

Member Role Profiles

Members are elected by the public to represent them both inside the Council and outside the Council in the community. They are accountable to their communities. Communities should be able to judge their performance.

The following describes the role of a Member. It is reasonable to expect that, while a Member may specialise in certain aspects of the role and, indeed, this is something that should be encouraged, all Members will perform a broad spectrum of duties. A high performing Member would undertake the majority of, if not all, the duties listed below.

Political Groups play a crucial role in the selection of candidates and in the organisation of Members. Political Groups should monitor the performance of all their members.

Purpose of the Role

1. To participate constructively in the good governance of the District.
2. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties, and constraints
3. To contribute actively to the formation and scrutiny of the Council's policies, budget, strategies and service delivery including any related strategic plans to support the future development of the Council and its services (e.g. Customer Connect).
4. To represent effectively as a community leader the interests of the Member's Ward and deal with constituents' enquiries and representations acting as a community advocate and champion causes for constituents, both within and outside the Council, with particular emphasis on those that will improve the quality of life of the community and enhance the digital and customer service agenda of the Council.
5. To champion causes which best relate to the interests and sustainability of the community and campaign for improvement of the quality of life in the community in terms of equity, economy and the environment; deal with individual casework and act as an advocate for constituents including issues related to supporting the Localism agenda for the Council.
6. To represent the Council on any outside bodies to which the Member may be appointed, promoting and maintaining the highest standards of conduct and ethics.
7. Balance different interests identified within the ward and represent the ward as a whole.
8. To engage in member development to enhance corporate and personal effectiveness, including attend and participate in any training courses, 'Away Days', workshops and other sessions either internally or externally provided, to enable you to fulfil your role as a Member, including sessions in support of digital and other developments within the Council, and any required training.

Key Tasks

1. To fulfil statutory and any additional locally determined requirements of an elected Member of the Council and the Council itself, developing and maintaining effective professional working relations with relevant officers of the Council, in accordance with the Code of Conduct and Council Protocols, and participation in those decisions and activities reserved for the full Council – e.g., setting budgets.

Reviewed January 2021

2. To attend and participate effectively as a member of any committee or other body to which the Member is appointed including attendance at any related member development sessions for the work of the committee:
 - a. Appeals Sub-Committee for which selected;
 - b. Chair any ad-hoc Committees, Panels or Boards, where appointed;
 - c. Attend and participate in any Planning site visits, tender opening or other statutory or non-statutory visits or tasks, as required.
3. To participate in the activities of any outside body to which the Member is appointed, providing two-way communication between the organisations and presenting annually a report on the work of the body and its contribution to the District and the wider area. To develop and maintain a working knowledge of the Council's policies and practices in relation to that body and the community's needs, aspirations and functions.
4. To participate, as appointed, in the area and service based consultative processes with the community and other organisations; contribute constructively to open government and democratic renewal through actively encouraging the community to participate in the government of the area; and, to this end, seek to involve the community in decisions that affect them by ensuring they have full information and then by helping them make their views known.
5. To work collaboratively with other members within the ward to represent the community to the Council and vice-versa through all appropriate means representing the interests of your Ward, dealing with constituents' inquiries and representations and hold Ward surgeries on a regular basis, where appropriate. You should be visible in and recognisable to your community; seek out membership or involvement in community based initiatives/groups in own Ward, and where necessary, provide guidance and leadership.
6. To promote community cohesion and equality and diversity in decision making.
7. To ensure corporate responsibility for issues relating to the safeguarding of children and vulnerable adults, as well as personal responsibility to comply with all relevant safeguarding legislation, policies and action plans.

Leader of the Council - Role profile

Purpose of the Role

1. To provide visible leadership in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.
2. To contribute actively to the formulation and scrutiny of the Council's policies, budget, strategies and service delivery, including the digital and customer service developments.
3. To lead or contribute towards the development of local, regional, national and international policy and strategic partnerships.

