



Member Role Profiles

Winchester City Council Member Role Profiles

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Member Role Profile

All Councillors

Purpose of Role

- To participate constructively in the good governance of the District.
- To contribute actively to the formation and scrutiny of the Council's policies, budget, strategies, service delivery and performance.
- To represent effectively the interests of their Ward and deal promptly and impartially with constituents' enquiries and representations.
- To champion causes which best relate to the interests and sustainability of the community and campaign for improvement of quality of life in the community in terms of equity, economy and the environment (subject to probity guidelines).
- If and when appointed, to represent the Council on outside bodies.
- To engage in Member development to enhance corporate and personal effectiveness.

Key Tasks

- To fulfil statutory and any additional locally determined requirements of an elected member of a local authority and the Council itself, including compliance with all the relevant codes of conduct and protocols, and participation in those decisions and activities reserved for the full Council (e.g. setting budgets).
- To participate effectively as a Member of any Committee or other body to which the Member is appointed.
- To participate as appropriate in the range of internal and external training courses offered to Members.
- To participate in the activities of any outside body to which the Councillor is appointed, providing two-way communication between the organisations and Council. To develop and maintain a working knowledge of the Council's policies and practices in relation to that body and the community's needs and functions.
- To participate in the scrutiny or performance reviews of the Council services, including where the Council so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.

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- To participate, as appointed, in consultative processes with the community and other organisations.
- To represent the community to the Council and vice-versa through all appropriate means e.g. contributing to the work of local parish councils, town forum or other local representative organisations.
- To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties, and constraints and to develop good working relationships with relevant Council officers.
- To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
- To participate in the activities of any political group on the Council to which the Member belongs.



Member Role Profile

Leader

Purpose of Role

- To provide visible political leadership and accountability in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.
- To lead Cabinet in its work to develop the policy framework and budget and to take political control of the Council within an agreed policy framework.
- To promote and contribute actively to the formulation, and respond to the scrutiny of, the Authority's policies, budget, strategies and service delivery.
- To lead the development of the Council's local and strategic partnerships and contribute to wider policy forums with a direct bearing on the work of the Council.

Key Tasks

- To provide leadership to the Council and its political administration and to be overall politically accountable for its policies and performance.
- To represent the Council in the community and in discussions with such regional, national and international organisations and others to pursue matters of interest to the Council and its communities.
- To direct, manage and chair meetings of the Cabinet and to take responsibility, individually and/or collectively for any specific portfolio, including providing a political lead in proposing new policy, strategy, budget and service standards, as well as acting as spokesperson for the Council.
- To provide policy leadership to the Council.
- As a Cabinet member to share in undertaking executive responsibility for developing and proposing overall strategy, budget, policy arrangements and service reviews.
- To participate in performance or scrutiny reviews of services, if appropriate.
- To provide the policy lead for the political group(s) providing the Council's political administration and to act as lead spokesperson for that Group.
- To be in regular contact with the Chief Executive, Directors and other relevant senior officers to consider and recommend action within approved policies and strategies.
- To ensure regular contact with, and timely provision of, appropriate information to other Group Leaders, non-Cabinet Members, community representatives and other local stakeholders and to take account of their views in shaping recommendations on policies, strategies and budgets.
- To maintain professional working relationships and establish mutual respect with all members and officers.
- To have overall political responsibility for the preparation, publication and management of the Council's Forward Plan.

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- To nominate (or make arrangements for others to nominate) members of his/her group to serve on formal and informal committees, sub groups and, where appropriate, local outside bodies.
- To make decisions under any delegated powers set out in the Council's Constitution, Part 3 – Responsibility for Functions, Section 3 and act as a consultee for officers carrying out delegated decisions as required by any minute or under Section 6 of Part 3.



Member Role Profile

Deputy Leader

Purpose of Role

- To assist the Leader of the Council.

Key Tasks

- To assist the Leader in the formal processes and matters of leadership of the Council, including developing overall strategy, budgets, policy arrangements and service reviews, and representing the Council in the community and in discussions with strategic partners and at wider policy forums with a direct bearing on the Council.
- To participate in scrutiny or performance reviews of services, if appropriate.
- To represent the Council and the political administration in the community and elsewhere as required by the Leader.
- In the absence of the Leader, to chair meetings of the Cabinet.
- To deputise for the Leader in his/her absence, including making decisions under any delegated powers set out in the Council's Constitution, Part 3 – Responsibility for Functions, Section 3 and acting as a consultee for officers carrying out delegated decisions as required by any minute or under Section 6 of Part 3.



Member Role Profile

Portfolio Holder

Purpose of Role

- To take responsibility within the Cabinet for a portfolio of services or functions of the Council relating to those matters in the portfolio.
- To contribute actively, through the portfolio and membership of the Cabinet, to the formation of the Council's policies, budget, strategies and service delivery.

Key Tasks

- To participate in the Cabinet and take responsibility and accountability for any portfolio allocated by the Council, including providing a lead and proposing new policy, strategy, programming, budget and service standards, and, where appropriate, leading performance reviews.
- To have a clear and full understanding of the respective portfolio, the scope and range of the relevant services for which he/she is responsible and an awareness of current agreed policies in respect of those services.
- To consult and communicate with all Members of the Council, Council officers and key partners, as appropriate, to ensure that decisions are well informed and that Council policies are widely understood and positively promoted.
- To act as spokesperson within and outside the Council for the matters within the portfolio, including ensuring links between the Council and national and regional bodies.
- To have responsibility for liaison with Directors and other senior officers responsible for the services within the portfolio.
- To answer and account to the Council, scrutiny committees and the community for matters within the portfolio.
- In the absence of another Portfolio Holder and at the request of the Leader, to carry out the duties of another specific Portfolio Holder.
- To make decisions under any delegated powers set out in the Council's Constitution, Part 3 – Responsibility for Functions, Section 3 and act as a consultee for officers carrying out delegated decisions as required by any minute or under Section 6 of Part 3.



Member Role Profile

Principal Opposition Group Leader

Purpose of Role

- To ensure effective, positive and constructive opposition to the Council's political administration.

Key Tasks

- To provide the policy lead to the largest minority political group providing the Council's formal opposition.
- To arrange for and co-ordinate officer advice to his/her Group subject to the provisions of the Member/Officer Protocol.
- To attend appropriate meetings of the Local Government Association and any other similar organisation.
- To provide, as appropriate, alternatives or amendments to the Council's policies, strategies and budgets, and propose amendments thereto.
- To be the main spokesperson for the principal minority group.
- To ensure effective communication between party group members, other political groups, officers, the community, other partners and organisations.
- To nominate members of his/her group to serve on formal and informal committees, sub groups and, where appropriate, local outside bodies.



Member Role Profile

Minority Group Leader

Purpose of Role

- To ensure effective, positive and constructive opposition to the Council's majority party.

Key Tasks

- To provide the policy lead to a minority political group forming part of the Council's formal opposition.
- To arrange for and co-ordinate officer advice to his/her Group subject to the provisions of the Member/Officer Protocol.
- To attend appropriate meetings of the Local Government Association and any other similar organisation.
- To provide, as appropriate, alternatives or amendments to the Council's policies, strategies and budgets, and propose amendments thereto.
- To act as the main spokesperson for that minority group.
- To ensure effective communication between party group members, other political groups, officers, the community, other partners and organisations.
- To nominate members of his/her group to serve on formal and informal committees, sub groups and, where appropriate, local outside bodies.