

# Councillor Role Definitions

(Last updated: May 2017)

## LEADER OF THE COUNCIL

### ROLE PURPOSE:

To be the senior political spokesperson for the Council and the executive Cabinet.

To provide political leadership to the Council.

To provide community leadership and together with the Mayor to promote Swindon as a whole and act as a focal point for the community.

### DUTIES AND RESPONSIBILITIES:

#### To work with other cabinet members and the officers of the Council to:-

1. Communicate effectively the Cabinet and Council policies.
2. Provide political leadership in the development of policy options, especially the corporate strategy, including the setting of targets.
3. Ensure policies accord with corporate strategy, and ensure coherence across all policy areas.
4. Maintain staff commitment and morale through providing clear policy direction, sustainable workloads and good working conditions. Generally, to promote Swindon Council as a model employer with a firm commitment to equality of opportunity.
5. Lead political debate and make recommendations to Council on the overall priorities and the distribution of resources and the setting of the Council's budget.
6. Have overall responsibility within the Cabinet for the budget.
7. Make executive decisions that have been delegated to Cabinet members solely in accordance with the procedure set out in the Constitution.
8. Monitor progress towards policy objectives.
9. Liaise with other bodies/partners at political/policy level and representatives of the community and represent the Council's best interests.
10. Represent Swindon's interest locally, regionally and nationally, take on such representative and civic duties as may be required, and act as an advocate for Swindon.

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11. Assist and advise, where necessary, Councillors pursuing constituency issues.
12. Represent the Cabinet.
13. As appropriate, to act as the spokesperson for the Cabinet in connection with overview and scrutiny matters.
14. Lead the work of the Cabinet, its programmes and priorities.
15. Act in accordance with the highest standards of probity in public life, seeking to serve the best interests of the community and to promote and support these principles by leadership and example. This will include acting within any agreed Councillor protocols.
16. Assist with the training and development of political colleagues.
17. In consultation with the Deputy Leader, and with external support from SOLACE where required, to set the Chief Executive's annual performance targets and to hold him/her to account for progress towards them.
18. Liaise with the Chief Executive and other key staff on a regular basis and provide formal policy guidance and support.
19. Provide guidance and support to Cabinet colleagues as appropriate in relation to their portfolios.
20. Appoint the Deputy Leader and members of the Cabinet and undertake periodic reviews of the portfolios and the allocation of portfolios to Cabinet colleagues.
21. Support the devolution of decision-making to communities.

## **DEPUTY LEADER OF THE COUNCIL**

### **ROLE PURPOSE:**

To deputise for the Leader as senior political spokesperson for the Council and the executive Cabinet.

To support the Leader in providing political leadership to the Council.

To provide community leadership and together with the Mayor to promote Swindon as a whole and act as a focal point for the community.

### **DUTIES AND RESPONSIBILITIES:**

#### **To work with other cabinet members and the officers of the Council to:-**

1. To support the Leader of the Council in
  - a. Communicating effectively the Cabinet and Council policies.
  - b. Providing political leadership in the development of policy options, especially the corporate strategy, including the setting of targets.
  - c. Ensuring policies accord with corporate strategy, and ensure coherence across all policy areas.
  - d. Maintaining staff commitment and morale through providing clear policy direction, sustainable workloads and good working conditions. Generally, promoting Swindon Council as a model employer with a firm commitment to equality of opportunity.
  - e. Leading political debate and make recommendations to Council on the overall priorities and the distribution of resources and the setting of the Council's budget.
  - f. Leading the work of the Cabinet, its programmes and priorities.
2. Monitor progress towards policy objectives.
3. Liaise with other bodies/partners at political/policy level and representatives of the community and represent the Council's best interests.
4. Represent Swindon's interest locally, regionally and nationally, take on such representative and civic duties as may be required, and act as an advocate for Swindon.
5. Assist and advise, where necessary, Councillors pursuing constituency issues.
6. Represent the Cabinet in the Leader's absence.

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7. As appropriate, to act as the spokesperson for the Cabinet in connection with overview and scrutiny matters.
8. Act in accordance with the highest standards of probity in public life, seeking to serve the best interests of the community and to promote and support these principles by leadership and example. This will include acting within any agreed Councillor protocols.
16. Assist with the training and development of political colleagues.
17. Support the Leader, along with external support from SOLACE where required, in setting the Chief Executive's annual performance targets and to hold him/her to account for progress towards them.
18. Liaise with the Chief Executive and other key staff on a regular basis and provide formal policy guidance and support.
19. Provide guidance and support to Cabinet colleagues as appropriate in relation to their portfolios.
20. Support the Leader in matters of succession planning for all portfolios.
21. Support the devolution of decision-making to communities.

