

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.

Principal Accountabilities:

- (a) To have the strategic responsibility for, and provide a lead on, a named portfolio of services.
- (b) To have the responsibility for, and provide a lead on, the initiation of policy in respect of the relevant portfolio.
- (c) To contribute to the development of strategic policy as part of the cabinet collective.
- (d) To decide the executive action to be taken in implementing those matters of Council policy allocated to them within their portfolio, seeking advice from Directors of Service, where appropriate.
- (e) To be a member of, and attend, Cabinet meetings and to share the collective responsibility for decisions taken by Cabinet.
- (f) To take personal responsibility, and to be held accountable, for any decisions taken, and to share with the appropriate service managers responsibility for the performance of services within their portfolio.
- (g) To respond to or deal with any issues arising at Council meetings relating to their portfolio, to include reporting on progress made against portfolio priorities.
- (h) To act as spokesperson or advocate within and outside the authority on those services and functions within their portfolio.
- (i) To provide regular reports on progress and to undertake consultation on decisions as required.
- (j) To attend Overview and Scrutiny Committee and Scrutiny Panels to share priorities, discuss decisions taken and/or support the policy formulation process.
- (k) To develop partnership working with other agencies and contribute as a key player to delivering a partnership agenda.
- (l) To represent the Council on outside bodies, as appointed and provide feedback as appropriate.
- (m) To consult ward councillors and other stakeholders as part of the development and review of policy.
- (n) As part of the Cabinet, to be involved in:
 - leading the community planning process for the Council;
 - the consultation on, and drawing up of, the revenue and capital budgets, and monitoring budget under/over spends.
 - leading the search for continuous improvement;
 - taking decisions on resources and priorities to deliver the strategies and budget approved by Full Council;
 - promoting and participating in Councillor Development.
- (o) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (p) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills for areas of individual responsibility and, the ability to work with the Leader of the Council and Deputy Leader as an executive team.
- High level decision-making.
- Ability to challenge the status quo and deal with complex strategic issues and problems.
- Ambassadorial skills to be able to represent the Council both within and outside the Council.

Chairing Skills

- Intermediate chairing skills to be able to chair meetings relating to their portfolio and local public service boards.

Team Working & Relationship Building

- Relationship building - with other Cabinet colleagues, senior officers, Overview and Scrutiny, Partners etc.
- Ability to work as part of an executive team to drive forward the continuous improvement of the Council.

Knowledge

- Knowledge of the key areas relating to their Cabinet portfolio and its relationship with other portfolios within the Cabinet.
- A detailed understanding of the strategic role of Cabinet within the Council.
- Understanding of the role of a portfolio holder as part of the executive team.
- Detailed understanding of Council strategy, policies and operations.
- Understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the challenges facing local government.
- Understanding of the national policy framework and its impact on local policy development.
- Knowledge of the work of national, regional and sub regional bodies and the role of the Council within them.
- Knowledge of community needs and their priorities for action.

Communication Skills

- Advanced communication skills to be able to work constructively with officers, councillors and partners.
- Advanced listening, questioning and negotiation skills.
- Advanced presentation and advanced public speaking skills.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.

Organisational Skills

- Ability to manage a busy and complex workload, often to tight timescales and deadlines.

Other Skills and Abilities

- Research skills and policy development skills.
- Ability to assimilate and analyse complex information.

- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the principles and importance of making sound, evidenced-based decisions.
- An understanding of project management principles.

Date: October 2009

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.