



Melton  
Borough  
Council

***Making a Difference***

# **Member Roles & Responsibilities**

**for**

## **Members of Melton Borough Council**

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## Introduction

Role profiles for Councillors are to be introduced by Melton Borough Council. They have been developed as a means to clearly set out the expectations of a Ward Councillor, Lead Member and the major roles attracting a Special Responsibility Allowance (SRA).

The following role profiles were developed by the Member Development Steering Group together with the Leicestershire, Leicester and Rutland Member Development Group. There has been consultation with Councillors and key officers to ensure the role profiles reflect the changing role of Councillors and the future needs of the Council and local government. In addition to this, skills and knowledge for each role have been identified to both meet the requirements of any future allowance scheme and support the Member Development programme.

The role profiles set out the role and responsibilities as well as the skills and knowledge required for each role. The role profile for the Ward Councillor is the foundation for all other roles. The responsibilities, skills and knowledge required for roles attracting a Special Responsibility Allowance (SRA) are in addition to those set out for the Ward Councillor and the Lead Member.

The role profiles have three main purposes :-

- To provide clarity for both Councillors and officers about what is expected of each role
- To support Councillors in their development by providing a checklist to identify their development needs, both for the roles they are currently undertaking and for future roles to support succession planning
- To provide guidance to the Independent Review Panel for the Members' Allowance Scheme

<b>WARD COUNCILLOR</b>
<b>Role and Responsibilities</b>
<p><b>Leadership at Ward Level</b></p> <ul style="list-style-type: none"> <li>• To lead and champion the interests of the local community and effectively represent the interests of the Ward and its constituents.</li> <li>• To support and promote citizenship locally and empower the community to participate in the governance of the area.</li> <li>• To undertake casework for constituents and act as an advocate in resolving concerns or grievances.</li> <li>• To support decision-making across the Borough in accordance with appointed Committee membership(s).</li> <li>• To communicate with local people and answer enquiries : <ul style="list-style-type: none"> <li>• about decisions that affect them</li> <li>• about opportunities in the community</li> <li>• regarding the rights of constituents within Melton</li> <li>• as to why decisions are taken</li> </ul> </li> </ul>
<p><b>Localism</b></p> <ul style="list-style-type: none"> <li>• To participate constructively in the good governance of the area.</li> <li>• To develop links between groups and communities in the Ward and local area.</li> <li>• To forge local partnerships to ensure resources are used to meet the needs of the area.</li> <li>• To understand the demographic profile of the ward and how this impacts on the needs of the local area.</li> </ul>
<p><b>Representation</b></p> <ul style="list-style-type: none"> <li>• To inform the debate at Full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.</li> <li>• To contribute to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.</li> <li>• To contribute to the scrutiny of decision-making and review of the policies and services of the Council.</li> <li>• To represent the authority to the community and the community to the Council.</li> <li>• To develop and maintain a knowledge of the Council and develop working relationships with its officers.</li> <li>• To participate in the activities of any political group of which the Councillor is a member.</li> <li>• To represent the Council on outside bodies and to participate effectively in the appointed role and where appropriate to represent those bodies within Melton Borough.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To fulfil the legal (in accordance with the Council Code of Conduct for Councillors) and local requirements placed on an elected member.</li> <li>• To prepare an Annual Report to be published in June each year.</li> <li>• To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.</li> </ul>
<b>Skills</b>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Ability to lead and champion the interests of the local community</li> <li>• Ability to lead and champion effective partnership working</li> </ul>

