

# Redditch Borough Council

## Members' Roles

These role descriptions try to capture the essence of Members' roles. Activities not listed should not automatically be assumed to be outside the role. The document may be amended as often as the Council considers necessary to keep it relevant and up to date.

This document aims to describe the potential range of activities which Members may find themselves undertaking in their various roles, it does not seek to prescribe what Members must do.

This document should provide a direct and useful reference for anyone taking on, or considering taking on, the roles described. It should also therefore assist with identifying suitable training and development opportunities.

	Role	Page Number
1.	Councillor Core Role (including ward councillor responsibilities and ways of working)	2
2.	Leader of the Council	5
3.	Deputy Leader of the Council	7
4.	Party Group Leader	8
5.	Portfolio Holder / Executive Committee Member	9
6.	Mayor	12
7.	Deputy Mayor	13
8.	Overview and Scrutiny Chair	14
9.	Overview and Scrutiny Vice Chair	15
10.	Chair of the Crime and Disorder Scrutiny Panel	16
11.	Overview and Scrutiny Committee Member	17
12.	Committee Chair	18
13.	Committee Member	19

**1. COUNCILLOR - CORE ROLE****Council Duties**

- To represent electors and the people and businesses of Redditch by acting as effective advocates, campaigners, representatives and champions.
- To bring forward proposals supported by the community for securing improvements to the economic, social and environmental well-being of their Ward and the Borough as a whole, and to act in accordance with the highest standards of probity in public life, seeking to serve the community without personal gain.
- To attend meetings of the full Council and its Committees as necessary and contribute effectively.
- To contribute to the political management of the Council and undertake any other role allocated in respect of either Executive, non-Executive, Overview & Scrutiny or quasi-judicial / appeal functions.
- To undertake other official duties or act as representatives of the Borough Council on outside bodies / external organisations to which they have been appointed and to make arrangements to feed back on that organisation's deliberations.
- To participate in setting a budget, forming the Council's policy and scrutiny of practices and service delivery.
- To monitor performance against strategic purposes and measures in all areas of the Council's direct and indirect activity.
- To co-operate with other agencies to the benefit of people in the Borough.
- To promote and represent the Borough Council in the local community.
- To liaise with other levels of government, agencies or bodies which influence the well-being of the Borough and local area.
- To Chair Committees, Panels, Working Groups and other meetings as required.
- To undertake appropriate Member Development necessary to carry out their role(s) or designated responsibilities.

**Community duties / Ward Councillor responsibilities**

- To promote the economic, social and environmental well-being of the community.
- To find ways of effectively and regularly communicating with constituents.
- To be an advocate for constituents.
- To explore new ways of being accountable to constituents.
- To actively campaign for measures that will secure strong, safer communities.
- To help access funding from different sources for the benefit of the community.
- To deal effectively with the concerns of local residents in respect of issues pertaining to the Council and its partners.
- To liaise with other levels of government, agencies or bodies which influence the well-being of residents living in the Borough.
- To develop an understanding of and impact on the local community of the key strategies and plans developed by the Council together with those developed by external partners.
- To develop effective relationships with key individuals and partners in the Ward and to seek to secure the commitment of those individuals and partners in shaping and developing a shared vision for the community.
- To feed back to the community, where appropriate, decisions and issues which concern the Ward, business interests and/or individuals and to bring forward any views into the Borough Council's processes.
- To participate effectively in all relevant consultative processes within the local community, including those delivered by other organisations.
- To participate in any meetings to which s/he is invited to discuss petitions submitted by local residents or businesses pertaining to his /her ward.
- In undertaking their duties, to observe the Members' Code of Conduct, Members' Code of Conduct for Gifts and Hospitality and any other codes and protocols adopted by the Council.

The roles described above must be carried out in a manner which promotes equality of opportunity, dignity and due respect for Members, employees, service users, partners and constituents.