Key Tasks

1. In accordance with the Code of Conduct and Council Protocols, to provide visible leadership within the Council and to the South Lakeland Community, stakeholders and partners in the overall co-ordination and promotion of Council policies, strategies and service delivery and any related strategic plans to support the future development of the Council and it's services (e.g. Customer Connect).
2. To lead and chair the Cabinet and be responsible for the preparation and proposal of the Budget and Policy Framework to the Council and to take responsibility individually and/or collectively for any specific portfolio, as well as acting as spokesperson for the Council.
3. To represent the Council in the community and on strategic and regional partnerships and in discussions and negotiations with regional, national and international organisations and others, in relation to the pursuit of matters relevant to the district and Council functions and its community, including issues related to supporting the Localism agenda for the Council.
4. To take the overall lead for the development, monitoring and review of the Council Plan or delegate as appropriate to the Deputy Leader. To promote the vision, values and strategic objectives of the Council as set out in the Council Plan and other strategic plans and to champion them both within and outside the Council
5. To appoint a Deputy Leader and Members of the Cabinet, and to allocate portfolio areas of responsibility.
6. To manage the effectiveness of the Cabinet and its members and oversee delivery by them of their respective responsibilities and provide the support required to achieve their designated duties and responsibilities.
7. In the absence of a Cabinet Member, due to sickness, holiday or other extended periods, to undertake their duties and responsibilities, or to sub-delegate these to another Cabinet Member for a period as so defined.
8. To keep under review the Council's Corporate Governance arrangements including attendance at the Overview & Scrutiny Committee on matters relating to the Leader's portfolio.
9. To ensure the Council's image is promoted to best advantage by maintaining and developing effective professional working relationships and establish mutual respect with all Members and officers.

Reviewed January 2021

- 10.** To be, via the Council's communications team, the primary contact for the media on matters relating to the Executive of the Council.
- 11.** To communicate vision and policy direction to the Chief Executive, and to meet regularly (with or without Cabinet) with the Chief Executive, Directors, and other relevant senior officers to consider and recommend action within approved policies and strategies.
- 12.** To ensure arrangements are in place to appraise the performance of the Chief Executive.
- 13.** To assist in the preparation of responses to Government etc., consultation documents.
- 14.** To promote community cohesion and equality and diversity in matters relating to the portfolio.
- 15.** To ensure corporate responsibility for issues relating to the safeguarding of children and vulnerable adults, as well as personal responsibility to comply with all relevant safeguarding legislation, policies and action plans.
- 16.** Actively engage in all relevant and required training as agreed appropriate for the post.

Deputy Leader of the Council - Role Profile

Purpose of the Role

1. To support the Leader of the Council and deputise in his / her absence

Key Tasks

1. In accordance with the Code of Conduct and Council Protocols, to assist the Leader in the formal processes and matters of leadership of the Council. These will include developing overall strategy, budgets, policy arrangements and service reviews, and representing the Council in the community and in discussions with regional, national and international organisations.
2. To promote the vision, values and strategic objectives of the Council as set out in the Council Plan and any related strategic plans to support the future development of the Council and its services (e.g. Customer Connect) and to champion them both within and outside the Council including issues related to supporting the Localism agenda for the Council.
3. To chair meetings of the Cabinet in the Leader's absence and to act as Deputy for the Leader as required.
4. To initiate and encourage public consultation on, and effective communication of, policies and strategies relevant to the portfolio.
5. To be responsible for the discharge of functions within a designated portfolio as delegated by the Leader and to be accountable to the Council on matters of significance relevant to the portfolio through clear reporting mechanisms.
6. To be collectively responsible with other Cabinet Members for the discharge of all Cabinet functions, as described in the Constitution.
7. To be, via the Council's communications team, the primary contact for the media on matters relating to the portfolio.
8. To work in partnership with, and represent the Council on external organisations and to report to the Council on the progress of the partnership(s) as necessary.
9. To work with other portfolio holders, other members of the Council and Managers as appropriate.
10. To assist in the preparation of responses to Government etc., consultation documents.
11. To attend O & S Committees on matters relating to a portfolio holder's area of responsibility and assist in any reviews related to the portfolio.
12. To promote community cohesion and equality and diversity in matters relating to the portfolio.
13. To ensure corporate responsibility for issues relating to the safeguarding of children and vulnerable adults, as well as personal responsibility to comply with all relevant safeguarding legislation, policies and action plans.

Cabinet Member - Role Profile

Purpose of the Role

1. To take responsibility within the Cabinet on the basis of individual and/or collective responsibility for a portfolio of services or functions of the Council as directed by the Leader.
2. To contribute actively through the portfolio and membership of the Cabinet to the formulation and scrutiny of the Council's policies, budget, strategies and service delivery.

