

## **HUNTINGDONSHIRE DISTRICT COUNCIL- MEMBER JOB DESCRIPTIONS**

### **COUNCILLORS (as at May 2016)**

#### **Purpose**

1. To participate constructively in the good governance of Huntingdonshire District Council.
2. To represent and be an advocate for the Council.
3. To represent effectively the interests of the residents of the Ward for which the councillor was elected.
4. To act at all times with probity and propriety and in the best interests of the Council.

#### **Duties and Responsibilities**

1. To 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.
2. To participate effectively as a member of any Committee when so appointed, including attending any training provided to Committee members.
3. To participate in the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
4. To participate, as appointed, in consultative processes with the community and other organisations and to provide a link between the authority to the community.
5. To 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.
6. To participate in the activities of any political group of which the councillor is a member, and to take part in training and development to equip the councillor to fulfil their role.
7. To maintain confidentiality in all relevant Council business.
8. To deal with constituents' enquiries and representations, and to communicate effectively with local residents, the local community, other councillors and council officers.
9. To represent the Council effectively, when appointed to an outside body.

#### **Desirable Skills**

1. Good communication and interpersonal skills.
2. The ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. An understanding of the operation of the Council and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, with the ability to understand and manage the Council's budget.
6. Excellent political knowledge and awareness.
7. The ability to work effectively with Council officers, the public, the media and outside organisations.
8. Competent in the use of IT, including email and electronic calendars.

## **EXECUTIVE LEADER (as at May 2016)**

### **Purpose**

1. To provide effective political leadership and strategic direction for the Council.
2. To ensure effective Corporate Governance.
3. To provide effective stewardship of the Council.

### **Duties and Responsibilities**

1. To provide political leadership to the Council, take appropriate executive action and propose the policy framework within which the Council will operate.
2. To work with opposition groups to seek to achieve where possible cross party cooperation.
3. To appoint relevant portfolio holders and lead the Cabinet.
4. To ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders.
5. To appoint Member Champions where considered appropriate in accordance with the Constitution.
6. To provide reports to Council in accordance with the Constitution.
7. As Executive Leader, to be the key contact for outside organisations.
8. As Executive Leader to be the key contact for the Council's Managing Director and other Senior Officers.
9. To act as the political spokesperson for the Council and to be the voice of the Council in positively promoting the Council in the media.
10. To promote the long term financial, business and economic stability and growth of the District of Huntingdonshire.
11. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the council does.
12. To ensure that the Council delivers high quality, value for money services.

### **Desirable Skills**

1. Good communication and interpersonal skills.
2. The ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. An understanding of the operation of the Council and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, with 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 ability to work effectively with Council officers, the public, the media and outside organisations.
10. Competent in the use of IT, including email and electronic calendars.

## **DEPUTY EXECUTIVE LEADER (as at May 2016)**

### **Purpose**

1. To assist and work with the Executive Leader to provide effective political leadership and strategic direction for the Council.
2. To assist the Executive Leader with his other responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. To deputise for the Executive Leader as appropriate.

### **Duties and Responsibilities**

1. To assist and work with the Executive Leader in delivering his responsibilities to the Council.
2. To deputise for the Executive Leader in his absence from Council meetings and to deputise in the Executive Leader's absence at Cabinet meetings.
3. In the Executive Leader's absence to carry out the requirements of his/ her job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibilities as delegated by the Executive Leader.
5. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the council does.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. A clear understanding of the operation of the Council, and the economic and social situation within Huntingdonshire.
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 ability to work effectively with Council officers, the public, the media and outside organisations.
10. Competent in the use of IT, including email and electronic calendars.

## **ASSISTANT DEPUTY EXECUTIVE LEADER (Approved by Council 17/05/2023)**

An Assistant Deputy Executive Leader may be appointed to support the Executive Leader and Deputy Executive Leader in carrying out their duties in a variety of ways. This is not a statutory role and the post holder will carry out tasks and duties assigned to them which are legally permissible.

### **Purpose**

1. To assist and work with the Executive Leader and Deputy Executive Leader to provide effective political leadership and strategic direction for the Council.
2. To assist the Executive Leader and Deputy Executive Leader with their responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. To deputise for the Executive Leader and Deputy Executive Leader as appropriate.

