies and where there is a duty on partnership bodies to co-operate with Overview and Scrutiny e.g. authorities responsible for crime and disorder strategies, the NHS and relevant partners identified within the Local Area Agreement.***
- iv. With other Overview and Scrutiny Members, to subject decisions of the Executive (including the Mayor, Executive Committees, individual Cabinet Members and Officers taking key decisions) to appropriate but rigorous scrutiny. To evaluate and question executive decision making in order to hold the Executive to account.

- v.** To participate in the call-in group as required by Overview and Scrutiny Management Committee and, as an individual in collaboration with other Members of the call-in group, ensure that every decision by or on behalf of the Mayor (including officers taking by decisions) is subject to sufficient and timely scrutiny. To participate in the decision to trigger the call in procedure where, in exceptional circumstances, it is required.
- vi.** To ensure that the work of Overview and Scrutiny Members is available to the Executive and the Full Council, where appropriate, through the submission of reports and clear, concise recommendations.
- vii.** In undertaking these duties to apply the Constitution of the Council, and particularly the Overview and Scrutiny Procedure Rules, the Access to Information Rules and the Budget and Policy Framework Procedure Rules.
- ~~vii.~~ **viii.** To undertake additional functions such as required by the Council or by statute.
- ~~viii.~~ **ix.** To respond to constituents enquiries and representations fairly and impartially.
- ix.** To declare any personal interest in issues being scrutinised and to take any action, including withdrawal from the Committee or Sub-Committee required to maintain impartiality.
- xi.** To undertake Overview and Scrutiny functions in a constructive and non-partisan way.
- xii.** To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. The Chair of Overview and Scrutiny Management Committee receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. The Vice Chair of Overview and Scrutiny Management Committee receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- iii. The Chairs of Standing Scrutiny Sub Committees receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.

- iv. Overview and Scrutiny Members have additional rights to access information of relevance to their areas of responsibility. These rights are set out in the Overview and Scrutiny Procedure Rules.
- v. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

G. Standards Committee Members

Standards Committee Members are appointed by the Full Council in accordance with the ~~Relevant Authorities~~ (Standards Committee) **(England) Regulations 2004**.

At least 4 Members are also Members of the Council (other than the Mayor), 6 are independent of the Council (one of whom will chair the Committee), and ~~one is a~~ **at least two are** Parish Councillors.

Role

The Standards Committee Members collectively have the duties of promoting high standards of conduct by elected and co-opted Members of the Council and of assisting those Members to achieve those high standards.

Duties

- i. To advise the Full Council and Executive on the adoption or revision of a Code of Conduct
- ii. To monitor the operation of the Council's Code of Conduct and report any necessary alterations required to the Full Council and Executive
- iii. To facilitate and monitor advice to and training of Members and co-opted Members of the Council on the Council's Code of Conduct
- iv. To undertake the same functions in respect of Parish Councils and Members of those Parish Councils except where the committee has arranged for those functions to be discharged by a sub-committee
- v. To undertake such other functions as may be, from time to time, conferred on the standards committee by the Council or Regulations
- vi. To impartially consider any report of the Monitoring Officer, Ethical Standards Officer / **Investigating Officer** or the Adjudication ~~Sub-Committee~~ **Panel** for England and to take any necessary action in accordance with the law
- vii. To consider fairly and impartially applications for a dispensation from the rules as to speaking and voting where a Member has an otherwise declarable interest in accordance with the Code of Conduct

- viii. To act in accordance with such advice and guidance as may be issued by the Standards Committee **Board** for England

Entitlement

- i. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.
- ii. No special responsibility allowance is paid to Members of the Standards Committee ***other than a co-optee's allowance to Independent Members detailed in Part 6 (ii) of this Constitution.***

H. Leaders of Political Groups

It is open to Members who form political groups under the Local Government (Committees and Political Groups) Regulations 1990 to appoint a Leader.

Role

The Leader of a Political Group has one formal role, to be involved in the processes relating to the composition of the group.

Entitlement

- i. The Leaders of Political Groups with 6 or more Members receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. The Leader of any Political Group which comprises a majority of Elected Members receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- iii. Each Political Group is provided with an equipped office at the Mansion House or 2 Priory Place from which the Leader and other Members can conduct their business.

Statutory and Guidance References

Local Government Act 2000 (Constitutions) (England) Direction 2000

DETR New Council Constitutions Guidance Chapter 10