

# **PART 3 - RESPONSIBILITIES FOR FUNCTIONS**

## **SECTION D**

### **ROLES OF DIFFERENT COUNCILLORS**

#### **1. INTRODUCTION**

- 1.1 Councillors are elected by local residents to represent them in making decisions about how the Borough is governed.
- 1.2 The Council appoints councillors annually to the positions of Mayor, Deputy Mayor, and chairmen and vice-chairmen of committees. The Leader is appointed by the Council for a four year term of office. The political groups of the Council will elect their own leaders.
- 1.3 The Leader appoints the Deputy Leader and at least 1, but not more than 8, councillors to form the Executive. The Leader may assign portfolios areas to the members of the Executive. These councillors will normally all be members of the Majority group.
- 1.4 Each year, the Council will also establish committees to oversee its work and councillors will be appointed to serve on those committees as Chairmen, Vice-Chairmen or members. The political balance of the committees reflects the political balance of the Council as a whole and Membership of committees is on the recommendation of the political group leaders.
- 1.5 This section indicates the different roles a councillor may undertake as a member of the Council. The role of all councillors as representatives of their communities is set out in Article 2. The roles of the Mayor and Deputy Mayor are set out in Article 5. The other roles referred to in the Constitution are set out below.

#### **2. LEADER**

- 2.1 The role of the Leader is to
  - a) provide strong political and community leadership;
  - b) identify and promote the Council's core values and strategic objectives, develop and implement the Council's Sustainable Community Strategy and other plans and strategies that underpin this strategy;
  - c) lead the development of local, regional, national and European policy and strategic partnerships to drive forward the Council's strategic objectives and policies;
  - d) maintain effective working relationships of councillors with the Chief Executive, chief officers and all employees of the Council;

- e) chair the Executive and oversee the preparation of business for its consideration;
- f) appoint the Deputy Leader and other members of the Executive.

### **3. DEPUTY LEADER**

- 3.1 The role of the Deputy Leader is to support the Leader in discharging his/her role and to deputise for the Leader in his/her absence or at the specific request of the Leader.

### **4. PORTFOLIO HOLDER**

- 4.1 The role of the Portfolio Holder is

- (a) to be accountable for those services within their portfolio areas, taking the lead publicly in relation to the Executive's activities in those areas both inside and outside the Council;
- (b) to take the lead on discussions at Executive meetings on their portfolio areas;
- (c) to present any Executive recommendations on matters within their portfolio areas to Council;
- (d) to respond to issues raised by the scrutiny committees on their portfolio areas.

### **5. CHAIRMAN OF A COMMITTEE**

- 5.1 The main role of a chairman of a committee is to:

- (a) lead the Council's activities in relation to those functions covered by the Committee in accordance with its the Terms of Reference;
- (b) chair meetings of the committee;
- (c) ensure that the Committee deals with its functions in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto;
- (d) ensure that mechanisms are put in place to measure regularly the efficiency and quality of the arrangements for dealing with the functions of the committee;
- (e) ensure that the rules relating to declaration of interests are complied with;

- (f) ensure that appropriate member training programmes and seminars are arranged;
- (g) act as spokesman for the committee; and
- (h) oversee the preparation of the business for consideration by the Committee.

## **6. LEADER OF AN OPPOSITION GROUP**

6.1 In addition to their roles and duties as an elected representative, opposition group leaders shall also:

- (a) be the focal point for the opposition group's views on the design, preparation and implementation of the Council's policies, strategies, budgets and service delivery;
- (b) establish and maintain good working relationships between members of the opposition group and all employees of the Council; and
- (c) be responsible for nominating members of the group to serve on committees, panels, sub-committees and outside bodies for consideration by Council.

## **7. WARD COUNCILLOR**

7.1 The role and duties of all Councillors are detailed at Article 2. As representatives of their ward, Councillors are also expected to:

- (a) contribute to good governance and actively encourage community participation and citizen involvement in decision-making;
- (b) deal with constituents' enquiries and representations fairly and without prejudice;
- (c) meet key local "stakeholders";
- (d) listen to needs of local people and take their views into account when considering policy proposals and in decision-making;
- (e) champion the causes which further the interests, quality of life and sustainable development of the community;
- (f) develop a working knowledge of the organisations, services, activities and other factors important to the community's well-being and identity; and

- (g) ensure that local people are informed about services in their area, decisions which affect them, reasons why decisions have been taken, the rights of constituents.