

# **APPENDIX**

## **GREAT YARMOUTH BOROUGH COUNCIL**

### **MEMBERS' JOB DESCRIPTIONS**

Job descriptions are attached as follows:

**(1) All Councillors**

**(2) Mayor**

**(3) Leader of the Council and Cabinet**

- (a) Leader of the Council;
- (b) Deputy Leader of the Council;
- (c) General Roles and Responsibilities and all Portfolio Holders;

**(4) Scrutiny Committee**

- (a) Chairman of the Scrutiny Committee
- (b) Vice-Chairman of the Scrutiny Committee
- (c) Members of Scrutiny Committee

**(5) Committee Chairman**

**(6) Group Leaders**

**Agreed by Executive  
on 20 July 2005  
and Revised on 4 April 2008**

# **COUNCILLOR**

## **1. Purposes**

- 1.1 To participate constructively in the good government of the area.
- 1.2 To contribute actively to the formation and scrutiny of the authority's priorities, policies, budget, strategies and service delivery.
- 1.3 As a community leader, to represent effectively the interests of the Ward for which the Councillor was elected and deal with constituent's enquiries and representations.
- 1.4 To champion the causes which are best related to the interests and sustainability of the community and campaign for improvement in the quality of life of the community in terms of diversity, safety, wellbeing, economy and environment.
- 1.5 To act as a champion of the Council for specific issues when required.
- 1.6 To represent the Council on outside bodies, such as a governing body or multi-agency group.
- 1.7 To assist, as they are able, the Mayor in the civic life of the Borough.

## **2. Key Tasks (in order of priority)**

- 2.1 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 (eg setting budget, overall priorities and strategy).
- 2.2 To participate effectively as a Member of any Committee, Working Group etc to which the Councillor is appointed.
- 2.3 To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between organisations; and to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and function.
- 2.4 To participate, as appointed, in the scrutiny of the services and policies of the authority and their effectiveness in meeting the strategic objectives of the authority and the needs of its residents.
- 2.5 To participate in consultative processes with the community and other organisations.

- 2.6 To act as a consultee on matters within their ward where executive and regulatory functions have been delegated to officers.
- 2.7 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 of the authority.
- 2.8 To participate fully in Councillor training and development programmes, especially those relating to statutory requirements.
- 2.9 To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well being and identity .
- 2.10 To promote and explain the work of the Council in their communities, including liaison with Parish Councils.
- 2.11 To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
- 2.12 To participate in the activities of any political group of which the Councillor is a member.
- 2.13 To uphold the Council's Constitution and to abide by the Councillor's Code of Conduct.

# **MAYOR**

## **1. Overview**

- 1.1 The Mayor, and in his/her absence, the Deputy Mayor, has two main roles: a ceremonial role; and a procedural role.

## **2. Ceremonial Responsibilities**

- 2.1 To represent the whole Borough during his/her term of office.
- 2.2 To promote public involvement in the Council's activities.
- 2.3 As the first citizen of the Borough of Great Yarmouth, to perform an ambassadorial role both inside and outside the Borough and to attend such civic and ceremonial functions as the Council or (s) he determines appropriate.
- 2.4 To promote the Borough of Great Yarmouth in a positive manner.
- 2.5 To act as a link between the Council and various groups and organisations.

## **3. Procedural Responsibilities**

- 3.1 To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community.
- 3.2 To uphold and promote the purposes of the Constitution, and to interpret rules of procedure at full Council meetings.
- 3.3 To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet or hold Committee Chairs are able to hold the Cabinet and Committee Chairman to account.
- 3.4 To call meetings of the full Council in addition to ordinary meetings.
- 3.5 To receive decisions and relevant papers from the Cabinet and Committees.
- 3.6 To carry out the duties identified in the job description for Councillors.

# **LEADER OF THE COUNCIL**

## **1. General**

The Leader of the Council will represent the Council to its citizens and partners, and provide political leadership for the Cabinet, the Council and the Borough.

## **2. Specific Responsibilities will be to:**

- (1) appoint Members of the Cabinet and determine portfolios;
- (2) chair the meetings of the Cabinet and Corporate Management Board
- (3) agree the schedule and venue for Cabinet meetings and make arrangements for special meetings;
- (4) have an overview of, and advise on, the policy making of the Borough;
- (5) act as Lead Member on overall strategy
- (6) monitor the overall performance of the Council in delivering the agreed policies of the Council;
- (7) co-ordinate and manage Cabinet;
- (8) represent Council policy to the community and Partners;
- (9) work closely with the Chief Executive on Strategic matters to ensure the co-ordination, consistency and delivery of Council services;
- (10) represent the Council on local, regional and national bodies;
- (11) consult with the Chief Executive on strategic or policy matters where an urgent decision or action must be taken;
- (12) promote and develop partnership working with other agencies, ensuring that the Council's priorities are met;
- (13) where necessary consult with group leaders of other political groups to expedite the efficient and effective delivery of Council business;
- (14) carry out the duties identified in the job description for Councillors.