### **Duties and Responsibilities**

1. To assist and work with the Executive Leader and Deputy Executive Leader in delivering their responsibilities to the Council.
2. To deputise for the Executive Leader and Deputy Executive Leader in either of their absences from Council and Cabinet meetings as appropriate.
3. In the Deputy Executive Leader's absence to carry out the requirements of his/her job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibilities as delegated by the Executive Leader and Deputy Executive Leader.
5. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the Council does.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local and national government operates.
4. A clear understanding of the operation of the Council, and the economic and social situation within Huntingdonshire.
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 ability to work effectively with Council officers, the public, the media and outside organisations.
10. Competent in the use of IT, including email and electronic calendars.

However, an Assistant Deputy Executive Leader cannot be a member of an Overview and Scrutiny Panel.

These duties and responsibilities are in addition to those detailed in the role description for an elected Member and Cabinet Member.

## **CABINET MEMBERS (as at May 2016)**

### **Purpose**

1. To provide collective and individual leadership as part of the Cabinet.
2. To undertake lead responsibility for allocated portfolio.
3. To contribute effectively towards the strategic direction of the Council.

### **Duties and Responsibilities**

1. To participate effectively as a Member of the Cabinet; taking joint responsibility with other Cabinet Members for all decisions.
2. To participate in shaping and developing the policy and vision of the Council.
3. To act as the Lead Member for a particular portfolio as may be determined by the Leader, and in doing so, have regard to the Council's corporate policy objectives and championing the portfolio concerned within that strategic context, and being aware of key budgetary issues relating to the portfolio.
4. To build good working relationships with appropriate senior officers and external partners, as appropriate, and to work with them in developing policy, strategy and delivery plans.
5. To keep abreast of related developments and policies at national, regional and local level including being aware of the importance to the community and other stakeholders of the portfolio services.
6. To represent the Cabinet where appropriate at Overview & Scrutiny Committee (O&S) in connection with any matter that may be called in; and to attend O&S at their request in connection with any issues associated with the Member portfolio that are being scrutinised.
7. To represent the Council on external bodies, as appointed, and feedback to the Cabinet any issues of relevance/importance.
8. To be available as appropriate for other Members to discuss any queries or matters of concern.
9. To promote the services within the portfolio and where appropriate to act as the spokesperson with the media for the portfolio area.
10. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the Council does.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. Ability to analyse and grasp complex issues.
3. An understanding of national and local government statutory and financial frameworks.
4. An understanding of the Council, including the economic and social situation within Huntingdonshire.
5. The ability to understand the Council's budget especially in respect of the relevant portfolio.
6. Leadership skills.
7. Political knowledge and awareness.
8. Ability to work effectively with Council officers, the public, the media and outside organisations.
9. Ability to work as part of a team.
10. Competent in the use of IT, including email and electronic calendar.

## **ASSISTANT CABINET MEMBERS (Approved by Council 17/10/2018)**

An Assistant Cabinet Member may be appointed to support a Cabinet Member or Cabinet Members in carrying out their duties in a variety of ways.

### **Purpose**

- Assistant Cabinet Members are Members appointed by the Cabinet to work with a Cabinet Member or Cabinet Members and assist them with any function except decision-making subject to the limitation below.
- This includes taking forward particular projects or programmes. Most Assistant posts will range across the functions of the Cabinet Member but it is a matter for each individual Cabinet Member, after discussion with the Executive Leader, to establish any limits or conditions on the ways in which the Assistants will operate.

### **Duties and Responsibilities**

Assistant Cabinet Members may:

- Undertake specific task, research and investigations and attend meetings, as requested by the Cabinet Member, so as to keep abreast of current policy and development initiatives;
- Assist the Cabinet Member in establishing and maintaining professional, effective and efficient working relationships with opposition groups, Chair of Committees/Panels and with other Councillors;
- Attend Cabinet briefings on behalf of a Cabinet Member;
- Undertake such responsibilities as may arise or be required from time to time other than decision making;
- Substitute as required for the Cabinet Member within the limits or conditions set by the Cabinet Member where this does not require direct Executive decision making;
- Assist the Cabinet Member to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed with them;
- Develop direct, effective working relationships with Corporate Management Team, Assistant Directors and Heads of Service and their staff and external partners, and assist the Cabinet Member with maintaining effective policy and management links with them;
- Advise and support the Cabinet Member on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues;
- Help to promote specific media opportunities relating to key projects, with regular feedback to the Cabinet Member.