## **CABINET ROLE DEFINITION**

### **CABINET MEMBER FOR .....**

#### **ROLE PURPOSE:**

1. Under the leadership of the Leader of the Council:-
  - (a) to act as the political spokesperson for the Council and the Cabinet for the portfolio set out below;
  - (b) to contribute fully as a member of the Cabinet.

**PORTFOLIO:** (As appropriate)

#### **DUTIES AND RESPONSIBILITIES:**

##### **To work with other Cabinet members and the officers of the Council to:-**

1. Research and develop policies/strategies within the designated portfolio, particularly the relevant parts of the corporate strategy.
2. Ensure the policies accord with Cabinet, Swindon Council and One Swindon corporate strategies, and ensure consistency across all policy areas.
3. Maintain staff commitment and morale through providing clear policy direction, sustainable workloads and good working conditions. Generally to promote Swindon Council as a model employer within a firm commitment to equality of opportunity.
4. Assist with the monitoring of policy objectives against targets and ensure work undertaken offers best value.
5. Liaise with other bodies/partners in the identified areas of interest and to represent publicly the best interests of Swindon Council.
6. Support the Leader of the Council and the Cabinet generally in accordance with the principles of collective responsibility and any Cabinet code of conduct that the Leader may adopt.
7. Liaise with the Chief Executive and other key staff and provide informal policy guidance and support.
8. Undertake work associated with other portfolios as required.
9. Communicate and regularly update Cabinet colleagues and any recognised overview or scrutiny group.
10. Assist with the training and development of political colleagues.
11. Act in accordance with the highest standards of probity in public life, seeking to serve the best interests of the community, and to promote and

support these principles by leadership and example. This will include acting within any agreed Councillor protocol.

12. Accept Cabinet responsibility for the decisions of the Cabinet and its members in all matters and to advocate these, as necessary, on behalf of the Cabinet.
13. Make executive decisions that have been delegated to Cabinet members solely in accordance with the procedure set out in the Constitution.
14. Assist the Leader of the Council in the preparation of annual budget proposals and consultations.
15. Challenge services to deliver excellent Value for Money (VFM) characterised by high performance and costs that demonstrate best value compared to similar councils.
16. Consult with Ward Members on any decision that affects that Councillor's Ward, and have regard to any comments from Ward Councillors before a decision is made.
17. Support the devolution of decision-making to communities.
18. Monitor progress towards policy objectives.

## **COUNCILLOR ROLE DEFINITION CHAIR OF HEALTH AND WELLBEING BOARD**

### **Role Purpose:**

1. Under the direction of the Council to:
  - (a) Act as Chair of the Health and Wellbeing Board.
  - (b) Act as the spokesperson of the relevant Board to the Cabinet, the Council, partner organisations and the local community;
  - (c) Contribute fully as a member of the Board.

### **Duties and Responsibilities:**

#### **To work with other Councillors and officers of the Council and strategic partners to:-**

1. Ensure the Board provides strategic leadership to improve the health and wellbeing of people of all ages in Swindon and to reduce health inequalities in Swindon.
2. Ensure the Board develops the Swindon Joint Health and Wellbeing Strategy.
3. Fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
4. Accept responsibility for the decisions of the Board and to advocate these, as necessary, on behalf of the Board
5. Establish, as appropriate, and in liaison with relevant Councillors, officers and strategic partners
6. Develop and maintain a shared ownership of the Board by all members and provide accountability to the communities it serves.
7. Ensure that the Board operates in an open and transparent way and is inclusive in the way it engages with patients, service users and the public.
8. Ensure that any work programme associated with the Board's role is carried out satisfactorily and in accordance with any timetable determined by the legislation, Council, the Cabinet or by the Board itself.
9. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **COUNCILLOR ROLE DEFINITION NON-EXECUTIVE (BACKBENCH) COUNCILLOR**

### **Role Purpose to:**

1. Take part in the "good governance" of Swindon.
2. Help to form, develop and scrutinise Swindon Council's policies, budgets, strategies and service delivery.
3. Represent effectively the interests of the Ward for which elected and to deal with constituents enquiries and representations.
4. Promote the causes which reflect the best interests of the Ward for which elected and of Swindon.
5. Campaign for the promotion of the social, economic and environmental well – being of the Ward for which elected and of Swindon.