## **DEPUTY LEADER of the COUNCIL**

### **1. General Responsibilities**

- 1.1 The Deputy Leader of the Council is responsible for supporting the Leader in representing the Council to its citizens and partners and providing political leadership for the Cabinet, and the Council and the Borough.
- 1.2 In the absence of the Leader, the Deputy Leader is authorised to act on his/her behalf in accordance with the Council's Constitution, in particular:-
  - (a) chairing Cabinet/Corporate Management Board meetings;
  - (b) consulting with the Chief Executive on strategic or policy matters where an urgent decision or action must be taken;
  - (c) where necessary, consulting with group leaders of other political groups;

### **2. Specific duties include:**

- 2.1 To support the Leader.
- 2.2 In the absence of the Leader, to chair Cabinet/Corporate Management Board meetings, conduct the Cabinet's/Corporate Management Board's business and present reports to Council.
- 2.3 In the absence of the Leader, to perform any other duties of the Leader, as set out in the Constitution and the Job Description for the Leader.
- 2.4 On behalf of the Leader, to represent the Council on local, regional and national bodies.
- 2.5 On behalf of the Leader, to represent Council policy to the community, partners and the media.
- 2.6 To carry out the duties identified in the job descriptions for the Cabinet Members, their own Cabinet portfolio and Councillors.

## **GENERAL ROLES and RESPONSIBILITIES of all PORTFOLIO HOLDERS**

### **1. Accountability and Leadership**

- 1.1 Each portfolio holder will be accountable, and provide the political leadership, for their specific areas of responsibility.

### **2. Shared Responsibility as a Member of the Cabinet**

Responsibility for:-

- 2.1 the co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives;
- 2.2 the oversight, development, monitoring and promotion of all services provided by the Council within the appropriate performance management framework;
- 2.3 ensuring that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to Cabinet functions which are provided under contract to the Council;
- 2.4 the promotion of the interests of the Borough, and all the residents, businesses, other organisations and stakeholders within the Borough of Great Yarmouth
- 2.5 ensuring that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links and partnerships with all sectors;
- 2.6 the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies;
- 2.7 the promotion of services which:-
  - (a) improve the safety and well being of the community;
  - (b) secure a sustainable and attractive environment;
  - (c) create a prosperous local economy; and
  - (d) raise corporate standards and efficiency.
- 2.8 improving arrangements for communicating, consulting and maintaining a dialogue with residents and service users; and
- 2.9 Carrying out the duties identified in the job description for Councillors.

### **3. Specific Responsibilities**

Portfolio Holders will:-

- 3.1 take the leading role in the development and implementation of the policies covered by their portfolio;
- 3.2 be responsible for ensuring the effective management and delivery of the services or functions covered by their portfolio within the following framework:-
  - (a) the Council's overall strategic, corporate and policy objectives;
  - (b) all statutory and other plans and strategies approved by the Council;
  - (c) the statutory and local obligation to ensure Best Value;
  - (d) the approved revenue and capital budgets;
  - (e) the law and the Council's Constitution; and
  - (f) the decisions made at meetings of the Cabinet.

### **4. Specific roles of Portfolio Holders**

- 4.1 advising, where appropriate, the Council, Cabinet and Scrutiny Committee on matters concerning the implementation, monitoring and performance of services, groups of services, initiatives and projects;
- 4.2 monitoring the performance of portfolio functions and activities to ensure corporate objectives and targets are achieved;
- 4.3 advising and consulting with officers on matters of significance for Council policy and its implementation;
- 4.4 representing the Council's views to other agencies, community interests and local media;
- 4.5 formally representing the Cabinet at meetings of the Scrutiny Committee;
- 4.6 liaising with other lead members and officers on strategic matters to ensure proper co-ordination, consistency and seamless delivery of services within Council policy;
- 4.7 chairing, from time to time, meetings of members and officers and with Council partners;
- 4.8 assisting in the development of work programmes, Forward Plans and the setting of agendas;
- 4.9 presenting and reporting issues to the Council, its Committees and Members' seminars;
- 4.10 being consulted where appropriate as part of any decision-making processes within their portfolio which have been delegated to officers; and



4.11 being consulted where appropriate on any matters of urgency which an officer need to act upon prior to a member decision.

## **CHAIRMAN of the SCRUTINY COMMITTEE**

### **1. General Responsibilities**

- 1.1 The Chairman of the Scrutiny Committee is responsible for the effective management and running of the Committees' business. This involves:-
  - (a) directing the Committee's work programmes;
  - (b) the effective management of Committee deliberations; and
  - (c) maintaining a public image of effective scrutiny of the Council's business and other matters brought before the Committee.
- 1.2 The Chairman is expected to identify areas for inclusion in the Committee's work programme and to ensure that Committee Members are taking part at all stages in deliberations.
- 1.3 Using the Committee's agreed work programme, the Chairman shall have responsibility for assisting the Member Services Manager and Scrutiny Officer in the preparation of the agenda for meetings of the Committee.

### **2. Specific duties include:**

- 2.1 To chair meetings of the Committee.
- 2.2 To present to the Cabinet or Council, as appropriate, reports of individual scrutiny/policy reviews following the completion of such review.
- 2.3 To present and monitor progress in respect of the Committee's work programme, including reports to full Council.
- 2.4 To receive decisions and relevant papers from the Cabinet.
- 2.5 To consider requests for items to be considered by the Cabinet.
- 2.6 In conjunction with the Member Services Manager and Scrutiny Officer, to lead Members in the drawing up of terms of reference for individual scrutiny/policy reviews.
- 2.7 In conjunction with the Vice-Chairman to give initial consideration to first draft reports of the Committee's scrutiny/policy reviews.
- 2.8 In conjunction with the Vice-Chairman to determine appropriate means of inviting and involving public comment and representations on matters under scrutiny or review.
- 2.9 In conjunction with the Vice-Chairman to ensure appropriate expert and specialist advice is made available to the Committee, including the use of advisory groups and non-voting co-optees.

- 2.10 To commission appropriate research based on Committee decisions.
- 2.11 To determine, in conjunction with the Member Services Manager and Scrutiny Officer, arrangements for special meetings of the Committee.
- 2.12 To ensure Committee Members benefit from appropriate training and development to deal effectively the Committee's business.
- 2.13 To focus on external bodies in accordance with national guidance.
- 2.14 To carry out the duties identified in the job description for Councillors.

## **VICE-CHAIRMAN of the SCRUTINY COMMITTEE**

### **1. General Responsibilities**

- 1.1 The Vice-Chairman of the Scrutiny Committee is responsible for supporting the Chairman in the effective management and running of the Committee's business.
- 1.2 In the absence of the Chairman, the Vice-Chairman will chair Committee meetings and conduct its business. This involves:-
  - (a) directing the Committee's work programme;
  - (b) the effective management of Committee deliberations; and
  - (c) maintaining a public image of effective scrutiny of the Council's business and other matters brought before the Committee.
- 1.3 The Vice-Chairman is expected to support the Chairman in identifying areas for scrutiny and ensuring that Committee members are taking part at all stages in deliberations.

### **2. Specific duties include:**

- 2.1 To support the Chairman and, in the absence of the Chairman, to chair meetings, conduct the Committee's business and present scrutiny/policy review reports to the Cabinet or Council, as appropriate.
- 2.2 To receive decisions and relevant papers from the Cabinet.
- 2.3 In conjunction with the Chairman and Member Services Manager and Scrutiny Officer, to lead Members in drawing up terms of reference for individual scrutiny/policy reviews for submission to the Committee.
- 2.4 In conjunction with the Chairman, to determine appropriate means of inviting and involving public comment and representations on matters under scrutiny or review.
- 2.5 In conjunction the Chairman, to give initial consideration to first draft reports of the Committee's scrutiny/policy reviews.
- 2.6 In conjunction with the Chairman, to ensure appropriate expert and specialist advice is made available to the Committee, including the use of advisory groups and non-voting co-optees.
- 2.7 In conjunction with the Chairman, to commission appropriate research based on Committee decisions.
- 2.8 To carry out the duties identified in the job descriptions for Councillors.

## **MEMBERS of the SCRUTINY COMMITTEE**

### **1. General Role and Responsibilities**

1.1 The general role of a member of the Scrutiny Committee is to:-

- (a) Ensure that the Council meets the needs of local people;
- (b) Improve future performance and achieve Best Value;
- (c) Make explicit the required performance of services;
- (d) Check whether desired results are being achieved;
- (e) Identify errors in policy, implementation, and procedures;
- (f) Enable action to be taken when things go wrong;
- (g) Enhance accountability by demonstrating successes and highlighting problems;
- (h) Maximise value for money; and
- (i) Enhance Councillor and public involvement in the scrutiny/policy review process.

1.2 Scrutiny Committee members will fulfil these duties by:-

- (a) Monitoring Service delivery/performance;
- (b) Monitoring and assisting in the development of budgets;
- (c) Scrutinising policy outcomes;
- (d) Scrutinising and reviewing policies, practices and internal controls;
- (e) Developing new thinking on policies, strategies and procedures; and
- (f) Holding Cabinet members accountable for their decisions.