<p><b>Chairing</b></p> <ul style="list-style-type: none"> <li>• Ability to chair meetings in the community and facilitate discussions</li> </ul>
<p><b>Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Manage casework (including the use of ICT to support the process)</li> <li>• Basic administration skills</li> </ul>
<p><b>Team Working &amp; Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Ability to develop relationships with key officers and partner agencies</li> <li>• Ability to build effective relationships with all sections of the community so as to be able to represent their needs to the Council</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented</li> <li>• Ability to communicate with a range of audiences</li> <li>• Active listening and questioning skills</li> <li>• Presentation skills</li> <li>• Public speaking</li> </ul>
<p><b>Other Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to use information technology to communicate through Council systems eg. email, accessing agenda, minutes, reports etc.</li> <li>• Ability to interpret Council budgets and accounts</li> <li>• Ability to listen and understand complex Council issues</li> <li>• Community engagement skills</li> <li>• Influencing and persuading</li> <li>• Negotiation and arbitration skills</li> <li>• Managing conflict and mediation skills</li> </ul>
<p><b>Knowledge</b></p>
<ul style="list-style-type: none"> <li>• Understanding of how the Council works</li> <li>• Knowledge of the Council structure, key contact officers, Member/Officer Protocol which explains how to approach officers for help and service procedures and eligibility criteria</li> <li>• Knowledge of the political decision-making structures</li> <li>• Understanding of the Code of Conduct for Councillors, ethics and standards issues</li> <li>• Understanding of national policies and their impact on the Council</li> <li>• Knowledge of the strategic priorities and key policies of the Council</li> <li>• Understanding of legislation and Council policies to which Members must adhere (eg. Confidentiality, Respect at Work, Smoking Policy, Freedom of Information, Data Protection, Equalities, Safeguarding)</li> <li>• Basic understanding of local government finances and audit processes</li> <li>• Understanding the Corporate Parenting responsibilities</li> <li>• Knowledge of the Council's complaints and the Ombudsman procedures</li> <li>• For Members who sit on quasi-judicial panels, knowledge of legislation and policy relating to planning, licensing and appeals is required and an understanding of the principles and importance of making rational decisions</li> </ul>

<b>LEADER OF THE COUNCIL</b>
This role profile is to be read with the role profile for the Chair of a Policy Committee. It identifies the responsibilities, skills and knowledge required of the Leader of the Council, that are in addition to those set out for a Policy Committee Chair.
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To provide leadership to the Council</li> <li>• To undertake the role of community leader, building a vision for the area and leading the Council and its partners towards that vision</li> <li>• To represent the Council and provide leadership of the Local Strategic Partnership and other key local partnerships.</li> <li>• To lead and champion effective partnership working.</li> <li>• To chair the Policy, Finance and Administration Committee and take responsibility for its performance</li> <li>• To represent the authority, and be accountable for, discussions and negotiations with the community and with regional, national and international organisations.</li> <li>• To undertake political responsibility for proposing and directing the overall strategy, budget, policy arrangements and service reviews.</li> <li>• To act as spokesperson for the authority (in consultation with the Leader(s) of other political groups and the Chief Executive as appropriate).</li> <li>• To ensure the work of the Policy, Finance &amp; Administration Committee is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions set out in legislation.</li> <li>• To facilitate good communication so that people within and outside the authority are able to contribute constructively to the decision-making processes of the Council.</li> <li>• To work closely with the Chief Executive to ensure the smooth running of the Group, to champion member development and the personal development of its Members.</li> <li>• To maintain effective liaison with the Chair of the Overview, Scrutiny and Audit Committee.</li> </ul>
<b>Skills</b>
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Advanced Leadership Skills</li> <li>• Ability to develop a vision for Melton Borough and drive the Council and its partners towards achieving that vision</li> <li>• Advanced Ambassadorial skills to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level.</li> <li>• Ability to lead the Council towards continuous improvement</li> <li>• Ability to provide political leadership for their group</li> <li>• Ability to, when necessary, influence Members of their political group</li> </ul>
<b>Chairing</b> <ul style="list-style-type: none"> <li>• Advanced chairing skills</li> </ul>
<b>Organisational</b> <ul style="list-style-type: none"> <li>• Ability to plan and prioritise the business of the Council and its Committees having regard to the terms of reference and the key challenges facing the Council</li> </ul>
<b>Team Working and Relationship Building</b>

