

# **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

## **ROLE PROFILE**

### **MEMBER OF THE COUNCIL**

#### **Key Responsibilities**

- To act collectively as a Member of Council in policy making and carrying out a number of strategic and corporate management functions.
- To represent your communities and bring your views to the Council's decision making process, acting as an advocate of and for their communities.
- To work to balance different interests within your Ward and represent the Ward as a whole fairly and honestly.
- To deal with individual casework and act to forward the issues raised to the relevant Council Directorate ensuring that the matter is progressed.
- To contribute to the good governance of the District and encourage community and public involvement in the Council's decision making process.
- To be involved in the Council's decision making process.
- To maintain the highest standards of conduct and ethics.
- To attend and take part in the business of the meetings of any Council Committees or Working groups appointed to.
- To represent the Council on any outside bodies appointed to.
- To be responsible for personal development as a Councillor.

#### **Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Member of the Council, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIRMAN & VICE CHAIRMAN OF THE COUNCIL**

##### **Role purpose:**

##### **Chairman:**

- To meet the responsibilities of a Member as a community representative.
- To Chairmen Council meetings.
- To lead the Council on civic and ceremonial matters.
- To carry out civic and ceremonial responsibilities.

##### **Vice Chairman:**

- The Vice Chairman will support and assist the Chairman and will undertake the duties of Chairman of the Council in the absence of the Chairman and carry out their civic and ceremonial duties at the direction of the Chairman.

##### **Key Responsibilities**

##### ***In addition to carrying out the functions set out in the role profile for a Member:***

- To chair meetings of the Council with fairness and equality having regard to the Council's Constitution and rules of debate.
- To preside over civic functions, including hosting the annual civic service and the reception following the annual meeting.
- To act as an ambassador for the Council in promoting North East Derbyshire and the Council's aims.
- To represent the Council at events.
- To encourage public participation and community engagement with the Council through chairing Council meetings in an open and accessible way.
- To observe civic protocols when undertaking the civic and ceremonial role.
- To participate in any relevant training/development activities required to support them in their role as Chairman/Vice Chairman of the Council.

## **Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Chairman and Vice Chairman of the Council, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

# **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

## **ROLE PROFILE**

### **LEADER AND DEPUTY LEADER**

#### **Role Purpose:**

##### **Leader:**

- To meet the responsibilities of a Member as a community representative.
- To provide political leadership in building support for Council strategies and policies.
- To provide clear leadership in the co-ordination of policies, strategies and service delivery.
- To work in partnership with others to deliver the Council's vision for the communities which the Council represents and serves.

##### **Deputy Leader:**

- The Deputy Leader will support and assist the Leader of the Council and carry out their role in the absence of the Leader.

#### **Key Responsibilities**

##### ***In addition to carrying out the functions set out in the role profile for a Member:***

- To appoint Members to the Cabinet and define their portfolio roles.
- To chair meetings of the Cabinet – in accordance with the requirements of the Council's Constitution.
- To fulfil the role of a Portfolio Holder by providing effective leadership within the portfolio.
- To manage and lead the work of the Cabinet by ensuring its work meets the Council's policy objectives and is in accordance with any relevant legal requirements as set out in statute/common law or the Council's Constitution.
- To support individual and collective performance within the Cabinet and facilitate future development of colleagues by appropriate Member Development and by advising and mentoring colleagues.
- To encourage Member involvement in training and development and also to provide support and mentoring to individual Members of their group.
- To work closely with other Cabinet Members by providing leadership and support to ensure the continuing development of effective Council policies that deliver high quality services to local people.

- To support and provide continuing commitment to high standards of behaviour and governance in accordance with the requirements of the Members Code of Conduct.
- To work with the Council's Strategic Alliance Management Team in relation to the strategic vision of the Council, and the achievement of the Council's Strategic Objectives.
- To show due care and respect in all working relationships as required by the Members Code of Conduct and the Officer/Member Protocol.
- To provide leadership when working with the Council's partners and when liaising with various community groups in the District.
- To act as a leader for the local community by showing integrity, honesty and desire to provide solutions for the general benefit of the public the Council serves.
- To represent the Council both locally within the District, regionally and nationally as appropriate.

