

**MEMBER ROLE
ACCOUNTABILITY
STATEMENTS**

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of the Council

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Purpose of role: To provide civic representation on behalf of the Council at internal and external functions. To chair the Council. To promote the Council and its work. To provide information to the Council and the Cabinet on the views of the community.

Principal Accountabilities:

1. Represent the Council on a non-political basis and fulfil role as the Epping Forest District's first citizen to maintain the civic standing of the Authority and to represent and promote the Council within the community.
2. Attendance at appropriate civic functions as well as community events to fulfil the role of first citizen.
3. Act as non-political chair of meetings of the Council to ensure that order is preserved and that matters are considered effectively.
4. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
5. Provide a point of contact with the community on civic matters to ensure appropriate information is provided on Council activity.
6. To provide the principal link between the Council's civic functions and the Chief Executive/Head of Paid Service, the Cabinet, the Leader of the Council, with particular emphasis on the feedback of views of the community as raised through the conduct of civic functions.
7. To serve on non-executive Committees Sub-Committees Working Groups, Panels Working Groups and Boards as appointed by the Council.

Date: February 2001

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Vice-Chairman of the Council

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Purpose of role: To deputise for the Chairman of the Council. In conjunction with the Chairman of the Council, to promote the Council and its work.

Principal Accountabilities:

1. Represent the Council as Vice-Chairman of the Council on a non-political basis and assist the Chairman of the Council in the role as the Epping Forest District's first citizen to maintain the civic standing of the Authority and to represent and promote the Council within the community.
2. Attendance at appropriate civic functions as well as community events to fulfil the role of Vice-Chairman.
3. Act as non-political chair of meetings of the Council (in the absence of the Chairman) to ensure that order is preserved and that matters are considered effectively.
4. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
5. Provide a point of contact with the community (in the absence of the Chairman) on civic matters to ensure appropriate information is provided on Council activity.
6. To support and deputise for the Chairman of the Council in providing a link between the Council's civic functions and the Chief Executive/Head of Paid Service, the Cabinet and the Leader of the Council with particular emphasis on the feedback of views of the community as raised through the conduct of civic functions.
7. To serve on non-executive Committees Sub Committees Working Groups, Panels Working Groups and Boards as appointed by the Council.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Leader

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Purpose of role: To provide executive leadership of the Council, to maximise available resources and to provide appropriate strategic and operational direction.

Principal Accountabilities:

1. Direct the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council and subject to consultation with other members of the Council where appropriate.
2. Develop, implement and review the Executive strategy to fulfil the agreed objectives of the Council.
3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
4. Provide principal point of contact to all forms of media on areas of Executive activity, as well as the wider Council, to ensure appropriate information is provided on Council activity.
5. Develop policy and budget priorities for the consideration of the Executive and for recommendation to the Council as a whole in line with strategic objectives.
6. Develop role as principal Executive voice at meetings of the Council to provide a response to questions from Members of the Council and the public.
7. To exercise powers delegated by the Executive in relation to the nominated portfolio area within the scheme of delegation operated by the Council, consulting other Councillors as appropriate.
8. Act as the focus for community leadership issues to assist the local economy and the community.
9. To provide the principal link between the Executive and the Chief Executive/Head of the Paid Service.
10. To Chair meetings of the Executive.
11. To Chair meetings of allocated Executive Committees.
12. To work with the Deputy Leader on matters affecting relevant portfolios.
13. To represent the Executive at meetings of Overview and Scrutiny Committees in connection with Cabinet decisions and on allocated portfolios.
14. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.

Date: February 2001

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Deputy Leader
Responsible to: Leader of Council, Executive and the Council
Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.
Purpose of role: To assist the Leader of the Council in providing executive leadership of the Council and appropriate strategic and operational direction.
Principal Accountabilities: <ol style="list-style-type: none">1. Assist the Leader of the Council in directing the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council.2. Assist the Leader in the role of developing, implementing and reviewing the Executive strategy to fulfil the agreed objectives of the Council.3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.4. Support the Leader as principal point of contact to all forms of media on areas of Executive activity, as well as the wider Council, to ensure appropriate information is provided on Council activity.5. Support the Leader in developing policy and budget priorities for the consideration of the Executive and for recommendation to the Council in line with strategic objectives.6. Deputise for the Leader in the role as principal Executive voice at meetings of the Council to provide a response to questions from Members of the Council and the public.7. Exercise powers delegated by the Executive in relation to the nominated portfolio area, within the scheme of delegation operated by the Council.8. Act as the focus for community leadership issues to assist the local economy and the community.9. To provide the principal link between the Executive and the Chief Executive/Head of the Paid Service.10. To Chair meetings of the Executive in the absence of the Leader of the Council.11. To Chair meetings of allocated Executive committees.12. To work with and support the Leader on matters affecting relevant portfolios.13. To represent the Executive or the Leader at meetings of Overview and Scrutiny Committees both in connection with Executive decisions or allocated portfolios.14. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
Date: February 2001