1.3 The principles by which members of Scrutiny Committee will operate, and which will underpin their work, are:-

- (a) Be user focused and evidence based;
- (b) Take account of public views;
- (c) Be an independent process, being both apolitical and separate from the Cabinet ;
- (d) No members should scrutinise their own decisions or areas of responsibility;
- (e) Members will avoid conflicts of interest; and
- (f) Be inquisitive rather than inquisitorial; identify ways of improving rather than seeking to blame.

### **2. Specific duties include:**

2.1 Broadly speaking, the specific duties of a Scrutiny Committee Member will include:-

- (a) To carry out the functions of the Committee in accordance with the Council's constitution.

- (b) To be actively involved in the development and review of the Committee's work programme.
- (c) To impartially challenge and evaluate the actions of the Cabinet both before and after actions are taken by:-
  - (i) questioning the basis for decisions;
  - (ii) ensuring the policies proposed are consistent with the Council's aims and objectives and the needs of the community;
  - (iii) ensuring that the views of the non-Cabinet members and the wider community are taken into account by the Cabinet; and
  - (iv) making recommendations for further action of amendments to the Cabinet or full Council.
- (d) To consider and investigate policy issues and make recommendations to the Cabinet or the Council.
- (e) To review and monitor performance and operational effectiveness in service areas and themes.
- (f) To assist in the development and prioritisation of budgets and service plans, in accordance with Council's Corporate Plan.
- (g) To serve on Working Groups established by the Committees to carry out detailed work and themes.
- (h) To be proactive in seeking information about, and to be aware of:-
  - (i) all Council activities, including existing and new policies, procedures and key issues; and
  - (ii) the information and management of the Council's budget.
- (i) To be aware of national developments and best practice relating to scrutiny/policy review and to keep the effectiveness of the process under review.
- (j) To participate in specific training provided for the scrutiny/policy review function.
- (k) To carry out the duties identified in the job description for Councillors.

## **COMMITTEE CHAIRMAN**

*(This Job Description **excludes** the Standards Committee, and Scrutiny Committee. Although aimed at the other formal Committees, it does also apply to working parties.)*

### **1. General Responsibilities**

- 1.1 The Chairman of a Committee is responsible for the effective management of the Committee's business. In addition to the specific duties below, this involves:-
- (a) ensuring the overall effectiveness of the Committee, including agenda planning;
  - (b) maintaining a public image that the work of the Committee is effectively managed; and
  - (c) ensuring that Committee Members are fully involved in the deliberations of the Committee.

### **2. Specific duties include:**

- 2.1 To have a working knowledge of the Council's relevant policies and strategies and ensure he/she is sufficiently and effectively briefed on matters coming before the Committee.
- 2.2 To chair meetings of the Committee in accordance with the principles of decision-making in the Constitution, and with regard to any other statutory, constitutional or procedural requirements.
- 2.3 To present to the Cabinet, Committees or Council any reports of the Committee.
- 2.4 To act where appropriate, as an external spokesperson and representative of the Committee if required.
- 2.5 To monitor progress in respect of any work programmes or performance targets for the Committee, and report as necessary.
- 2.6 Where specified by the Constitution, to act as a consultee for any functions of the Committee which have been delegated to officers.
- 2.7 To liaise with the Leader, portfolio holders and the Chairman of other committees, as necessary, to ensure the proper coordination of Council business.
- 2.8 To ensure appropriate expert and specialist advice is made available to the Committee.

2.9 To consider requests for items to be considered in cases of special urgency.

2.10 To determine arrangements for special meetings of the Committee.

2.11 To ensure Committee Members benefit from appropriate training and development to deal effectively with the Committee's business.

2.12 To carry out the duties identified in the job description for Councillors.



## **GROUP LEADERS**

### **1. Overview**

- 1.1 The Council recognises the key leadership role played by the leaders of all groups on the Council, and the importance of their commitment to cross-party working.
- 1.2 In recognising this role, the Council will ensure that group leaders have access to appropriate support and advice from officers in accordance with the Protocol for Member/Officer Relations.

### **2. Specific duties include:**

- 2.1 To provide leadership to their party group.
- 2.2 To ensure their group contributes effectively, positively and constructively to the Council's activities.
- 2.3 To instil a sense of responsibility and accountability amongst members of their group.
- 2.4 To assist in ensuring appropriate standards and levels of attendance are maintained and, in this respect, to act as the first point of reference for their group.
- 2.5 To act as the principal political spokesman for their group.
- 2.6 To represent their group as required, including as a consultee if required.
- 2.7 To nominate members of their group to serve on committees, working parties, panels and outside bodies in accordance with the political balance rules.
- 2.8 To act as a consultee if consultation with group leaders is required on any matter.
- 2.9 To encourage a culture of learning and development among Members of the Council, including the active participation of their group in briefings, seminars and training events, and to liaise with the officers in respect of specific needs of members of their group.
- 2.10 To carry out the duties identified in the job description for Councillors.