

## MEMBERS' ROLES

### PORTFOLIO HOLDERS

#### **The following activities are in addition to the responsibilities set out in the Core Councillor and Cabinet Member Role Descriptions**

#### **Key duties**

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

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 Cabinet/ Council approvals) and/or promote 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 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 Cabinet 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 and responsibilities

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 Cabinet and the Overview and Scrutiny Committee

To contribute to the corporate development of the Council's policies and objectives through active engagement of Cabinet

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 Cabinet, normally to present / speak to and to move any necessary motions in relation to his/her areas of responsibility

To advise Cabinet on how to respond to a scrutiny report relating to his/her area of responsibility