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community
- Ability to build effective relationships with other parts of the political management structure eg. Full Council, Overview, Scrutiny and Audit Committee, Community Forums and other political groups
- Political sensitivity to be able to address difficult issues across all groups

### **Communication**

- Ability to facilitate effective communication within and across the Council to ensure the community are able to engage in the Council's decision-making processes
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking

### **Knowledge**

- A detailed understanding of the strategic role of the Leader of the Council
- Detailed understanding of the legally defined role of the Chief Executive , other senior officers and statutory roles
- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed knowledge of the role of local partners and the services they deliver
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies
- Understanding of the relationship between national politics and local political leadership
- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

<b>DEPUTY LEADER OF THE COUNCIL</b>
This role profile is to be read with both the role profile for the Chair of a Policy Committee and the Leader of the Council. It identifies responsibilities specific to the role of Deputy Leader in addition to those of a Vice Chair.
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To assist the Leader of the Council in the formal processes and matters of leadership of the authority specifically set out in the profile for the former.</li> <li>• To work with the Leader of the Council on the budget and policy development</li> <li>• To ensure that appropriate developmental steps are taken to equip the Deputy with the knowledge and skills to carry out the role of the Leader when called upon.</li> <li>• To deputise for the Leader in his or her absence and undertake the above mentioned duties set out in the role profile for the Leader of the Council.</li> </ul>
<b>Skills</b>
As it is expected that the Deputy Leader is able to deputise for the Leader, the skills and knowledge set out for the Leader are also required of the Deputy Leader.
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Same as for Leader</li> </ul>
<b>Chairing</b>
<ul style="list-style-type: none"> <li>• Same as for Leader</li> </ul>
<b>Organisational</b>
<ul style="list-style-type: none"> <li>• Same as for Leader</li> </ul>
<b>Team Working and Relationship Building</b>
<ul style="list-style-type: none"> <li>• Same as for Leader</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Same as for Leader</li> </ul>
<b>Knowledge</b>
As it is expected that the Deputy Leader is able to deputise for the Leader, the knowledge set out for the Leader is also required of the Deputy Leader.



## LEADER : OPPOSITION GROUP

### Role and Responsibilities

- To lead an Opposition Group within the Council
- To manage the work of Members within that Group
- To manage the overall co-ordination of opposition spokespersons and the business of the Group
- To shadow and scrutinise the Leader of the Council in their duties.
- To comment, challenge and review the Council's administration performance in the co-ordination and implementation of its policies and procedures.
- To establish and represent the views of the Group on issues of policy and priority.
- To develop opposition Group policies that are credible and could be implemented by the Council
- To champion member development, to ensure the smooth running of the Group and the personal development of its Members.
- To advise the Leader of the Council of the Group's position on issues relating to external relationships.
- To represent the Group on relevant formal and informal working groups
- To maintain effective liaison with the Overview, Scrutiny and Audit Committee
- To participate in the development of corporate strategies and policies e.g. community strategy, corporate improvement plan

### Skills

#### Leadership

- Ability to provide political leadership of their Group and manage the tensions between the political demands and expectations of the Group, and the needs of the Council
- Ability to hold the leading group to account
- Ambassadorial skills to be able to represent the Council both within and outside the Council including at regional and national level
- Ability to, when necessary, discipline Members of their political Group
- Political sensitivity to be able to address difficult issues with other Groups

#### Chairing

- Intermediate chairing skills

#### Organisational

- Ability to plan and prioritise the business of the Group

#### Team Working and Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community
- Ability to build effective relationships with other parts of the political management structure eg. Full Council, Overview, Scrutiny and Audit Committee and other political groups
- Political sensitivity to be able to address difficult issues across all groups

