

**APPENDIX 6****MEMBERS' SPECIAL RESPONSIBILITY ALLOWANCE ROLE DESCRIPTION**  
*ONE PAGE ONLY*

1. **Role:** *Title?*
2. **Knowledge, Experience and Skills Required:** *Particular skills and training necessary /required, length of time to acquire to become fully effective etc? Differentiate between "essential" and "desirable"? Include technical knowledge, time served experience and specific skills (aptitude for figures, leadership, chairmanship, interpersonal etc)? DO NOT BASE ON CURRENT ROLE HOLDER'S SKILLS.*
3. **Unique Contribution and Success Measures:** *What are the outcomes unique to this role and how is performance measured?*
4. **Position in Organisation:** *Show reporting relationships.....peers/subordinates in members' structure and influence on council employees? WE COULD DROP THIS IF AN OVERVIEW GOVERNANCE CHART COULD BE GENERATED.*
5. **Other Relevant or Significant Facts:** *To include main customers, suppliers/ contractors....budget responsibility (heads, spend etc)? What is the scope for independent action, judgement, decision making, problem solving, organising, planning, creativity etc.? Does the role require versatility/flexibility...if so how? What are the consequences if this role is not performed well?*