### **Duties and Responsibilities:**

#### **To work with other Councillors and officers of the Council to:-**

1. Meet the statutory requirements of an elected member of a local authority, including compliance with all relevant codes of conduct.
2. Take part fully in the activities and decision-making role of the Council.
3. Take part fully in any committee or other forum to which appointed by the Council, and to participate fully in the locality or localities meetings that cover the ward for which they are elected.
4. Take part fully in the activities of any outside body to which appointed, and provide a means of two-way communication between that organisation and the Council.
5. Develop a working knowledge of the Council's policies and practices, in particular the corporate plan.
6. Develop a working knowledge of the Council's departmental and management structure, management arrangements, powers and duties and constraints and develop good working relationships with relevant officers of the Council.
7. Take part in overview and scrutiny and performance review of the services of the Council to ensure that they are effective in achieving both Value for Money and Swindon Council's strategic policy objectives.
8. Take part, as appointed, in consultative processes with the community and other partners and stakeholders.



9. Represent Swindon Council to the community, and the community to Swindon Council, through the various methods available and, in particular to work with locality which covers the ward to which they are elected and the Parish Councils in parished areas.
10. Represent constituents' interests to the Council and Swindon Council's interests to constituents.
11. Develop a working knowledge of the organisations, services, activities and other factors which impact on the well-being of the Ward for which elected and of Swindon in general.
12. Contribute to open government and to the development of increased local democracy through the active encouragement of all sections of the community to participate in the "governance" of Swindon.
13. Participate in the activities of any political group of which the Councillor is a member.
14. Act in accordance with the highest standards of probity in public life, seeking to serve the best interests of the community, and to promote and support these principles by leadership and example. This will include acting within any agreed Councillor protocol.
15. Participate in and implement devolved decision-making to communities.

## **COUNCILLOR ROLE DEFINITION NON-EXECUTIVE (BACKBENCH) COUNCILLOR OVERVIEW AND SCRUTINY**

### **Role Purpose:**

Under the direction of the relevant Overview and Scrutiny Committee to:-

1. Assist in the scrutiny of the management and policy implementation of Swindon Council (and others) and to recommend changes and improvements.
2. Assist in the monitoring of service performance and budgets.
3. Assist in the monitoring of the achievement of “Value for Money” (VFM) in Council services.
4. Scrutinise the decision making of the Cabinet against the Budget and Policy Framework laid down by the Council and against performance targets and budgets.
5. Assist in the investigations referred to the Committee by the Cabinet, Council or Council Members.

### **Powers and Responsibilities:**

#### **To work with other Councillors and officers of the Council to:-**

1. Question Cabinet members on matters relating to their roles and responsibilities.
2. Question the Chief Executive, Corporate Directors, Directors, and Heads of Service on matters relating to their roles, functions and responsibilities.
3. Call expert witnesses and advisors from outside the Council, or a Member of the Council not serving on the Committee, to provide advice on matters under review or discussion.
4. Develop a working knowledge of the overview and scrutiny function and the outcomes and services, which are the responsibility of the relevant Committee, sub-committee or task group.
5. Participate actively in the activities associated with the relevant Overview and Scrutiny Committee’s work.
6. Develop a working knowledge of the Council’s Constitution, including Standing Orders, statutory requirements, regulations, codes of conduct, practice and agreed conventions associated with, and relating to, the relevant Committee and its functions.
7. Identify areas relevant to the Committee needing review or monitoring.

8. Identify issues relevant to the Committee to be the subject of policy development.
9. Report to the Cabinet or the Council, as a member of the relevant committee, regarding the conclusion of, and recommendations arising from, the investigations, reviews and studies undertaken.
10. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor Protocol.

## **COUNCILLOR ROLE DEFINITION CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE**

### **Role Purpose:**

1. Under the direction of the Council:-
  - (a) to act as Chair of the relevant Overview and Scrutiny Committee.
  - (b) to act as the spokesperson of the relevant Overview and Scrutiny Committee to the Cabinet, the Council and the local community;
  - (c) to contribute fully as a member of the relevant Committee.