#### Communication

- Ability to facilitate effective communication within and across the Council and ensure the community are given the opportunity to engage in policy development of the opposition group
- Advanced skills in working with the media whilst being able to identify when additional support from public

relations specialists is required, to ensure the Council is positively represented

- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking

#### **Other Skills**

- Assimilating and analysing complex information
- Research skills and policy development

#### **Knowledge**

- Understanding of the roles of Leader of the Council, Chairs of Committees and the Leader of an Opposition Group within the Council
- Detailed understanding of the legally defined role of the Chief Executive , other senior officers and statutory roles
- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed knowledge of the challenges facing local government
- Understanding of Council strategy, policies and operations
- Knowledge of the role of local partners and the services they deliver and their relationship with the Council
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies
- Detailed knowledge of community needs and their priorities for action
- Understanding of the relationship between national politics and local political leadership
- Understanding of the wider, national issues facing elected Members and the practical implications for the Members in their group

<b>POLICY COMMITTEE : CHAIR</b>
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To have the responsibility for and provide a lead on the initiation of policy.</li> <li>• To respond to or deal with any issues arising at Council meetings relating to their Committee.</li> <li>• To act as spokesperson within and outside the authority on those services and functions within their Committee.</li> <li>• To act as an advocate for the Council within the Authority and outside.</li> <li>• To lead and champion effective partnership working.</li> <li>• To attend Overview, Scrutiny and Audit Committee and Scrutiny Workshops to discuss decisions taken or support the policy formulation process.</li> <li>• To attend relevant Committees and Sub-Committees, Working Groups and Task Groups</li> <li>• To develop partnership working with other agencies and contribute, as a key player, to delivering a partnership agenda relevant to their Committee</li> <li>• To represent the Council on outside bodies.</li> <li>• To represent the Council and contribute the Melton Borough perspective on national, regional and sub regional bodies</li> <li>• To consult interested parties, ward Councillors and citizens as part of the development and review of policy</li> <li>• As part of the relevant Policy Committee to be involved in : <ul style="list-style-type: none"> <li>○ providing support to all Councillors to help them develop constructive roles as Ward Members</li> <li>○ leading the community planning process for the Council</li> <li>○ the consultation on, and drawing up of, the revenue and capital budgets</li> <li>○ leading the search for continuous improvement</li> <li>○ taking decisions on resources and priorities to deliver the strategies and budget approved by full Council</li> <li>○ promoting and participating in Member development.</li> </ul> </li> </ul>
<b>Skills</b>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Advanced leadership skills due to being Leader of the Council and to work with the Vice Chair/Deputy Leader as a team</li> <li>• High level decision making</li> <li>• Ability to challenge the status quo and deal with complex strategic issues and problems</li> <li>• Ambassadorial skills to be able to represent the Council both within and outside the Council</li> </ul>
<p><b>Chairing</b></p> <ul style="list-style-type: none"> <li>• Advanced chairing skills to be able to chair relevant Committee and meetings relating to their Policy Committee</li> </ul>
<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Manage a busy and complex workload, often to tight timescales and deadlines</li> </ul>
<p><b>Team Working and Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Relationship building – with Committee colleagues, other Committee Chairs, CMT/senior officers, Overview, Scrutiny and Audit Committee, Partners etc.</li> </ul>

- Ability to work as part of a team to drive forward the continuous improvement of the Council

### **Communication**

- Advanced communication skills to be able to work constructively with officers, Members and partners
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented

### **Other Skills**

- Research skills and policy development
- Assimilating and analysing complex information

### **Knowledge**

- Knowledge of the key areas relating to the Policy Committees particularly in relation to service performance issues, targets, benchmarks etc.
- A detailed understanding of the strategic role of Committees within the Council
- Detailed understanding of Council strategy, policies and operations
- Understanding of the legally defined role of 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
- 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 rational decisions

## OVERVIEW, SCRUTINY AND AUDIT COMMITTEE : CHAIR

### Role and Responsibilities

The Chair of the Overview, Scrutiny and Audit Committee is responsible for effective scrutiny in Melton Borough by :-

- Leading and promoting the Overview, Scrutiny and Audit function
- Managing and co-ordinating the Overview, Scrutiny and Audit function
- Continuing development of both the organisation and practice of Overview, Scrutiny and Audit learning from the experience both in Melton and elsewhere.

