

HUNTINGDONSHIRE DISTRICT COUNCIL- MEMBER JOB DESCRIPTIONS

COUNCILLORS

Purpose

1. To participate constructively in the good governance of Huntingdonshire District Council.
2. To represent and be an advocate for the Council.
3. To represent effectively the interests of the residents of the Ward for which the councillor was elected.
4. To act at all times with probity and propriety and in the best interests of the Council.

Duties and Responsibilities

1. To fulfil the statutory and locally determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council.
2. To participate effectively as a member of any Committee when so appointed, including attending any training provided to Committee members.
3. To participate in the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
4. To participate, as appointed, in consultative processes with the community and other organisations and to provide a link between the authority to the community.
5. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers.
6. To participate in the activities of any political group of which the councillor is a member, and to take part in training and development to equip the councillor to fulfil their role.
7. To maintain confidentiality in all relevant Council business.
8. To deal with constituents' enquiries and representations, and to communicate effectively with local residents, the local community, other councillors and council officers.
9. To represent the Council effectively, when appointed to an outside body.

Desirable Skills

1. Good communication and interpersonal skills.
2. The ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. An understanding of the operation of the Council and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, with the ability to understand and manage the Council's budget.
6. Excellent political knowledge and awareness.
7. The ability to work effectively with Council officers, the public, the media and outside organisations.
8. Basic IT skills, including email and electronic calendars.

EXECUTIVE LEADER

Purpose

1. To provide effective political leadership and strategic direction for the Council.
2. To ensure effective Corporate Governance.
3. To provide effective stewardship of the Council.

Duties and Responsibilities

1. To provide political leadership to the Council, take appropriate executive action and propose the policy framework within which the Council will operate.
2. To work with opposition groups to seek to achieve where possible cross party cooperation.
3. To appoint relevant portfolio holders and lead the Cabinet.
4. To ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders.
5. To appoint Member Champions where considered appropriate in accordance with the Constitution.
6. To provide reports to Council in accordance with the Constitution.
7. As Executive Leader, to be the key contact for outside organisations.
8. As Executive Leader to be the key contact for the Council's Managing Director and other Senior Officers.
9. To act as the political spokesperson for the Council and to be the voice of the Council in positively promoting the Council in the media.
10. To promote the long term financial, business and economic stability and growth of the District of Huntingdonshire.
11. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the council does.
12. To ensure that the Council delivers high quality, value for money services.

Desirable Skills

1. Good communication and interpersonal skills.
2. The ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. An understanding of the operation of the Council and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, with the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. Basic IT skills, including email and electronic calendars.

DEPUTY EXECUTIVE LEADER

Purpose

1. To assist and work with the Executive Leader to provide effective political leadership and strategic direction for the Council.
2. To assist the Executive Leader with his other responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. To deputise for the Executive Leader as appropriate.

Duties and Responsibilities

1. To assist and work with the Executive Leader in delivering his responsibilities to the Council.
2. To deputise for the Executive Leader in his absence from Council meetings and to deputise in the Executive Leader's absence at Cabinet meetings.
3. In the Executive Leader's absence to carry out the requirements of his/ her job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibilities as delegated by the Executive Leader.
5. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the council does.

Desired Skills

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates.
4. A clear understanding of the operation of the Council, and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. Basic IT skills, including email and electronic calendars.

CABINET MEMBERS

Purpose

1. To provide collective and individual leadership as part of the Cabinet.
2. To undertake lead responsibility for allocated portfolio.
3. To contribute effectively towards the strategic direction of the Council.

Duties and Responsibilities

1. To participate effectively as a Member of the Cabinet; taking joint responsibility with other Cabinet Members for all decisions.
2. To participate in shaping and developing the policy and vision of the Council.
3. To act as the Lead Member for a particular portfolio as may be determined by the Leader, and in doing so, have regard to the Council's corporate policy objectives and championing the portfolio concerned within that strategic context, and being aware of key budgetary issues relating to the portfolio.
4. To build good working relationships with appropriate senior officers and external partners, as appropriate, and to work with them in developing policy, strategy and delivery plans.
5. To keep abreast of related developments and policies at national, regional and local level including being aware of the importance to the community and other stakeholders of the portfolio services.
6. To represent the Cabinet where appropriate at Overview & Scrutiny Committee (O&S) in connection with any matter that may be called in; and to attend O&S at their request in connection with any issues associated with the Member portfolio that are being scrutinised.
7. To represent the Council on external bodies, as appointed, and feedback to the Cabinet any issues of relevance/importance.
8. To be available as appropriate for other Members to discuss any queries or matters of concern.
9. To promote the services within the portfolio and where appropriate to act as the spokesperson with the media for the portfolio area.
10. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the Council does.