### **Relevant Core Skills**

There are six core skill areas for all Councillors. Five are relevant to the role of Leader and Deputy Leader of the Council, together with the three additional ones listed:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring;
- Providing Vision;
- Managing Performance;
- Excellence in Leadership.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **LEADER OF THE LARGEST OPPOSITION GROUP**

##### **Role purpose:**

- To provide effective leadership and strategic direction for the Main Opposition Group.
- To ensure constructive challenge of the Council's strategies and policies.
- To provide leadership in building a political consensus for the communities which the Council represents and serves.

##### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To provide leadership for the Opposition Group and be the principal political spokesperson for the Group.
- To appoint Members to the Shadow Cabinet and define their roles, as well as prepare for Shadow Cabinet meetings and chair them.
- To ensure effective communication between Opposition Group Members, including preparation of agendas and associated paper work for Opposition Group meetings, in addition to chairing Opposition Group meetings.
- To ensure effective communication between the Opposition Group, other political groups, officers of the Council and, where relevant, other people from the community, partners and organisations.
- To have a strategic awareness of issues facing the Council and co-ordinate Opposition Group Members in order to provide appropriate challenge and constructive proposals.
- To act as a representative of their political group, e.g. at County Leaders Forum and as an Opposition Group Leader at East Midlands Councils.
- To encourage Member Involvement in training and development and also to provide support and mentoring to individual Members of their Group.

## **Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Leader of the Main Opposition Group, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

# **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

## **ROLE PROFILE**

### **CABINET MEMBER**

#### **Role Purpose:**

- To meet the requirements of a Member as a community representative.
- To undertake duties and responsibilities allocated to Cabinet Members.

#### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To work as a member of the Cabinet team in accordance with the principle of collective responsibility for Cabinet decisions.
- To work closely with the relevant Director to ensure that the work within the Portfolio supports the achievement of the Council's Corporate Objectives.
- To give political direction to and work with officers within the Portfolio(s) for which they have responsibility.
- To provide leadership within the Portfolio(s) for which they have responsibility.
- To work closely with the relevant Director to ensure close liaison and a clear understanding of each other's roles.
- To work with officers to formulate policy documents both strategic and statutory.
- To work with stakeholders and support the work of their Portfolio in discussion with stakeholders.
- To report to the Leader, Cabinet, Council and appropriate Scrutiny Committee(s), providing information and details as appropriate regarding the work of the Portfolio(s).
- To recognise and contribute to work which cuts across portfolios, or which involves matters of collective responsibility.
- To act as a representative of the Cabinet, explaining the work of their Portfolio by liaising closely with the local community, attending meetings and working with partners to pursue common aims and objectives.

## **Relevant Core Skills**

There are six core skill areas for all Councillors, together with two more for Cabinet Members (Providing Vision and Managing Performance). The core skill areas relevant for a Cabinet Member are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring;
- Providing Vision;
- Managing Performance.

# **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

## **ROLE PROFILE**

### **CHAIRMAN AND VICE CHAIRMAN OF SCRUTINY COMMITTEE**

#### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- Responsibility for effective Scrutiny in North East Derbyshire.
- Leading and promoting the Scrutiny function.
- Managing and co-ordinating scrutiny work in conjunction with the Overview and Scrutiny Manager
- Supporting the continuing development of Scrutiny.

#### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

#### **Leading and promoting scrutiny:-**

- To develop a constructive working relationship with all Cabinet Portfolio Holders.
- To develop and maintain a constructive working relationship with the Directors/Heads of Service in the areas that the Committee scrutinises.
- To represent the Scrutiny Committee on relevant boards and panels of the Council.
- To ensure that Scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- To represent North East Derbyshire District Council when required at regional and national Scrutiny events.

#### **Managing and co-ordinating overview and scrutiny:-**

- To chair meetings of the Scrutiny Committee.
- To ensure that Scrutiny procedure rules and the Council's Code of Conduct are adhered to.
- To ensure that all members of the Scrutiny Committee are engaged and have the opportunity to contribute to the Scrutiny process.