#### 1. Leading and Promoting the Scrutiny Function

- To maintain effective liaison with the Leader of the Council and the Chief Executive to ensure that scrutiny contributes to effective decision-making in Melton Borough.
- To represent scrutiny in Council and be accountable to Council for the actions of scrutiny.
- To ensure that scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- To represent Melton Borough at regional and national forums concerned with scrutiny.
- To represent the Overview, Scrutiny and Audit Committee on relevant boards and panels.

#### 2. Managing and Coordinating the Scrutiny Function

- To Chair the meetings of the Overview, Scrutiny and Audit Committee
- To ensure that scrutiny work is properly coordinated
- To maintain an overview of the work of all the panels in order to ensure effective co-ordination and progress of all work.
- To monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time.
- To support and advise the Lead Members of the Overview, Scrutiny and Audit Workshop Teams.
- To receive all requests for scrutiny and ensure initial investigation to inform consideration at the Overview, Scrutiny and Audit Committee.
- To monitor the use of 'call-in' procedures to advise on whether the procedure is being used appropriately.

#### 3. Development of Scrutiny

- To maintain an overview of scrutiny in Melton Borough and to learn from practice elsewhere
- To ensure the continuing development of Overview, Scrutiny and Audit in Melton through improving both how it is organised as well as the practice.
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in Overview, Scrutiny and Audit matters.

### Skills

#### Leadership

- Leadership of the scrutiny function within and outside the Council
- Ambassadorial skills through the representation and championing of the scrutiny function inside and outside the authority
- Objective setting and progressing those objectives on behalf of the scrutiny function

#### Chairing

- Advanced chairing skills

**Organisational**

- Assimilating and analysing complex information
- Overseeing and prioritising scrutiny work, taking account of available resources
- Planning and coordinating the work of the Overview, Scrutiny and Audit Committee and its agenda
- Coordinating the work of scrutiny reviews

**Team Working and Relationship Building**

- Relationship building with Committee colleagues, CMT/senior officers, the Policy Chairs, Partners etc
- Relationship building with other organisations/community leaders who could be witnesses or assist scrutiny during a study
- Building effective relationships with other parts of the political management structure eg. the Policy Chairs, full Council, other Committees etc.
- Ensuring effective contributions from each member of the Committee

**Communication**

- Advanced listening skills and questioning skills
- High standard of communication with officers, Members, co-optees, partners, external bodies and members of the public
- Advanced presentation skills.
- Advanced public speaking skills

**Other Skills**

- Dealing with complex strategic issues and problems on behalf of the Committee and the scrutiny function as a whole
- Obtaining and weighing up evidence and making decisions and recommendations based on that evidence

**Knowledge**

- A detailed awareness of the strategic importance of the scrutiny function within the Council
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Chair
- A detailed awareness of the constitutional approach to scrutiny and its relationship with the other parts of the Council's decision-making structures
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chair in addressing them
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function
- An awareness of basic project management principles

<b>CHAIR : DEVELOPMENT COMMITTEE</b>
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To chair the Development Committee in accordance with the agreed protocols.</li> <li>• To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics including the protocol relating to development control procedures.</li> <li>• To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure and respect is shown to such individuals.</li> <li>• To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee and its decisions.</li> </ul>
<b>Skills</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Ability to represent the Development Committee to the community and the media</li> </ul>
<b>Chairing</b>
<ul style="list-style-type: none"> <li>• Advanced chairing skills</li> </ul>
<b>Organisational</b>
<ul style="list-style-type: none"> <li>• Ability to plan and prioritise the business of the Development Committee having regard to its terms of reference and key challenges facing the Planning function</li> </ul>
<b>Team Working and Relationship Building</b>
<ul style="list-style-type: none"> <li>• Relationship building particularly with senior officers involved in the planning function, Leaders, Ward Members, Parish Councils</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Advanced listening and questioning skills.</li> <li>• Communication skills – particularly with Members and Officers involved with the Development Committee</li> <li>• Intermediate presentations skills</li> <li>• Intermediate public speaking</li> <li>• Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council and the Planning function is positively represented</li> </ul>
<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of standards and ethics</li> <li>• In-depth understanding of planning issues and protocol relating to Planning procedures and Planning Committee.</li> <li>• Understanding of the role of Ward Councillors in Planning process and how to handle conflicts of interest between being a Ward Member and a member of the Development Committee.</li> <li>• Understanding of the role of Development Control Officers.</li> </ul>

<b>CHAIR : LICENSING COMMITTEE</b>
This role profile is also relevant for the Chair of a Licensing Panel where the majority of current activity takes place.
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To chair the Licensing Committee in accordance with its terms of reference.</li> <li>• To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics</li> <li>• To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.</li> <li>• To represent the Committees decisions in appeals to the Magistrates and higher Courts.</li> <li>• To be aware of legislation and ongoing local and national developments on licensing matters and their implications.</li> <li>• To be the elected member spokesperson in regular scheduled meetings with the taxi vehicle trade and with other interested parties so that the Council maintains relationships and can have positive dialogue on licensing issues.</li> </ul>
<b>Skills</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Ability to represent the Licensing and Safety Committee to the community and the media</li> </ul>
<b>Chairing</b>
<ul style="list-style-type: none"> <li>• Advanced chairing skills, including the ability to manage conflict.</li> </ul>
<b>Organisational</b>
<ul style="list-style-type: none"> <li>• Ability to plan and prioritise the business of the licensing having regard to its terms of reference and key challenges facing the licensing and safety function</li> </ul>
<b>Team Working and Relationship Building</b>
<ul style="list-style-type: none"> <li>• Relationship building particularly with senior officers involved in the licensing function, Leaders, Ward Members</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Advanced listening and questioning skills.</li> <li>• Communication skills – particularly with Members and Officers involved with the Licensing Committee</li> <li>• Intermediate presentations skills</li> <li>• Intermediate public speaking</li> <li>• Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council and the Licensing function is positively represented</li> </ul>
<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of standards and ethics</li> <li>• Knowledge and understanding of relevant legislation and local/national developments on licensing matters and their implications.</li> </ul>



## CHAIR : APPEALS COMMITTEE

### Role and Responsibilities

- To chair meetings of the Committee in accordance with the relevant terms of reference.
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee
- To deal with and decide upon all appeals as detailed in the Constitution.

### Skills

#### Leadership

- Ability to represent the Appeals Committee to the community and the media

#### Chairing

- Advanced chairing skills

#### Organisational

- Ability to plan and prioritise the business of the Appeals Committee having regard to its terms of reference

#### Team Working and Relationship Building

- Relationship building particularly with senior officers supporting / advising on the appeals processes of the Council, Leaders and Committee Members

#### Communication

- Advanced listening and questioning skills.
- Communication skills – particularly with Members and Officers involved with the Appeals Committee
- Intermediate presentations skills
- Intermediate public speaking

#### Other Skills

- Obtaining and weighing up evidence to reach conclusions and make recommendations based on that evidence

