



## Cabinet Member Role Description

### 1 Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

### 2 Role Purpose and Activities

- **Portfolio leadership**
  - Giving political direction to officers working within the portfolio
  - Gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
  - Provide leadership in the portfolio
  - Liaise with the appropriate overview and scrutiny chair and receive overview and scrutiny reports as required
  - Be accountable for choices and performance in the portfolio
  - Have an overview of the performance management, efficiency and effectiveness of the portfolio
  - Making executive decisions within the Portfolio
- **Contribute to the setting of strategic agenda and work programme for the portfolio**
  - Work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
  - Provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Provide representation for the portfolio**
  - Provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

- **Reporting and accounting**

- Report as appropriate to the Leader, Full Council, Cabinet, appropriate chair of overview and scrutiny, regulatory bodies and the media.
- Be the principal political spokesperson for the portfolio.
- Appear before overview and scrutiny committees in respect of matters within the portfolio.

- **Take an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

- **Leading partnerships and community leadership**

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **3 Values**

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership