

## MEMBERS' ROLES AND RESPONSIBILITIES

This document sets out the roles and responsibilities of the most prominent Members of the Council.

### 1.0 **Mayor and Deputy Mayor**

#### 2.0 Civic Role

2.1 The Council's Mayor, supported by the Deputy Mayor will perform the Council's civic role.

2.2 This entails raising and maintaining the profile of the Council's area and its citizens. The aims and values of the Council will be promoted in an apolitical manner.

#### Civic Events

The Mayor throughout his term of office should remain impartial in all matters of policy and should not be involved in the direction of affairs or get involved in any campaigns. The Mayor should not become involved in Council Policy or activities of a controversial nature. Where matters are raised with him/her, he/she should take no action and instead raise the matter in the first instance with the Leader of the Council or the appropriate Portfolio Holder for action.

2.3 The Mayor will decide which civic and ceremonial functions to promote within the allocated budget. These functions may include representing the Council at events organised by other local authorities or organisations.

#### Relationship with Cabinet Members

The Mayor should not normally become involved in any matter, which is within the role of a Cabinet Member, but if an occasion arises then the Mayor should receive the fullest support of the appropriate Cabinet Member, or the appropriate Chief Officer.

#### Other Appointments

The Mayor should not be appointed as Chair or Vice-Chair of any Committee or Sub-Committee of the Council.

### 3.0 **Council Role**

3.1 The Mayor is elected at the Annual Council meeting in May. The Deputy Mayor is appointed at the same meeting.

3.2 The Mayor is the conscience of the Council and is responsible for:

- Upholding and promoting the purposes of this Constitution and interpreting it, where necessary, with advice.
- Chairing Council Meetings to ensure that business is carried out efficiently and effectively.
- Ensuring the rights of Members and the interests of the Council's citizens are protected in the running of the Council meeting, ensuring that, at Council meetings, matters of concern to local people can be debated through the appropriate Councillors.
- Ensuring that Members not on the Cabinet, or who do not hold the Chairmanship of a main committee, are able to hold those office holders to account.
- Promoting public involvement in the Council's activities and acting as a link between members of the public and organisations and the Council.
- Carrying out other roles on behalf of the Council.

3.3 The Deputy Mayor will support the Mayor in his/her civic role and will also carry out civic duties on behalf of the civic office and deputise for the Mayor in his/her absence.

#### 4.0 Who may become Mayor or Deputy Mayor

4.1 Any elected Member of the Council shall be eligible for election to the office of Mayor, or appointment as Deputy Mayor except for Members of the Cabinet.

The Deputy Mayor will normally succeed to the Mayoralty in the following year.

#### 5.0 **The Leader**

5.1 The Leader will hold office for a period of four years from the date he/she is elected to that office by the Council or until:

- he/she resigns from the office of Leader
- he/she becomes ineligible to be a Member of the Council, either for a specific period, or indefinitely
- he/she ceases to be a Member
- he/she is removed from office by a no confidence resolution of the Council requiring a simple majority, in respect of which the motion has been fully set out in the agenda for the meeting.

5.2 Where there is a vacancy in the office of Leader, the Deputy Leader will assume the responsibilities of the Leader until the next Council Meeting.

5.3 The Leader shall appoint a Deputy Leader who shall be a member of the Cabinet and who shall hold office until such time as the term of office of the Leader who appointed him/her comes to an end, or until he/she is removed

from office by the Leader, or he/she ceases to be a Cabinet member.

- 5.4 Where both the Leader and Deputy Leader cease to hold office at the same time, the Council's Mayor shall call a meeting of Council as soon as possible, to elect a new Leader.

## 6.0 **Cabinet Members (Portfolio Holders)**

- 6.1 Other Members of the Cabinet will hold office until;

- he/she becomes ineligible to be a Member of the Council, either for a specific period, or indefinitely
- he/she ceases to be a Councillor
- the Leader brings their term of office to an end

## 7.0 **Responsibility for Functions**

- 7.1 The Leader will ensure that a record is kept of the Cabinet functions which are the responsibility of Portfolio Holders, any Cabinet Committee or Sub-Committee, officers or joint arrangements. This will be in the form of an Executive Delegation Scheme.

## 8.0 **Cabinet Portfolios**

- 8.1 The following are the Council's Cabinet Portfolios (which may be varied from time to time by the Leader):

- Leader
- People and Communities
- Growth and Regeneration
- Law and Governance
- Corporate Services
- Planning and Regulatory Services

## 9.0 **Responsibilities of all Cabinet Members**

- 9.1 Each Cabinet Member is the spokesperson for the policy area or 'portfolio' they are responsible for. They also:

- Lead on developing council policy and make recommendations to the Cabinet.
- Provide guidance to the Cabinet on running activities.
- Give guidance to the Cabinet on budget priorities.
- Monitor performance and make sure policy is delivered.
- Lead on improving council services.
- Make sure that activities meet the council's overall vision, core values and guiding principles.

- 9.2 Additional Cabinet Member responsibilities include:

- Contributing to debate and decision-making.
- Working with councillors who are not members of the cabinet, members of the opposition and officers to make sure that the overview and scrutiny process works correctly.
- Appearing before and responding to overview and scrutiny committee reports.
- Representing the council at a national and local level.

#### 10.0 **Leader of the Opposition**

- To be a political figurehead for the opposition group.
- To be the main political spokesperson for the Council's opposition.
- To provide leadership in the constructive challenge of the Council's policies.
- To constructively challenge the vision for the Council and community, where appropriate.
- To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.