### Knowledge

- In-depth understanding of the Appeals process

## **CHAIR : STANDARDS COMMITTEE (INDEPENDENT APPOINTEE)**

### **Role and Responsibilities**

- To chair the Standards Committee in accordance with its terms of reference.
- To chair sub-committees dealing with allegations of breach of the Council's Code of Conduct.
- To lead by example and foster and maintain a disciplined approach through the work of the Standards Committee and its Members having regard to high standards of behaviour and ethics
- To work with the Council's Monitoring Officer in promoting and supporting standards of behaviour and ethics among all Councillors on the district and parish Councils in the area.
- To advise officers on the content of the agenda for Committee meetings.
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- To ensure that all matters referred to it are dealt with promptly and in accordance with local and national guidance and on an entirely apolitical basis.
- To act as a spokesperson for the Standards Committee.
- To present any reports or findings to the relevant bodies within the Council

### **Skills**

#### **Leadership**

- Ability to represent the Standards Committee to Members, the community and the media

#### **Chairing**

- Advanced chairing skills

#### **Organisational**

- Prioritising and managing the work of the Standards Committee including agenda planning and the deployment of available resources

#### **Team Working and Relationship Building**

- Relationship building - with the Council's Monitoring Officer, members of the Standards Committee, senior officers

#### **Communication**

- Advanced listening and questioning skills
- Intermediate presentation skills
- Intermediate public speaking
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented

#### **Other Skills**

- Assimilating and analysing complex and contradictory information
- Being able to adopt a neutral and unbiased approach in considering cases brought to the Standards Committee
- Obtaining and weighing up evidence and making decisions based on that evidence

### **Knowledge**

- A detailed awareness of the national and local importance and role of the Standards Committee, and the role of the Standards Board for England
- An understanding of the Council's Code of Conduct and the constitutional arrangements relating to the Standards Committee

<b>VICE CHAIR : COMMITTEE</b>
This role profile is to be read with the role profile for the Chair of the relevant Committee.
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To deputise for the Chair in his or her absence and undertake the above mentioned duties set out in the role profile for the Chair of the relevant Committee.</li> <li>• To ensure that appropriate developmental steps are taken to equip the Vice Chair with the knowledge and skills to carry out the role of the Chair when called upon.</li> </ul>
<b>Skills</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Chairing</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Organisational</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Team Working and Relationship Building</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Other Skills</b>
<ul style="list-style-type: none"> <li>• Same as for Chair of relevant Committee</li> </ul>
<b>Knowledge</b>
As it is expected that the Vice Chair is able to deputise for the Chair, the knowledge set out for the Chair of the relevant Committee is also required of the Vice Chair.

<b>LEAD MEMBER</b>
<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• To act as Community Leaders in their specialism, responsible for the "face of the Council".</li> <li>• To engage, support and facilitate community action including the promotion of new partnerships.</li> <li>• To guide and support officers in the development of policy and action.</li> <li>• To be a conduit of information to colleagues and the Council.</li> <li>• To support the chair of the relevant policy committee as required.</li> </ul>
<b>Skills</b>
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Ability to champion specialist area to community, partners, Members, officers and the media</li> </ul>
<b>Chairing</b> <ul style="list-style-type: none"> <li>• Advanced chairing skills to chair community groups on specialist areas</li> </ul>
<b>Organisational</b> <ul style="list-style-type: none"> <li>• Ability to plan and prioritise in taking initiatives forward having regard to resources available</li> <li>• Ability to assist community groups to plan and prioritise activities</li> </ul>
<b>Team Working and Relationship Building</b> <ul style="list-style-type: none"> <li>• Relationship building particularly with Community Leaders, partners, public, Committee Chairs, Members, CMT lead, officers supporting the relevant area</li> </ul>
<b>Communication</b> <ul style="list-style-type: none"> <li>• Advanced listening and questioning skills.</li> <li>• Advanced communication skills – particularly with Partners, Community Leaders, Public, Members and Officers</li> <li>• Intermediate presentation skills</li> <li>• Intermediate public speaking</li> </ul>
<b>Other Skills</b> <ul style="list-style-type: none"> <li>• Research and analysis skills to be able to seek out new ideas and formulate best practice advice on specialist area</li> </ul>
<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of specialist area</li> </ul>