#### **Supporting the continuing development of scrutiny:-**

- To maintain an overview of Scrutiny in North East Derbyshire District Council and learn from best practice elsewhere.

- To ensure the continuing development of Scrutiny in North East Derbyshire District Council through improving both how it is organised as well as the practice.
- To develop an awareness and understanding of the cross-cutting themes and priorities which may arise in the work of the Scrutiny Committees.
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in Scrutiny matters.
- To participate in relevant training/development activities required to support roles of Chairman/Vice Chairman.
- To support and encourage all Members in their Scrutiny work and to ensure that it is focused on supporting the achievement of the Council's Corporate Priorities.
- In conjunction with the Portfolio Member for Member Development, to encourage and support colleagues to participate in Member Development/Training activities relevant to the work of Scrutiny.

### **Relevant Core Skills**

There are six core skill areas for all Councillors. Five are relevant for the role of Chairman and Vice Chairman of a Scrutiny Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIRMAN AND VICE CHAIRMAN OF A REGULATORY COMMITTEE (LICENSING AND PLANNING COMMITTEES)**

##### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- To lead the work of the Regulatory Committees/Sub-Committees.

##### **Key Responsibilities:**

##### ***In addition to carrying out the functions set out in the role profile for a Member:-:***

- To Chair the Committee/Sub-Committee, including:-
  - (a) Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
  - (b) Ensuring that applicants or other interested parties are satisfied as to the transparency of the regulatory process.
  - (c) Demonstrating integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
  - (d) Delegating (through the Committee) actions to sub-committees as appropriate.
- To act as an ambassador for the regulatory committee, facilitating understanding of the role and responsibilities.
- To follow the technical, legal and procedural requirements and to oversee the functions of the Committee(s) correctly and fairly.
- To ensure thoroughness and objectivity by the Committee(s), receiving and responding to professional advice in the conduct of meetings and in individual cases/applications at committee/sub-committee meetings.
- To develop and maintain the integrity of the Committee(s) and the decision making process.
- To understand the respective roles of Members, officers and external parties operating within the regulatory committee's area of responsibility.
- To promote and support good governance by the Council.
- To undertake any relevant training/development activities required as part of the role as Chairman/Vice Chairman of a Regulatory Committee(s).

The Vice Chairman will work with and support the Chairman and will undertake the duties and responsibilities of the Chairman in the absence of the Chairman.

### **Relevant Core Skills**

There are six core skill areas for all Members. Five are relevant for the role of Chairman and Vice Chairman of a Regulatory Committee (Licensing and Planning Committees), these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring.

# **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

## **ROLE PROFILE**

### **CHAIRMAN AND VICE CHAIRMAN OF STANDARDS COMMITTEE**

#### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- To lead the work of the Standards Committee and chair its meetings.

#### **Key Responsibilities:**

#### ***In addition to carrying out the functions set out in the role profile for a Member:-:***

- To Chair the Committee, including:-
  - (a) Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
  - (b) Ensuring that interested parties are satisfied as to the transparency of the regulatory process.
  - (c) Demonstrate integrity and impartiality in decision making which accords with legal and constitutional requirements.
  - (d) Delegating (through the Committee) actions to sub-committees as appropriate.
  - (e) Promote high standards of Member and Co-opted Member Conduct across the Council and amongst Town and Parish Councils in the District.
- To act as an ambassador for the Standards Committee, facilitating understanding of its role and responsibilities.
- To follow the technical, legal and procedural requirements and to oversee the functions of the Committee correctly and fairly.
- To ensure thoroughness and objectivity by the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases at committee/sub-committee meetings.
- To develop and maintain the integrity of the Committee and the decision making process.
- To understand the respective roles of Members, officers and external parties operating within the Committee's area of responsibility.

- Working in conjunction with the Chairman of the Member Development Working Group to promote participation in any training/development activities relevant to the Committees role.

The Vice Chairman will work with and support the Chairman and will undertake the duties and responsibilities of the Chairman in the absence of the Chairman.

### **Relevant Core Skills**

There are six core skill areas for all Members. Six are relevant to the role of Chairman and Vice Chairman of the Standards Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.