Desired Skills

1. Good communication and interpersonal skills.
2. Ability to analyse and grasp complex issues.
3. An understanding of national and local government statutory and financial frameworks.
4. An understanding of the Council, including the economic and social situation within Huntingdonshire.
5. The ability to understand the Council's budget especially in respect of the relevant portfolio.
6. Leadership skills.
7. Political knowledge and awareness.
8. Ability to work effectively with Council officers, the public, the media and outside organisations.
9. Ability to work as part of a team.
10. Basic IT skills, including email and electronic calendar.

CHAIRMAN OF THE COUNCIL

Purpose

1. To be the leading citizen in Huntingdonshire and the principal representative of the Council on social and ceremonial occasions.
2. To chair the meetings of the Council and promote the role of the Council as the forum for local democracy in Huntingdonshire in a non-political way.

Duties and responsibilities

1. Be the principal representative of the District Council, including on social and ceremonial occasions (except where a political representative is appropriate, in which case the Executive Leader or another member of the Cabinet will represent the Council).
2. To chair meetings of the District Council in an apolitical manner and encourage and promote high standards of debate and democracy.
3. To undertake relevant activities in support of effective chairmanship, including attendance at briefings and other preparatory meetings.
4. Be responsible for the maintenance of high standards of probity and conduct and for promoting the reputation of the Council as an authority with high standards.
5. To act as the Council's civic head in Huntingdonshire and to represent the Council at the various functions of a civic and ceremonial nature which the Council might host or at which it might be represented.
6. To act as an ambassador for the Council and for Huntingdonshire both inside and outside the District.

Desired Skills

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Good meeting and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Ability to work as part of a team.
6. The ability to work effectively with Council officers, the public, the media and outside organisations.
7. Understanding of the Council's Constitution, particularly standing orders.
8. Political knowledge and awareness.
9. Basic IT skills, including email and electronic calendars.

CHAIRMAN OF A COMMITTEE

Purpose

1. To provide leadership and direction to the Committee.
2. To demonstrate to the public that there is fair and open decision making by or on behalf of the Committee.
3. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference.

Duties and responsibilities

1. To lead the Committee, in consultation with officers, in prioritising its work.
2. To be available to chair meetings and carry out other Chairman duties, allowing sufficient time to support the work of the Committee outside meetings.
3. To encourage Committee members to obtain the skills to contribute to the work of the Committee and to work with officers to ensure the provision of necessary training to members.
4. To endeavour to engage all members of the Committee in Committee activities.
5. To develop a constructive relationship with the relevant Portfolio Holders, senior officers and, where relevant, external partners.
6. To learn about the professional disciplines and services relevant to the work of the Committee.
7. To chair the committee in a fair, open and balanced manner in accordance with the procedures of the Constitution; and ensuring an appropriate and fair hearing to applicants and objectors.
8. To guide, with the assistance of officers, the committee to reach legally sound decisions based on the information presented to it.
9. To work with the Officers of the Council to ensure that the Council policies and procedures in relation to the Committee's activities are up to date and applied correctly.
10. To provide and present reports concerning the Committee's activities to Council as may be required.
11. To champion and promote take up of training and skills development particularly for Regulatory Committees, Development Management and Licensing.

Desired Skills

1. Good communication and interpersonal skills.
2. Leadership and excellent chairmanship skills.
3. Good meeting and time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Ability to work as part of a team.
6. Basic IT skills, including email and electronic calendars.

OVERVIEW AND SCRUTINY PANEL CHAIRMAN

Purpose

1. To provide leadership of and direction to the Panel.
2. To chair Panel meetings and ensure the Panel achieves its terms of reference.

Duties and responsibilities

1. To encourage Panel members to obtain the necessary skills to contribute effectively to the work of the Panel in carrying out the Scrutiny Role and to work with officers to ensure the provision of necessary training.
2. To endeavour to engage all members of the Panel with the scrutiny process.
3. To lead the Panel, in consultation with officers, to most effectively prioritise its workload so as to ensure effective scrutiny, paying particular regard to the Forward Plan.
4. To co-ordinate work with the other Overview and Scrutiny Panels, so as to ensure that the work of the Panels is not duplicated and to share learning.
5. To develop a constructive relationship with the relevant senior officers and their staff and with relevant portfolio holders.
6. To be available to chair meetings and carry out other duties as Chairman allowing sufficient time to support the work of the Panel outside meetings.
7. To chair the Panel in a fair, open and balanced manner in accordance with the procedures of the committee.
8. To provide and present reports concerning the Panel's activities to Council as may be required.

Desired Skills

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.
4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Ability to work as part of a team.