**Ways of working**

To enable Councillors to effectively fulfil their duties and responsibilities, Councillors:

- Should expect to be briefed, informed and involved in respect of any issue or initiative affecting their Ward.
- Have certain rights of access to information held by the Borough Council. Councillors should, however, recognise the need to respect any confidentiality of information made available to them to fulfil their responsibilities and respect the privacy of individuals.
- Should not involve themselves in any matter which relates to other Councillors' electoral areas without their prior knowledge and consent.
- May not serve (or act as a substitute) on the Planning or Licensing Committee unless they have undertaken the required training.
- Who serve on the Planning Committee must abide by the Planning Code of Practice for Councillors engaged in the determination of Planning Applications.
- Who serve on Licensing Committee, must abide by the Licensing Code of Good Practice.
- Should comply with the Council's Code of Conduct and protocols, or such other protocols as the council may from time to time adopt.
- Should comply with the Members / Officer Relations Protocol.
- Should promote the Council's policies on equalities and diversity in the workplace, in partnerships and in service provision.
- Should keep abreast of national best practice / new initiatives relating to local government so as to ensure the continuous improvement of Council services.
- Should make use of technology as an effective means of communication.
- Should always act in a manner which ensures that challenge to policy is kept at a political level and does not damage the reputation of individual officers.

**2. LEADER OF THE COUNCIL****Key Purpose of the Role**

- The Leader of the Council will provide visible strategic leadership and direction for the Council. In so doing s/he will adopt and promote the principles of mutual respect, constructive engagement and recognition that the common good of the Borough of Redditch and its citizens is paramount.
- The Leader of the Council, with the Chief Executive and Monitoring Officer, will determine the agenda of Executive Committee meetings.
- The Leader of the Council, with the Chief Executive, the Monitoring Officer and Mayor, will determine the agendas for Council meetings.
- The Leader of the Council will work with Portfolio Holders to ensure the effective delivery of services against agreed policies of the Council.
- The Leader will be the primary link between the Chief Executive, Executive Directors and Councillors. The Corporate Management Team will work closely with the Executive Committee in the formulation and development of new strategies, policies and objectives.
- The Leader of the Council will report regularly to Council and Committees in respect of strategic matters to engender corporate ownership and awareness.
- The Leader of the Council will enable Portfolio Holders to recognise the need to work as a collective team at a strategic level to achieve wider organisational objectives.
- The Leader of the Council will act as an ambassador of the whole Council, its citizens and businesses on external bodies that enhance the reputation and promote the environmental, social and economic wellbeing of the Borough of Redditch (outside civic and ceremonial roles and functions).

**Key duties**

- To Chair all meetings of the Executive Committee and manage its business / work programme / the Executive Committee's Work Programme
- To appoint Portfolio Holders to the Executive Committee and to allocate areas of responsibility to the Portfolio Holders.
- To act as a final arbitrator between Portfolio Holders within the Executive Committee.
- To report to Council on decisions taken by the Executive Committee.
- To represent the Borough at local, regional and national levels, acting as an ambassador and leading the development of key strategic partnerships with local communities, outside agencies and key stakeholders to deliver the Council's corporate objectives and provide high quality services to residents.
- To provide clear / strong, fair and visible political leadership for the Council, relating to all Members, citizens, staff and stakeholders.
- To act as the Council's spokesperson on all key corporate issues, consistent with the overall policy and budgetary framework agreed by the Council.
- To lead the development of local and regional policies which fulfil the Council's strategic purposes..