### **Duties and Responsibilities:**

#### **To work with other Councillors and officers of the Council to:-**

1. Develop a working knowledge of the overview and scrutiny function and the services, which are the responsibility of the relevant Committee.
2. Ensure that the approach to overview and scrutiny is managed effectively, unified and that duplication of effort or investigation is avoided between Committees, sub-committees and any task group.
3. Lead the overview and scrutiny function and to act as the link between the overview and scrutiny function and the Cabinet Member responsible for the service subject to scrutiny, and the Member responsible for Value for Money (VFM) and performance.
4. Fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
5. Accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
6. Establish, as appropriate, and in liaison with relevant officers, the Committee work programme, the officers / witnesses to be called and the order of attendance / appearance.
7. Ensure that any work programme associated with the overview and scrutiny function is carried out satisfactorily and in accordance with any timetable determined by the Council, the Cabinet or by the Committee itself.
8. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **CHAIR OF STANDARDS COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council and the Standards Committee:-
  - (a) To act as Chair of the Standards Committee.
  - (b) to act as the spokesperson of the Standards Committee to the Council, Town and Parish Councils, and the local community;
  - (c) to contribute fully as a member of the Standards Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with other Standards Committee members, the Council's Monitoring Officer and the officers of the Council to:-**

1. Develop a working knowledge of the Ethical Framework and the matters that are the responsibility of the Standards Committee and its Sub-Committees.
2. Promote actively ethics and standards within Swindon Borough Council and within Town and Parish Councils within the Borough and to ensure that the work of the Standards Committee is managed effectively.
3. Foster and maintain a disciplined approach by the Members involved in the Standards Committee and its Sub-Committees having regard to high standards of procedure, behaviour and ethics.
4. Lead the Standards Committee function within the Council and to act as the link between the Committee, the Monitoring Officer, relevant Council Departments, officers and Councillors, and the Parish and Town Councils.
5. Fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. Accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. Represent the Standards Committee in all dealings with the public media and other bodies in respect of the work of the Committee.
8. Promote and participate in training and development associated with the work of the Standards Committee and the Ethical Framework, including the Code of Conduct.
9. Establish, as appropriate, and in liaison with the Monitoring Officer, the Standards Committee work programme.

10. Ensure that any work programme associated with the Standards Committee is carried out satisfactorily and in accordance with any timetable determined by statute, the Council or by the Committee itself.
11. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol.
12. Participate in and promote any forum established for independent members of the Standards Committee.
13. Attend, if required, other meetings of the Borough Council or Parish Councils in order to represent the Standards Committee and raise the profile of ethics and standards within the authority and Borough.

## **INDEPENDENT MEMBER OF STANDARDS COMMITTEE OF STANDARDS COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council's Standards Committee:-
  - (a) to assist in the delivery of high standards of ethics and probity within Swindon Borough Council and within Town and Parish Councils within the Borough to the benefit of the local community;
  - (b) to contribute fully as a member of the Standards Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with the Chair of the Standards Committee and other Standards Committee members and the officers of the Council to:-**

1. Attend and participate actively as of a member of the Standards Committee in meetings of the Committee and any sub-committees as and when required.
2. Promote actively ethics and standards within Swindon Borough Council and within Town and Parish Councils within the Borough area.
3. Participate in training events to promote awareness of the Code of Conduct.
4. Participate in any forum established for independent members of the Standards Committee.
5. Attend if required other meetings of the Borough Council or Parish Councils in order to represent the Standards Committee and raise the profile of ethics and standards within the authority and Borough.
6. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **CHAIR OF LICENSING COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) To act as Chair of the Licensing Committee.
  - (b) to act as the spokesperson of the Licensing Committee to the Council and the local community;
  - (c) to contribute fully as a member of the Licensing Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with other Licensing Committee members and the officers of the Council to:-**

1. Develop a working knowledge of the Licensing function and the matters that are the responsibility of the Licensing Committee and its Panels and Sub-Committees.
2. Ensure that the approach to Licensing is managed effectively, and that matters before the Committee, and its Panels and Sub-Committees are approached with an open mind avoiding any predetermination or bias.
3. Foster and maintain a disciplined approach by the Members involved in the Licensing Committee and its Panels and Sub-Committees having regard to high standards of procedure, behaviour and ethics.
4. Lead the Licensing function within the Council and to act as the link between the Licensing function and relevant Council Departments, officers and Councillors.
5. Fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. Accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. Represent the Council and the Licensing Committee in all dealings with the public media and other bodies in respect of the work of the Committee.
8. Promote and participate in Member training and development associated with the Licensing function.
9. Establish, as appropriate, and in liaison with relevant officers, the Licensing Committee work programme.
10. Ensure that any work programme associated with the Licensing function is carried out satisfactorily and in accordance with any timetable determined by the Council or by the Committee itself.