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Executive (Portfolio Holder)

Responsible to: Leader of Council, Executive and Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Purpose of role: Contribute to decisions made by the Executive on all areas within its remit. Oversee and implement activities within specific portfolio areas.

Principal Accountabilities:

1. Contribute to the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council.
2. Contribute to the development, implementation and review of the Executive strategy to fulfil the agreed objectives of the Council.
3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
4. Provide principal point of contact to media on appropriate portfolio areas to provide a clear, well-informed response as required.
5. Provide leadership on agreed key portfolio area of responsibility to establish clear strategy for implementation of areas under consideration, in line with Council objectives and consulting other Councillors as appropriate.
6. Establish role as key spokesperson on issues relating to portfolio area both internally and externally to ensure that responses are informed, and up to date.
7. As directed in legislation to exercise powers delegated by the Executive in relation to the nominated portfolio area, within the scheme of delegation approved by the Council and consulting other Councillors as appropriate.
8. Provide the link between the Executive and appropriate officers for the specified portfolio.
9. To represent the Executive at Overview and Scrutiny Committees on matters relating to allocated portfolio.
10. To Chair Executive Committees as allocated.
11. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.

Date: February 2001

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Group Leader

Responsible to: Political Group

Contact with: Political group members, officers, Members of Parliament

Purpose of role: To lead political groups as notified to the Council

Principal Accountabilities:

1. In addition to their role of elected Councillor and to the duties attaching to any other position of office to which they are appointed by the Council or the Executive:
 - (a) to chair meetings of the relevant political group.
 - (b) to provide leadership and act as spokesperson for the political views of that group.
 - (c) to be responsible for matters of internal group discipline and the conduct and behaviour of individual members.
 - (d) to act as the point of contact for the group with the Chief Executive on matters relating to Council business.
 - (e) to act as the point of contact for the group with the Monitoring Officer on all matters relating to the conduct of individual members of that group in relation to the National Code.
 - (f) to act as spokesperson for the group in consultations with other political groups and officers regarding matters covered by the Council protocol covering appointment of the Cabinet, Committees, and the Chairmen of those and similar bodies together with arrangements for representation on outside bodies.
 - (g) to keep the Executive and Chief Executive informed of group policy and views on specific issues.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Overview and Scrutiny Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Purpose of role: To chair meetings of appropriate Overview and Scrutiny Committee and facilitate the call in, service review and monitoring role of that Committee

Principal Accountabilities:

1. Chair meetings of an Overview and Scrutiny Committee to which appointed to ensure that they operate in an efficient and effective manner.
2. Ensure that the five-year service review programme for Best Value purposes is agreed, monitored and achieved within the agreed timescales.
3. Ensure that proper arrangements exist for the Overview and Scrutiny Committee to review performance, scrutinise cabinet decisions, facilitate the "call in" procedure when activated in accordance with the Council's constitution and statutory requirements.
4. Act as focus for liaison with appropriate Executive members, the full Executive or the Leader/Deputy Leader in respect of matters within the terms of reference of the Overview and Scrutiny Committee concerned.
5. To act as a point of contact in respect of all non-executive Councillors in respect of all aspects of the Overview and Scrutiny Committee's brief.
6. To consult with the Leader of the Council in relation to any proposal of the Executive to make a key decision on grounds of urgency which affects the terms of reference of the Overview and Scrutiny Committee.
7. To act as spokesperson for the Overview and Scrutiny Committee with the media, taking officer advice as necessary.
8. To liaise with relevant officers concerning the work of the Overview and Scrutiny Committee.