- To lead on the Council's effective decision-making processes and supporting administration.
- To lead the budget-making and performance management processes of the Council.
- To lead the Council's public participation activities, encouraging local people to take part in the Council's decision-making processes.
- To lead on all regional affairs.
- To lead in ensuring that the Council's strategies, plans, strategic purposes and measures are monitored, implemented and achieved.
- To ensure that the Council is open and responsive to the community, so that accountability is seen to operate.
- To ensure that decisions are taken properly, openly and, where appropriate, publicly and that key decisions are properly programmed and subject to effective public consultation.
- To develop and maintain a good relationship with the Chief Executive of the Council and other Officers, providing a contact point between the political and Officer groups and setting an example to the whole organisation.
- To meet regularly with the Chief Executive to monitor and review the progress of the Council towards delivering on the Council's strategic purposes.
- To lead in the performance appraisal procedures for the Chief Executive.
- To liaise with the Chair of the Overview and Scrutiny Committee when items which are not on the Executive Work Programme but which need to be considered urgently arise.
- To attend meetings of the Overview and Scrutiny Committee as required and to be subject to examination in respect of any Council policies or objectives.
- To ensure that recommendations from the Overview and Scrutiny Committee are fully considered in the formulation and development of Council policy. To nominate Council Members from his/her political group to serve on all appropriate member bodies, including, as appropriate, other outside bodies.
- To provide effective liaison between all political groups.
- To establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Committee, the Chairs of other Committees, overview and scrutiny, other members and officers as appropriate.

The above activities are in addition to the responsibilities set out in the Core Councillor, Group Leader and Portfolio Holder Roles.

Members are advised that the Leader of the Council and relevant Portfolio Holder for Planning should not ideally sit on the Planning Committee.

**3. DEPUTY LEADER OF THE COUNCIL****Key Purpose of the Role**

The Deputy Leader will support and deputise for the Leader in his/her executive functions.

**Key duties**

- In the absence of the Leader of the Council, to undertake those duties expected of the Leader and encompassed in the role description for that position.
- To deputise for the Leader of the Council in his/her absence.
- To chair Executive Committee meetings in the absence of the Leader of the Council.
- To act as the Council's spokesperson on all key corporate issues, consistent with the Council's overall policy and budgetary framework, in the absence of the Leader.
- To hold and lead on any Portfolio Holder position which the Council may allocate.
- To undertake specified delegated / designated Leader duties.
- To share and support in general the full workload of the Leader.
- To establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Committee, Chairs of other committees, overview and scrutiny, other Members and officers as appropriate.

The above activities are in addition to the responsibilities set out in the Core Councillor and Executive / Portfolio Holder Role.

**4. PARTY GROUP LEADER****Key duties**

- To provide clear political leadership for the Party represented.
- When in Opposition, to provide credible checks and balances, challenges and alternatives to the ruling party.
- To canvas a range of views within the Party in the formulation of policy.
- To integrate and represent Party policy at a local level.
- To co-operate with other Groups where appropriate, particularly in matters of a non-party political nature.
- To chair and/or attend meetings where appointed to a representative role within the Council.
- To liaise with other local and regional representatives of the party.
- To monitor the performance of the Council against its budget, policy and performance plan.
- To represent the views of his/her Group in relation to any matter on which Officers seek consultation and guidance.
- To provide effective leadership and management of and communications within his/her own Group;
- To ensure that members of his/her Group comply with local and national Codes of Conduct and protocols governing Member conduct and behaviour and, where necessary, to deal with any breaches of these codes or protocols.
- If appropriate, to 'shadow' one or more service of corporate area of the Borough Council's activity;
- If appropriate, to appoint members of his/her Group to 'shadow' particular service or corporate areas of the Borough Council's activity.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.

Group Leaders cannot sit on the Audit, Governance and Standards Committee.



## 5. PORTFOLIO-HOLDER / EXECUTIVE COMMITTEE MEMBER

### Portfolio Holder role

Portfolio Holders:

- provide visible leadership in the area of their portfolio functions and responsibilities to the Council;
- assist in the development of appropriate new strategies and policies for the consideration of the Executive Committee;
- ensure policies are implemented effectively;
- ensure effective delivery and operation of all projects and budgets within his/her portfolio; and
- participate in making collective decisions at meetings of the Executive Committee.

### Executive Committee member (without portfolio)

- To participate in making decisions at meetings of the Executive Committee.

### Executive duties

- To meet the Council's strategic purposes, as set out in the Council Plan.
- To ensure performance improvement in all services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's decision-making processes.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with the Overview and Scrutiny Committee on matters relating to the development and formulation of policy.
- To support positive relationships and practices through co-operative working with Officers and Trade Unions.
- To oversee the investigation of and responses to all Local Authority Ombudsman reports, including any findings of maladministration.

### Portfolio Holder duties

- To provide pro-active political leadership and to be the principal political spokesperson for the designated function / service of the Council set out in the allocated Portfolio.
- To initiate (subject to any necessary Executive Committee/ Council approvals) and/or promote strategies, policies and programmes in the allocated Portfolio within the Council and externally.
- To provide political leadership in ensuring that service strategies, plans, objectives and targets within his/her area of responsibility are monitored, implemented and achieved.

- To present and consult on the Council's policies in the allocated Portfolio with the public, directly and through appropriate media.
- To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.
- To make recommendations about the implementation of strategies and policies within the allocated Portfolio.
- To report to the Council on decisions made, actions taken and progress achieved within the allocated Portfolio.
- To consult with and report as required to the Executive Committee and the Overview and Scrutiny Committee.
- To commission and consider reports from appropriate Officers as required for the efficient discharge of the Portfolio Holder's duties / responsibilities and to ensure these reports are listed on the Executive Committee's Work Programme.
- To keep abreast of national best practice / new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision. To consider and act on performance data and reports from the Executive Committee and the Overview and Scrutiny Committee.
- To take responsibility for monitoring progress in relation to strategic purposes and measures within the remit of his/her portfolio and to consider reports from the Executive and Overview and Scrutiny Committees in respect of this matter.
- To contribute to the corporate development of the Council's strategic purposes and measures through active engagement of the Executive Committee.
- To work closely with relevant Senior Officers of the Council to support the efficient management of the Council and to uphold high standards of performance and conduct and in enabling Officers to exercise any powers delegated to them.
- To attend meetings of the Overview and Scrutiny Committee as and when required.
- At meetings of the Executive, to present / speak to and to move any necessary motions in relation to reports within his/her areas of responsibility.
- To consult with local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.
- To commission research, studies or the collection of information relating to policy issues or service delivery.
- To advise the Executive on how to respond to a scrutiny report relating to his/her area of responsibility.
- To meet with relevant Heads of Service on at least a bi-monthly basis to discuss the budget spending profile and ensure it is in accordance with the agreed budget.
- To examine and discuss with Heads of Service relevant budgets relating to his/her portfolio prior to consideration by the Executive Committee.
- To ensure that officers consult and keep informed, as necessary, Members, residents and businesses of the Borough of Redditch on all matter covered by his/her portfolio.
- To refer, as necessary, to the appropriate officer any issues which fall within the scope of their duties.
- To work in collaboration with the Leader, other Executive Committee Members, other relevant Members of the Council, MPs and external bodies, to enhance the image of the

Borough of Redditch and, where appropriate, to advocate for resources/inward investment and regeneration for the benefit of the residents of the Borough of Redditch.

- To establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Committee, the Chairs of Committees, other Members and officers as appropriate.
- To work with the Leader, Chief Executive, Executive Directors and Heads of Service to ensure effective and efficient delivery of the Council Plan and, in particular, the continuous improvement of all services covered by his/her portfolio.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.

Executive Committee Members cannot serve on the Overview and Scrutiny Committee, as substitutes on the Overview and Scrutiny Committee, on the Crime and Disorder Scrutiny Panel or on any Scrutiny Task Groups / Scrutiny Working Groups / Short Sharp Reviews.

Neither the Mayor nor the Deputy Mayor can serve on the Executive Committee.

## 6. MAYOR (Civic / Ceremonial)

### Key Purpose of the Role

The Mayor of the Borough of Redditch is elected on an annual basis. S/he will chair Council meetings and represent the Council at ceremonial, civic and other functions inside and outside of Redditch. S/he will receive civic guests, delegations and visitors, host civic occasions and provide civic hospitality as required.

### Key duties

- As the Borough's first citizen, the main role of the Mayor is to act as the non-political, Civic and Ceremonial Head of the Borough.
- To chair meetings of the full Council, to preserve order at the meetings and to ensure that proceedings are conducted impartially so that its business can be carried out fairly and efficiently and with regard to the rights of Councillors and the interests of the community.
- To uphold and promote the purposes of the Constitution and interpreting it where necessary.
- To ensure that the Council meeting is a forum for debate of matters of concern to the local community.
- To inform his/herself as to the business of the meeting.
- To ensure that discussions at Council are within the scope of the meeting and within the time limits allowed.
- To rule on a point of order and other incidental questions which require a decision at the time.
- To put relevant questions to the meeting and take a vote on them; causing a named vote or ballot to be taken if demanded; if necessary to give a second or casting vote; and to declare the result.
- To adjourn Council meetings when circumstances justify or require that course.
- To declare Council meetings closed when business is completed.
- To act in a proper and dignified manner at all times as befits the office.
- To establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Committee, Chairs of other committees, overview and scrutiny, other Members and officers as appropriate.
- To determine any matter referred to him /her in relation to matters requiring an urgent decision pursuant to the Constitution.
- To maintain the historical and ceremonial traditions of the Office of Mayor.
- To promote as widely as possible the interest and reputation of the Borough Council and of Redditch locally, nationally and internationally.
- To promote, liaise and link with private and voluntary sector organisations in the Borough.
- To participate in and help initiate activities which enhance the economic, social, cultural and environmental well-being of the Borough and its residents.
- To act as patron / president to local organisations.
- To act as host to official visitors to the Borough.
- To attend annual civic events and local community activities.

- To represent the Borough at ceremonial events.
- To act as the Borough's representative on other occasions determined by Council.
- To carry out all duties in a manner appropriate to the status and tradition of the Office.

## 7. DEPUTY MAYOR

### **Key Purpose of the Role**

The Deputy Mayor is elected to deputise and support the Mayor of the Borough of Redditch and will represent the Council at ceremonial, civic and other functions inside and outside of Redditch in that capacity as appropriate. S/he will receive civic guests, delegations and visitors, host civic occasions and provide civic hospitality as required.

To ensure their impartiality at meetings neither the Mayor nor the Deputy Mayor may serve on the Executive Committee.

### **Key duties**

The Deputy Mayor will on occasions, perform these duties.

- To deputise, as necessary for the Mayor.
- To undertake specific tasks and responsibilities as requested by the Mayor.
- To work actively with the Mayor to manage the work of the Council meeting.
- To act as an ambassador for the Council both inside and external to the Borough of Redditch.

The above activities are in addition to the responsibilities set out in the Core Councillor Role. To ensure their impartiality at meetings neither the Mayor nor the Deputy Mayor may serve on the Executive Committee.

## 7. OVERVIEW & SCRUTINY COMMITTEE CHAIR

### Key Purpose of the Role:

The Overview and Scrutiny Committee Chair will chair Committee meetings covering the areas of responsibility determined by the Council in particular:

- scrutinising budgets, plans, policies and strategies proposed by the Executive Committee to ensure that it is effectively held to account;
  - monitoring and reviewing policies, strategies and budget decisions and implementation of proposals;
  - monitoring service performance and any related proposals;
  - identifying and pursuing cross-cutting strategy issues and ensuring a corporate approach to overview and scrutiny.
  - ensuring Councillors' information needs are met so that they can contribute fully to decision making; and
  - initiating and developing constructive relationships with members of the Executive Committee and senior officers.
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- **Key duties** To steer the Committee and manage its business in an efficient manner, ensuring effective engagement by all members and participants.
  - To provide leadership and direction both for the Committee and for scrutiny arrangements within the Council.
  - To promote the role of Overview and Scrutiny both within and outside the Council.
  - To lead and encourage members of the Committee in the formulation of a scrutiny programme which is manageable, balanced and meets the criteria for chosen review topics.
  - To engender a culture for scrutiny in which party political considerations are put aside, focussing instead on achieving the best outcomes for the community.
  - To ensure that individual scrutiny exercises are conducted in an appropriate and timely manner.
  - To Chair a Task Group, Short sharp Review Group or Scrutiny Working Group.
  - To work with the Vice-Chair and relevant Officers to co-ordinate the activities and the work programme of the Overview and Scrutiny Committee.
  - To foster and maintain a disciplined approach by the Members involved in Scrutiny having regard to high standards of behaviour and ethics.
  - To monitor the Council's decision-making processes, ensuring that such decisions are consistent with Council policy.
  - To scrutinise the activities of the Executive Committee.
  - To invite members of the Executive Committee, Officers and others to attend meetings of the Scrutiny Committee to answer questions and to speak on proposals when presenting reports for pre-scrutiny..
  - To own and present the reports of the Scrutiny Committee to the relevant bodies with the Council.
  - To report annually to Council as part of the overview and scrutiny arrangements.
  - To bring forward suggestions to ensure the future development of the Council's scrutiny practices.

- To respond on any matter referred to him/her in matters requiring an urgent decision pursuant to the Constitution.
- To act as a focus for liaison between the Council, communities and partners in the scrutiny function.
- To present recommendations made by the Overview and Scrutiny Committee at meetings of the Executive Committee as and when required.

To consider whether to permit any key decisions, for which 28 days' notice have not been provided, to be included on the Executive Committee agenda.

#### **VICE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE**

#### **Key Purpose of the Role:**

The Vice Chair will support and deputise for the Chair of the Overview and Scrutiny Committee.

#### **Key duties**

Vice-Chairs will on occasions, also perform this role

- To deputise for the Chair of the Committee.
- To undertake specific tasks and responsibilities as requested by the Chair.
- To work actively with the Chair to manage the work of the Committee.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.

Members of the Overview and Scrutiny Committee cannot sit on the Executive Committee or be appointed as Portfolio Holders.

**CHAIR OF THE CRIME AND DISORDER SCRUTINY PANEL****Key Purpose of the Role:**

The Chair of the Crime and Disorder Scrutiny Panel chairs meetings of the Panel and ensures that the focus of these meetings is on the work of the North Worcestershire Community Safety Partnership in the Borough of Redditch.

**Key duties**

- To chair the Crime and Disorder Scrutiny Panel and manage its business in an efficient manner, ensuring effective engagement by all members and participants.
- To lead and encourage members of the Panel in the formulation of a work programme which is manageable, balanced and focuses on the work of the North Worcestershire Community Safety Partnership as a whole and not on individual partner organisations..
- To engender a culture for scrutiny in which party political considerations are put aside, focussing instead on achieving the best outcomes for the community.
- To Chair Task Groups launched by the Panel.
- To foster and maintain a disciplined approach by the Members involved in Crime and Disorder Scrutiny having regard to high standards of behaviour and ethics.
- To report to the Overview and Scrutiny Committee on the work of the Panel.
- To invite members of the Executive Committee, Officers and others to attend meetings of the panel to answer questions and to speak on proposals when presenting reports.
- To own and present the reports of the Crime and Disorder Scrutiny Panel to the relevant bodies with the Council.

The Chair of the Crime and Disorder Scrutiny Panel must be a member of the Overview and Scrutiny Committee.

Overview and Scrutiny Committee Members cannot serve on the Executive Committee or be appointed as Portfolio Holders.



## 8. OVERVIEW & SCRUTINY COMMITTEE MEMBER

### Key Purpose of the Role

Overview and Scrutiny Committee Members contribute actively to the work of the Committee.

### Key duties

- To scrutinise Executive Committee decisions, to assess how these contribute to effective service delivery and help to achieve the authority's Council Plan and whether they are in accordance with the Council's approved budgetary and policy framework.
  - To review individual policies and projects to evaluate their effectiveness and success and consult with all relevant stakeholders in this process.
  - To monitor how the Council is meeting the agreed strategic purposes, as set out in the Council Plan.
  - To facilitate and encourage participation in the Council's activities by effectively engaging local residents, businesses, outside agencies and other key stakeholders in the Committee's work as appropriate.
  - To check that the Council continues to improve performance in all services within the policy and budgetary framework agreed by the Council and recommend areas for improvement and change.
  - To undertake reviews of the Council's services and make recommendations which positively contribute to improving service delivery.
  - To put forward suggestions for areas for scrutiny and participate fully in the conduct of any scrutiny exercise.
  - To Chair Scrutiny Task Groups, Working Groups and Short Sharp Reviews as and when required.
  - To review any matters which impact on the Borough of Redditch. Overview and Scrutiny Committee Members are not confined to reviewing only Council services.
  - To conduct research, and community or other consultation.
  - To question and gather evidence from any person (with their consent).
  - To promote the role of Overview and Scrutiny both within and outside the Council.
  - To contribute to suggestions for the future development of the Council's scrutiny practices.
- To report back to the Overview and Scrutiny Committee about the work of external scrutiny bodies to which they have been appointed. The above activities are in addition to the responsibilities set out in the Core Councillor Role.

Overview and Scrutiny Committee Members cannot serve on the Executive Committee or be appointed as Portfolio Holders.

## 9. COMMITTEE CHAIRS

### Key Purpose of the Role

Ro Chair Committee meetings.

### Key duties

- To enable the smooth and orderly conduct of business within the Council's Constitution.
- To provide leadership and direction for the Committee.
- To determine priorities in light of the volume of work presented to the Committee.
- To ensure an orderly debate or deliberation of the business in hand.
- To report on the workings of the Committee, Sub-Committee, Panel or Working Group to the Executive Committee or full Council, as appropriate, and to present, where appropriate, recommendations to the Council.
- To allow proper consideration of any item.
- To ensure that the Committee (Sub-Committee, etc.) takes balanced decisions based on all relevant evidence, with impartiality and fairness.
- To ensure, with the Chief Executive, that Committee decisions are recorded with full justifications / reasoning.
- To develop a thorough understanding of the subject area of the Committee, including relevant legislation and policies.
- To bring, where appropriate, the views of co-opted members (if any) to the attention of the Executive Committee or Council.
- To liaise with Officers in formulating agendas and to attend any meetings with Officers to discuss matters relevant to the business of the Committee, Sub-Committee, Panel or Working Group.
- Where appropriate, to liaise with other interested parties in establishing co-opted membership, and topics for consideration.
- Where applicable, to liaise with other tiers of local government and to contribute to any other joint working arrangements.
- Where applicable, to lead such site visits that may assist Members arriving at a considered decision.
- To undertake specific training including updates in the law pertaining to the work of the Committee.

Vice-Chairs will on occasions, also perform this role

The above activities are in addition to the responsibilities set out in the Core Councillor Role.

**10. COMMITTEE MEMBER****Key Purpose of the Role**

To attend and participate in Committee meetings as voting Members.

**Key duties**

- To participate in Committee discussions.
- To give proper consideration to items before and during meetings.
- To offer opinions based upon an understanding of the legal requirements of the subject discussed.
- To inform the Committee of constituent opinion (if appropriate).
- To take into consideration a range of views and issues when reaching a decision.
- To conduct oneself with dignity and decorum when offering views which differ from those of other Members.
- To undertake appropriate site visits.
- To undertake specific training including updates in the law pertaining to the work of the Committee.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.