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11. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **MEMBER OF LICENSING COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) to assist in the delivery of the Council's Licensing function for the benefit of the Council and the local community;
  - (b) to contribute fully as a member of the Licensing Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with the Chair of the Licensing Committee and other Licensing Committee members and the officers of the Council to:-**

1. Develop a working knowledge of the Licensing function and the matters that are the responsibility of the Licensing Committee and its Panels and Sub-Committees.
2. Ensure that the approach to Licensing is delivered fairly and effectively, and that all matters before the Committee, and any Panels and Sub-Committees on which the Member serves are approached with an open mind avoiding any predetermination or bias.
3. Maintain a disciplined approach when involved in the work of the Licensing Committee and its Panels and Sub-Committees having regard to high standards of procedure, behaviour and ethics.
4. Participate actively as of a member of the Licensing Committee and to ensure compliance with the requirements of the Council's Constitution, its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. Accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. Participate in Member training and development associated with the Licensing function.
8. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **CHAIR OF AUDIT COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council and the Audit Committee:
  - (a) to Chair the Committee of the Council charged with overseeing the financial reporting, risk management, audit and internal control arrangements of the Council.
  - (b) to act as the spokesperson of the Audit Committee to the Council and the local community;
  - (c) to contribute fully as a member of the Audit Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with other Audit Committee members, the Corporate Director, Resources, the Council's Monitoring Officer, Head of Internal Audit and the officers of the Council to:-**

1. Chair the Audit Committee in reviewing the effectiveness of the Council's risk management framework and internal control environment, including overseeing:
  - Risk management strategies
  - Financial statements
  - Internal and External Audit reports
  - Anti-fraud arrangements
  - Other evidence of the Council's risk management and internal control systems
2. Develop a working knowledge of the matters that are the responsibility of the Audit Committee.
3. Promote actively the role of the Audit Committee in particular in relation to risk management and internal control.
4. Work with the Corporate Director Resources, the Head of Internal Audit and Risk Manager to plan an effective work programme for the Committee.
5. Report to Council when necessary to give assurances about the financial statements, risk management and internal control mechanisms or to raise concerns of any significant weakness.
6. Receive briefings from Corporate Directors or other senior staff in order to understand the context and importance of forthcoming events.
7. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol.

8. Promote and participate in Training and Development associated with the work of the Audit Committee.

## **MEMBER OF AUDIT COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council's Audit Committee:-
  - (a) to assist in the delivery of high standards of risk management and internal control within Swindon Borough Council to the benefit of the local community;
  - (b) to contribute fully as a member of the Audit Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with the Chair of the Audit Committee and other Audit Committee members and the officers of the Council to:-**

1. Attend and participate actively as a member of the Audit Committee in meetings of the Committee and any sub-committees as and when required.
2. Review the effectiveness of the Council's risk management framework and internal control environment, including overseeing:
  - Risk management strategies
  - Anti-fraud arrangements
3. Monitor the effectiveness of the Council's financial and non-financial performance to the extent that it affects exposure to risk and poor internal control.
4. Provide independent assurance to the Council in relation to the annual Governance Statement.
5. Review and approve the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
6. Monitor and review the activity and effectiveness of both Internal and External Audit.
7. Promote and participate in Training and Development associated with the work of the Audit Committee.
8. Promote actively risk management and internal control within Swindon Borough Council.
9. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **CHAIR OF PLANNING COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) to Chair the Planning Committee
  - (b) to act as the spokesperson of the Planning Committee to the Council and the local community;
  - (c) to contribute fully as a member of the Planning Committee.

### **DUTIES AND RESPONSIBILITIES:**

#### **To work with other Planning Committee members and the officers of the Council to:-**

1. Fulfil the role of Chair and to ensure that meetings are run in accordance with the Council's Constitution and its relevant Standing Orders, statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
2. Accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
3. Develop a working knowledge of the Planning function and the matters that are the responsibility of the Planning Committee.
4. Ensure that the approach to Planning is managed effectively, and that matters before the Committee, are approached with an open mind avoiding any predetermination or bias.
5. Foster and maintain a disciplined approach by the Members involved in the Planning Committee having regard to high standards of procedure, behaviour and ethics.
6. Liaise with the relevant Cabinet Members on matters within the purview of the Planning Committee. ,
7. Promote and participate in Member training and development associated with the Planning function.
8. Subject to the Media Guidelines for Councillors, represent the Council and the Planning Committee, where necessary, in dealings with the public media and other bodies in respect of the work of the Committee.
9. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **MEMBER OF PLANNING COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) to assist in the delivery of the Council's Planning function for the benefit of the Council and the local community;
  - (b) to contribute fully as a member of the Planning Committee.