However, an Assistant to a Cabinet Member cannot:

- take decisions;
- deputise for a Cabinet Member at Council, Cabinet, Committee and Panel meetings;
- be a member of an Overview and Scrutiny Panel

These duties and responsibilities are in addition to those detailed in the role description for an elected Member.

## **CHAIR OF THE COUNCIL (as at May 2016)**

### **Purpose**

1. To be the leading citizen in Huntingdonshire and the principal representative of the Council on social and ceremonial occasions.
2. To chair the meetings of the Council and promote the role of the Council as the forum for local democracy in Huntingdonshire in a non-political way.

### **Duties and responsibilities**

1. Be the principal representative of the District Council, including on social and ceremonial occasions (except where a political representative is appropriate, in which case the Executive Leader or another member of the Cabinet will represent the Council).
2. To chair meetings of the District Council in an apolitical manner and encourage and promote high standards of debate and democracy.
3. To undertake relevant activities in support of effective chairing, including attendance at briefings and other preparatory meetings.
4. Be responsible for the maintenance of high standards of probity and conduct and for promoting the reputation of the Council as an authority with high standards.
5. To act as the Council's civic head in Huntingdonshire and to represent the Council at the various functions of a civic and ceremonial nature which the Council might host or at which it might be represented.
6. To act as an ambassador for the Council and for Huntingdonshire both inside and outside the District.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. Leadership and chairing skills.
3. Good meeting and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Ability to work as part of a team.
6. The ability to work effectively with Council officers, the public, the media and outside organisations.
7. Understanding of the Council's Constitution, particularly standing orders.
8. Political knowledge and awareness.
9. Competent in the use of IT, including email and electronic calendars.

## **CHAIR OF A COMMITTEE (as at May 2016)**

### **Purpose**

1. To provide leadership and direction to the Committee.
2. To demonstrate to the public that there is fair and open decision making by or on behalf of the Committee.
3. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference.

### **Duties and responsibilities**

1. To lead the Committee, in consultation with officers, in prioritising its work.
2. To be available to chair meetings and carry out other Chair duties, allowing sufficient time to support the work of the Committee outside meetings.
3. To encourage Committee members to obtain the skills to contribute to the work of the Committee and to work with officers to ensure the provision of necessary training to members.
4. To endeavour to engage all members of the Committee in Committee activities.
5. To develop a constructive relationship with the relevant Portfolio Holders, senior officers and, where relevant, external partners.
6. To learn about the professional disciplines and services relevant to the work of the Committee.
7. To chair the committee in a fair, open and balanced manner in accordance with the procedures of the Constitution; and ensuring an appropriate and fair hearing to applicants and objectors.
8. To guide, with the assistance of officers, the committee to reach legally sound decisions based on the information presented to it.
9. To work with the Officers of the Council to ensure that the Council policies and procedures in relation to the Committee's activities are up to date and applied correctly.
10. To provide and present reports concerning the Committee's activities to Council as may be required.
11. To champion and promote take up of training and skills development particularly for Regulatory Committees, Development Management and Licensing.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. Leadership and excellent chairing skills.
3. Good meeting and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Ability to work as part of a team.
6. Competent in the use of IT , including email and electronic calendars.



## **OVERVIEW AND SCRUTINY PANEL CHAIR (as at May 2016)**

### **Purpose**

1. To provide leadership of and direction to the Panel.
2. To chair Panel meetings and ensure the Panel achieves its terms of reference.

### **Duties and responsibilities**

1. To encourage Panel members to obtain the necessary skills to contribute effectively to the work of the Panel in carrying out the Scrutiny Role and to work with officers to ensure the provision of necessary training.
2. To endeavour to engage all members of the Panel with the scrutiny process.
3. To lead the Panel, in consultation with officers, to most effectively prioritise its workload so as to ensure effective scrutiny, paying particular regard to the Forward Plan.
4. To co-ordinate work with the other Overview and Scrutiny Panels, so as to ensure that the work of the Panels is not duplicated and to share learning.
5. To develop a constructive relationship with the relevant senior officers and their staff and with relevant portfolio holders.
6. To be available to chair meetings and carry out other duties as Chair allowing sufficient time to support the work of the Panel outside meetings.
7. To chair the Panel in a fair, open and balanced manner in accordance with the procedures of the committee.
8. To provide and present reports concerning the Panel's activities to Council as may be required.

### **Desired Skills**

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