

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Executive (Portfolio Holder)
Responsible to: Leader of Council, Cabinet and Council
Contact with: Residents, Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.
<p>Executive Roles:</p> <p>(a) To contribute to the development of strategic policy for the Council as a member of the Cabinet.</p> <p>(b) To be responsible for the allocated portfolio and its services including policy initiatives affecting those activities.</p> <p>(c) To consult with Service Directors on matters of policy and service delivery within the allocated portfolio and the purpose of keeping informed about current issues.</p> <p>(d) To attend Cabinet meetings and share collective responsibility for decisions taken by Cabinet.</p> <p>(e) To be personally responsible and accountable for any decisions taken as portfolio holder and to share with the appropriate Directors responsibility for the performance of services within their portfolio.</p> <p>(f) To respond to or deal with any issues arising at Council meetings relating to their portfolio including reports on progress made against portfolio priorities.</p> <p>(g) To act as spokesperson or advocate within and outside the authority on those services and functions within their portfolio for collective decisions made by the Cabinet.</p> <p>(h) To provide regular reports on progress with relevant executive decisions when and where requested and to undertake consultation on proposed decisions when desirable.</p> <p>(i) To attend Overview and Scrutiny Committee meetings and Scrutiny Panel meetings when necessary to share priorities, discuss decisions taken, and provide information, views and explanations on portfolio holder issues.</p> <p>(j) To assist partnership working with other agencies and contribute to delivering a partnership objectives.</p> <p>(k) To represent the Council on outside bodies, as appointed by the Leader or the Council and report back on matters of relevance or interest to the Council.</p> <p>(l) As part of the Cabinet, to be involved in:</p> <ul style="list-style-type: none"> • 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. <p>(m) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.</p> <p>(n) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.</p>

<p>Skills Required</p> <p>Leadership Skills</p> <ul style="list-style-type: none"> • Development of leadership skills appropriate for a portfolio • Ability to challenge the status quo and deal with complex strategic issues and problems. • Development of skills necessary to represent the Cabinet both within and outside the Council. <p>Chairing Skills</p> <ul style="list-style-type: none"> • Achieve chairing skills relating to their portfolio and any external Council activities. <p>Team Working & Relationship Building Skills</p> <ul style="list-style-type: none"> • Develop good working relationships with other Cabinet colleagues, senior officers, Overview and Scrutiny, Partners etc. • Ability to work as part of a team to drive forward the continuous improvement of the Council. <p>Knowledge</p> <ul style="list-style-type: none"> • 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 executive functions and the difference between these and non-executive roles. • Understanding of the role of a portfolio holder as part of the executive team. • Detailed understanding of Council strategy, policies and operations for the allocated Portfolio. • Understanding of the roles of certain statutory officers namely the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer. • Awareness of the national policy framework for the Local Government and its impact on the Council. • Knowledge of community needs and their priorities for action. • Understanding of the statutory role of Overview and Scrutiny within the Council • Knowledge of the role of local partners and the services they deliver, relevant to the allocated portfolio • 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 evidenced-based decisions. 	<p>Communication Skills</p> <ul style="list-style-type: none"> • Enhanced communication skills to be able to work constructively with officers, councillors and partners. • High level skills in listening, questioning and negotiation. • High level presentation and public speaking skills suitable for a variety of settings. • Skills in working with the media and developing awareness of ways of ensuring that the Council is positively represented. <p>Organisational Skills</p> <ul style="list-style-type: none"> • Ability to manage a portfolio workload, against deadlines and pressure on time. <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> • Develop research skills to aid policy development. • Ability to assimilate and analyse complex information.
<p>Date:</p>	

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.