



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 THE COUNCIL**
9. **LEADER OF THE OPPOSITION**
10. **MEMBER CHAMPION**

ROLE PROFILE

POST 1 COUNCILLORS

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the electorate of their Ward.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Constructively participate, promote, and support good governance of the Council and its affairs.

3. Contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
4. Represent effectively the interests of the Ward for which the Councillor is elected, and to deal with constituents' enquiries and representations within a reasonable timeframe.
5. Champion the improvement of the quality of life of the community in terms of equity, economy and environment.
6. Represent the Council effectively when appointed to an outside body.
7. 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 in informed and balanced decision making 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 the 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 promoting common interest and co-operation. 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, reaching, and making informed and balanced decisions including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
5. Liaise, as appointed, and with other Councillors, officers, and partner organisations to ensure that the needs of the local communities are identified, understood and supported.

6. Be an advocate for the Council in their respective Wards and the communities they serve and be a channel of communication on Council strategies, policies, services and procedures.
7. Develop and maintain a working knowledge of the authority's services, management arrangements, powers, duties and constraints, as well as 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 and to observe appropriate and effective relationships with officers of the Council in accordance with the Protocol for Member/Employee Relations.
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.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to work effectively and constructively with Councillors, officers, the public, partners and outside bodies and build relationships.

3. Ability to make informed and balanced decisions based on information provided, and deliberations within Council and Committee meetings.
4. Ability to relate and deal with the public in a professional and timely manner.
5. To provide community leadership and promote active citizenship.
6. Understanding of the challenges facing local government.
7. An awareness of the Council's Constitution.

ROLE PROFILE

POST 2 LEADER OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the public.

Purpose and Role

The purpose and role is to:-

1. Provide effective political leadership and strategic direction for the Council.

2. Promote and support open and transparent government.
3. Ensure effective Corporate Governance.
4. Provide effective community leadership; promote active citizenship, and effective stewardship of the Council.
5. 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. Provide strong, clear leadership in the co-ordination of policies, strategies and service delivery.
4. In accordance with the Council's calculated political proportionality, appoint Councillors to Committees, Sub-Committees, working party memberships, Working Groups and Substitutes Panel memberships, including Chairman and Vice-Chairman with regard to their abilities.
5. Ensure the effective integration of roles, responsibilities and functions within Committee memberships.
6. To represent the Council to a high standard and 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.
7. 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.
8. Act as the principal political spokesperson for the Council.
9. Promote the long-term financial, business and economic stability of the Council.
10. Encourage the highest standards of probity and Corporate Governance for the well-being of the Council and its affairs.

11. Communicate the Administration's policies and priorities to the Corporate Management Team and to receive its advice.
12. Liaise with the Chief Executive, and other appropriate officers, on a regular basis.
13. Work with employees of the Council in relation to the strategic vision and direction of the Council, the management role of officers, and the development of policy issues.
14. Advise and mentor other Councillors in their work.
15. Champion and participate in Councillor development.
16. Ensure the Deputy Leader of the Council is fully informed of all matters of responsibility in order to deputise as appropriate.

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 and advanced 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 role profile).

ROLE PROFILE

POST 3 DEPUTY LEADER OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the electorate of their Ward.

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. Promote and support open and transparent government

3. 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.
4. Act in the absence of the Leader of the Council.
5. To assist in specific duties as requested.
6. To carry out duties on behalf of the Leader of the Council when designated to do so.
7. To represent the Leader as appropriate.

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.
5. To be fully briefed on all areas of the Leader's responsibilities so as to be fully effective when called upon.
6. Liaise with the Chief Executive, and other appropriate officers, on a regular basis.
7. Work with employees of the Council in relation to the strategic vision and direction of the Council, the management role of officers, and the development of policy issues.
8. Advise and mentor other Councillors in their work.
9. Champion and participate in Councillor development.

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 and advanced 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 role profile).

ROLE PROFILE

POST 4 POLICY COMMITTEE CHAIRMAN

Purpose and Role

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the Leader.
3. To the Committee.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Promote and support good governance of the Council and its affairs.
3. Provide collective and individual leadership to the Committee.
4. Undertake lead responsibility for allocated areas of responsibility.
5. Contribute effectively towards the strategic direction of the Council.
6. Chair Committee meetings and ensure that the Committee achieves its objectives.
7. Have an overview of the performance management, efficiency, and effectiveness of the Committee.

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. Attending and effectively participating in officer and other relevant briefings/meetings.
3. Challenge issues prior to making decisions, if appropriate, and ensure appropriate regard to the community's interests, together with any equality and diversity issues.
4. Encourage openness and honesty in all of the Policy Committee's dealings.
5. 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.
6. 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.
7. Recognise the differing roles of Members and officers in the Council's Constitution.

8. In connection with the area of responsibility:-
 - (i) 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.
 - (ii) Keep abreast of related developments and policies at national, regional and local level.
 - (iii) Enhance the Council's reputation through participating in regional and national networks.
 - (iv) 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.
 - (v) 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.
 - (vi) 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.
 - (vii) Be aware of key budgetary issues affecting the area of responsibility.
9. Represent the Council on external bodies, as appointed, and feedback on any issues of relevance/importance.
10. Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships.
11. Be responsible for continuous personal development by taking advantage of learning opportunities to build on understanding and knowledge, and developing relevant skills.
12. 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.

13. Positively promote his/her area of responsibility and, where appropriate, to act as the spokesperson with the media for that area only.
14. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.
15. Recognise and contribute to issues which cut across the work of the Council's other Committees or are issues of collective responsibility.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

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 organisations.
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 role profile).

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

ROLE PROFILE

POST 5 OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. The Public.
3. The Committee.

Purpose and Role

The purpose and role is to:-

1. Provide leadership, direction, and effective management of 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, Chairmen, and Vice-Chairmen and to share learning.
6. Develop a constructive relationship with other Committee Chairmen and Vice-Chairmen.
7. Promote a constructive relationship with Directors in the areas that the Committee scrutinises.
8. Attending and effectively participating in Officer and other relevant briefings/meetings.
9. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.

3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues
3. Leadership and chairmanship skills.
4. Project and time management skills.
5. Ability to influence and work constructively with Members, officers, the public and outside organisations.
6. Capability to work as part of a team and build relationships.
7. An awareness of the constitutional arrangements relating to the scrutiny function.
8. A knowledge of basic project management principles.

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

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

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 role profile).

ROLE PROFILE

POST 7 REGULATORY COMMITTEE CHAIRMAN

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the Committee.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Provide leadership and direction to the Committee.

3. Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
4. Ensure the public, applicants, objectors etc., are satisfied as to the transparency of the regulatory process and fair and open decision-making by or on behalf of the Committee.
5. Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
6. Ensure that adequate resources (financial and officer support) are identified and sought from the Council.
7. Chair and manage Committee meetings and ensure that the Committee achieves its objectives.
8. Delegate actions to Sub-Committees, as appropriate.

Duties and responsibilities

The duties and responsibilities are to:-

1. Act as an ambassador for the Committee, facilitating understanding of the role.
2. Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
3. Ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications.
4. Attending and effectively participating in Officer and other relevant briefings/meetings
5. Ensure Committee Members obtain the necessary skills to contribute to the work of the Committee and to work with officers to provide training.
6. Endeavour to engage all Members of the Committee in its activities.
7. Lead the Committee, in consultation with officers, in prioritising its work.
8. Develop a constructive relationship with the relevant Director and his/her staff and where appropriate, with relevant Members.

9. Be willing to learn about the professional disciplines and services relevant to the work of the Committee.
10. Find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible.
11. 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.
12. Guide the Committee, with the assistance of officers, in reaching decisions based on the information presented to it.
13. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues
3. Leadership and excellent chairmanship skills.
4. Project and time management skills.
5. Ability to influence and work constructively with Members, officers, the public, external advisors and outside organisations.
6. 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 role profile).

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

ROLE PROFILE

POST 8 CHAIRMAN OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.

Purpose and Role

The purpose and role is to:-

1. As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council.
2. Represent the Council at civic and ceremonial functions.

Duties and responsibilities

The duties and responsibilities are to:-

1. Chair meetings of Full Council and ensure its business is carried out efficiently.
2. Ensure the Council conducts its meetings in line with the Council Procedure Rules.
3. Ensure the Constitution is adhered to, and if necessary, to rule on the interpretation of the Constitution.
4. To receive Royal and distinguished visitors, national and international.
5. Support community based events.
6. Promote and support good governance of the Council and its affairs.
7. Provide community leadership and promote active citizenship.
8. Promote and support open and transparent government.
9. Support, and adhere to respectful, appropriate and effective relationships with officers of the Council.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Community engagement skills.
2. Being approachable, empathetic and understanding.
3. Encouraging trust within the community.
4. Championing the interests of the Council and the District as a whole.
5. Effectively chair Council meetings.

6. Effective presentation and public speaking skills.

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

VICE CHAIRMAN OF THE COUNCIL

1. To fulfil the duties of the Chairman of the Council in his/her absence.
2. To assist and support the Chairman of the Council in the course of his/her duties, including the management of Council meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman of the Council when designated to do so.
5. To represent the Chairman of the Council as appropriate.

ROLE PROFILE

POST 9 LEADER OF THE OPPOSITION

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To the nominating group.

Purpose and Role

The purpose and role is to:-

1. Be a political figurehead for the opposition group and the political spokesperson for the Council's opposition.
2. Promote and support open and transparent government.
3. Promote and support good governance of the Council and its affairs.

4. Provide effective leadership and strategic direction for the Council's opposition.
5. Ensure effective, positive and constructive opposition to the Council's majority group.
6. Provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.

Duties and responsibilities

The duties and responsibilities are to:-

1. Lead the group in a positive, pro-active manner with a view to securing meaningful engagement for the group in the political processes of the Council so that the group and its individual members fully contribute to the good governance of the Council.
2. Be able to replicate the roles and responsibilities of Leader of the Council, if necessary.
3. Represent the Council on outside organisations to a high standard and to positively promote the Council.
4. Lead the group in scrutiny of the political administration and policies of the Council.
5. Establish and present the views of the group on issues of policy and priority.
6. Advise the Leader of the Council the groups position on matters and work to achieve, where possible, cross party co-operation.
7. In accordance with the Council's calculated political proportionality, appoint Councillors to Committees, Sub-Committees, working party memberships, Working Groups and Substitutes Panel memberships with regard to their abilities.
8. Appoint a lead group member to each respective Committee to attend regular officer briefing meetings and/or other relevant meetings relating to the said Committee.
9. Ensure effective communication between party group members, other political groups, officers, the community, other partners and organisations.

10. Advise and mentor other Councillors within the group in their work.
11. Champion and participate in Councillor development.
12. Liaise with the Chief Executive on emerging issues of significance relating to the policies and procedures of the Council.
13. Ensure the Deputy Leader of the Opposition is fully informed of all matters of responsibility in order to deputise as appropriate

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 and advanced 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.
10. Practical implications of the challenges facing local government on the group.
11. Detailed understanding of the national policy framework and its impact on local policy development.
12. Understanding of the relationship between national politics and local political leadership.
13. Knowledge of the work of national, regional and sub-regional bodies and the role of the Leader of the Council in relation to them.

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

DEPUTY LEADER OF THE OPPOSITION

1. Promote and support open and transparent government
2. To fulfil the duties of the Leader of the Opposition in his/her absence.
3. To assist and support the Leader of the Opposition in the course of his/her duties.
4. To assist in specific duties as requested by the Leader of the Opposition.
5. To carry out duties on behalf of the Leader of the Opposition when designated to do so.
6. To represent the Leader of the Opposition as appropriate.

ROLE PROFILE

POST 10 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.