### **DUTIES AND RESPONSIBILITIES:**

**To work with the Chair of the Planning Committee and other Planning Committee members and the officers of the Council to:-**

1. Develop a working knowledge of the Planning function and the matters that are the responsibility of the Planning Committee.
2. Ensure that the approach to Planning is delivered fairly and effectively, and that all matters before the Committee, are approached with an open mind avoiding any predetermination or bias.
3. Abide by the rules and conventions as set out in the Members' Planning Code of Good Practice including when part of the decision making meetings of the Council in exercising the functions of the Planning Authority, or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings.
4. Apply the Members' Planning Code of Good Practice equally to enforcement matters or site specific policy issues.
5. Make planning decisions openly, impartially, with sound judgement and for justifiable reasons, in accordance with the Development Framework.
6. Maintain a disciplined approach when involved in the work of the Planning Committee having regard to high standards of procedure, behaviour and ethics.
7. Participate actively as a member of the Planning Committee, and to ensure compliance with the requirements of the Council's Constitution, its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
8. Accept ownership of the decisions of the Committee and to explain these, as necessary, on behalf of the Committee.
9. Participate in Member training and development associated with the Planning function.
10. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

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## **LEADER OF MAIN OPPOSITION GROUP**

### **ROLE PURPOSE:**

To undertake the functions of a Councillor and to provide leadership to the major Opposition Political Group on the Council.

### **DUTIES AND RESPONSIBILITIES:**

**To work with other councillors and the officers of the Council to:-**

1. Lead the Opposition Political Group within the Council, and to act as the link between that Opposition Group and the Administration (Controlling Political Group), the other Political Groups and independent Councillors, Council officers and relevant Council Departments.
2. Act as the principal spokesperson for the Opposition Group on the Council and as a representative of the Council to external bodies and other organisations as appropriate.
3. Participate actively in the work of the Council, particularly, by way of commenting, challenging and reviewing the Council Administration's (Controlling Political Group's) performance in the co-ordination and implementation of its policies.
4. Establish and represent the views of the Opposition Group on issues of policy.
5. Foster and maintain a disciplined approach by the Members of the Opposition Group having regard to high standards of procedure, behaviour and ethics.
6. Accept responsibility for the decisions of the Opposition Group and to advocate these, as necessary, on behalf of the Group.
7. Represent the Opposition Group in all dealings with the public, media and other bodies in respect of the work of the Opposition Group.
8. Promote and participate in Member training and development.
9. Act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol, and in promoting this approach within the Opposition Group.



## **LEADER OF A MINORITY OPPOSITION GROUP**

### **ROLE PURPOSE:**

To undertake the functions of a Councillor and to provide leadership to a minority Opposition Political Group on the Council.

### **DUTIES AND RESPONSIBILITIES:**

**To work with other councillors and the officers of the Council to:-**

1. Lead a minority Opposition Political Group within the Council, and to act as the link between that Opposition Group and the Administration (Controlling Political Group), the other Political Groups and independent Councillors, Council officers and relevant Council Departments.
2. Act as the principle spokesperson for the minority Opposition Group on the Council and as a representative of the Council to external bodies and other organisations as appropriate.
3. Participate actively in the work of the Council, particularly, by way of commenting, challenging and reviewing the Council Administration's (Controlling Political Group's) performance in the co-ordination and implementation of its policies.
4. Establish and represent the views of the minority Opposition Group on issues of policy.
5. Foster and maintain a disciplined approach by the Members of the minority Opposition Group having regard to high standards of procedure, behaviour and ethics.
6. Accept responsibility for the decisions of the minority Opposition Group and to advocate these, as necessary, on behalf of the Group.
7. Represent the minority Opposition Group in all dealings with the public, media and other bodies in respect of the work of the minority Opposition Group.
8. Promote and participate in Member Training and Development.
9. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol, and in promoting this approach within the minority Opposition Group.