

## MEMBERS' ROLES

### JUNIOR CABINET MEMBER

The following activities are in addition to the responsibilities set out in the Core Councillor Role Description

In addition to the Members of the Cabinet, Councillors May Be appointed as Junior Cabinet Members by the Leader to assist Cabinet in proposing, formulating and advising upon Council policy under the guidance of the appropriate Portfolio Holder. These Councillors are not Members of the Cabinet and do not have any voting rights nor decision-making powers. Junior Cabinet Members may not be members or substitute members of Overview and Scrutiny Committees or the Audit and Governance Committee.

#### Key duties

To develop a full understanding of the functions and services in the allocated Portfolio.

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 support the Portfolio Holder in their political leadership for the designated function / service of the Council set out in the allocated Portfolio to assist the Executive with the preparation of reports to Cabinet or to Individual Cabinet Member with delegated authority.

Where invited by the Leader of relevant Portfolio Lead Member, 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 facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's decision-making processes.

To have consideration towards budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.

As envisaged in the Council Procedure Rules, support the Portfolio Holder to report to the Council on activities progress achieved within the relevant policy area. 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 where required and consult with the relevant Overview and Scrutiny Committee on matters relating to the development and formulation of policy.

To consult with local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.

Support the Portfolio Lead Member commissioning and considering reports from appropriate Officers as required for the efficient discharge of the Portfolio Holder's duties and responsibilities.