Date: February 2001

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Vice-Chairman of Overview and Scrutiny Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Purpose of role: To deputise for the Chairman of the appropriate Overview and Scrutiny Committee in all aspects of its work including the call in, service review and monitoring role of that Committee

Principal Accountabilities:

1. To chair meetings of an Overview and Scrutiny Committee in the absence of the Chairman to which appointed to ensure that they operate in an efficient and effective manner, and deputise for the Chairman in the following aspects of the Committee's responsibilities.
 - (a) the five-year service review programme for Best Value purposes is agreed, monitored and achieved within the agreed timescales.
 - (b) arrangements for the Committee to review performance, scrutinise Executive decisions, facilitate the "call in" procedure when activated in accordance with the Council's constitution and statutory requirements.
 - (c) liaison with appropriate Executive members, the full Cabinet or the Leader or Deputy Leader in respect of matters within the terms of reference of the Overview and Scrutiny Committee concerned.
 - (d) acting as a point of contact in respect of all non-executive Councillors in respect of all aspects of the Overview Committee's brief.
 - (e) consultation with the Leader of the Council in relation to any proposal of the Executive to make a key decision on grounds of urgency which affects the terms of reference of the Committee.
2. To act as spokesperson (in the absence of the Chairman) for the Overview and Scrutiny Committee with the media, taking officer advice as necessary.
3. To liaise with relevant officers concerning the work of the Committee.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Panel/Committee/Board/Area Plans Sub-Committees

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Purpose of role: To chair effectively meetings of appropriate Boards Panels and Committees

Principal Accountabilities:

1. Responsible for efficient conduct of Board/Panel Committee meetings etc ensuring that decisions are properly taken, and are in accordance with the Council's Standing Orders and statutory requirements.
2. Provide the opportunity for effective and appropriate contributions to be made by Board/Panel/Committee members on all approved subject areas under consideration within the Panel/Committee remit.
3. Act as Lead Member for the Group where appointed on the subject area of Panel/Committee.
4. Respond to consultation on matters, which are the subject of the Panel/Committee between meetings to provide a speedy resolution to urgent matters.
5. Discuss with officers matters which are being researched and developed to ensure that appropriate recommendations are achieved.
6. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
7. Provide a point of contact to media on areas within the remit of the Panel/Committee to provide a clear well-informed response as required.
8. Provide a link with the Head of Paid Service in relation to the work of the Panel/Committee.

Date: February 2001

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Vice-Chairman of Panel/Committee/Board/Area Plans Sub-Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Purpose of role: Deputise for Chairman of Board, Panel, Committee or Sub-Committee concerned.

Principal Accountabilities:

1. In the absence of the Chairman be responsible for efficient conduct of Panel/Board/Committee or Sub-Committee meetings ensuring that decisions are properly taken, in accordance with the Council's Standing Orders and statutory requirements.
2. In the absence of the Chairman provide the opportunity for effective and appropriate contributions to be made by Board/Panel/Committee members on all approved subject areas under consideration within the Board/Panel/Committee/Sub-Committee remit.
3. In the absence of the Chairman, respond to consultation on matters, which are the subject of the Panel/Committee between meetings to provide a speedy resolution to urgent matters.
4. In the absence of the Chairman to discuss matters with officers which are being researched and developed to ensure that appropriate recommendations are achieved.
5. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
6. Provide, in the absence of the Chairman of the Board, Panel, Committee or Sub-Committee concerned, a point of contact with the media on areas within the remit of the Panel/Committee etc to provide a clear well-informed response as required.
7. In the absence of the Chairman provide a link with the paid service in relation to the work of the Panel/Committee.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Council

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Purpose of role: To participate in the decision making of the Council and represent the interests of the local community within the ward.

Principal Accountabilities:

1. To contribute to the discussion and determination of Council policies and the budget.
2. To represent the interests of the community at meetings of the Council and its constituent bodies to ensure that decisions taken take account of community views.
3. Develop effective systems for communication, liaison and consultation with the local community and individuals within it.
4. Assist constituents with matters concerning services provided by the Council.
5. Act as the Council's appointee on outside bodies to ensure that the needs of the community are considered and to provide linkages with the Council.
6. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
7. Provide a point of contact to media on appropriate ward issues to provide a clear well-informed response as required.
8. Provide the link with the officers on constituency matters.
9. To participate in Overview and Scrutiny Committees and other non-executive Boards, Panels and Committees, Sub-Committees and Working Groups as appointed by the Council.

Date: February 2001

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