Key Tasks

1. In accordance with the Code of Conduct and Council Protocols, to participate in the Cabinet and to implement agreed policies by taking responsibility individually and/or collectively for any portfolio allocated by the Leader of the Council, including providing a lead on and proposing new policy, strategy, budget and service standards, and any related strategic plans to support the future development of the Council and its services (e.g. Customer Connect).
2. To promote the vision, values and strategic objectives of the Council as set out in the Council Plan and represent the Council in the Community including issues related to supporting the Localism agenda for the Council.
3. To initiate and encourage public consultation on, and effective communication of, policies and strategies relevant to the portfolio consulting and communicating with members of all political groups, council officers and key partners as appropriate to ensure decisions are well informed and that Council policies are widely understood and positively promoted.
4. To be responsible and accountable to the Leader and the Cabinet for the discharge of functions within a designated portfolio, as delegated by the Leader, having a clear understanding and an in-depth knowledge 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.
5. To be collectively responsible with other Cabinet Members for the discharge of all Cabinet functions, as described in the Constitution.
6. To be, via the Council's communications team, the primary contact for the media on matters relating to the portfolio.
7. To work in partnership with, and represent the Council on external organisations and to report to the Council on the progress of the partnership(s) as necessary.
8. To be accountable to the Council on matters of significance relevant to the portfolio through clear reporting mechanisms.
9. To promote the development of new policies consistent with the strategic approach of the Council, and to champion them both within and outside the Council.
10. To work with other portfolio holders, other members of the Council and Managers as appropriate.
11. To assist in the preparation of responses to Government etc., consultation documents.

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- 12.** To attend O & S Committees on matters relating to a portfolio holder's area of responsibility and assist in any reviews related to the portfolio.
- 13.** To promote community cohesion and equality and diversity in matters relating to the portfolio.
- 14.** To ensure corporate responsibility for issues relating to the safeguarding of children and vulnerable adults, as well as personal responsibility to comply with all relevant safeguarding legislation, policies and action plans.
- 15.** Together with other Cabinet Members:
 - To support the Cabinet Leader in the preparation of the Council's Budget and Policy Framework.
 - To be responsible for in-year decisions on resources and priorities, after appropriate consultation, to deliver and implement the budget and policies approved by full Council.
 - To provide the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.
 - To lead on the development of overall, service related strategies and plans within the agreed annual budget allocation.
 - To lead on the achievement of the strategic objectives of the services within a designated portfolio, in accordance with Council priorities.
 - To represent the various services within a designated portfolio, both within and outside the Council as necessary, to enable the Council to deliver its objectives within corporate standards.
 - To take responsibility, as sub-delegated by the Cabinet Leader, for the functions within a portfolio of another Cabinet Member, for periods of holiday, sickness or other extended periods.

Chair of the Council Role Profile

Introduction

The Chair of Council and in their absence, the Vice Chair, is the civic leader and first citizen of the community.

The Chair of the Council is elected each year at the annual Council meeting. He or she chairs full Council meetings and represents the council at civic functions in the South Lakeland area and in neighbouring areas. He or she also attends local informal events at which the Council is asked to be present. The Chair should not be confused with the Leader or Deputy Leader of the Council who provide political leadership for the Council.

The Chair must be a serving district councillor. He or she must remain politically impartial and must not be a member of the cabinet.

Ceremonial duties

The Chair's ceremonial duties require that he or she must:

1. Be politically impartial and uphold the democratic values of the Council
2. Support the objectives and services of the district council
3. Represent the Council at civic and ceremonial events, acting on behalf of and supported by the whole Council in a non-partisan manner
4. Act as an ambassador for the council
5. Act as the principal spokesperson of the Council on civic and ceremonial occasions
6. Provide community leadership and promote active citizenship, fostering community identity and pride and promoting public involvement in the Council's activities
7. Invite individuals and representatives of key organisations to suitable events

Key responsibilities

The chair's key responsibilities require that he or she must:

1. Preside over Full Council meetings, acting impartially and ensuring that business is carried out efficiently and effectively whilst protecting the rights of individual members and the interests of the community
2. Uphold and promote the purposes of the Constitution and interpret the Constitution when necessary, working with officers to keep the Constitution under review to ensure it is relevant to the Council's needs
3. Promote public involvement in the Council's activities and ensure that at Council meetings, matters of concern to local communities can be debated by their District Council members
4. Promote and support good governance of the Council and its affairs

The Vice Chair acts on the Chair's behalf when the Chair is unavailable.

Chair of Committee – Role Profile

Purpose of the Role

1. To effectively chair meetings as appointed by the council at the Annual General Meeting of South Lakeland District Council, including any working groups or external meetings for which the council are proactive partners.

Key Tasks

1. Leading the committee to enable it to fulfil its purpose, ensuring the Constitution and the rules of debate are followed effectively.
2. To ensure an effective relationship between the committee, officers and members of the public / press who may attend for *Part 1* items
3. Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions to ensure matters are dealt with in an orderly, efficient manner
 - Business is dealt with impartiality and objectivity within the meeting and decision-making
 - Decisions, actions and deliberations are accurately minuted.
 - The implementation of decisions is clearly assigned and monitored.
4. Demonstrate the following qualities and skills when acting in this capacity:
 - The ability to facilitate focussed and relevant discussions, ensuring that all committee members are able to contribute and that no members are able to unduly dominate discussions at the expense of others
 - Good communication and interpersonal skills.
 - Impartiality, fairness, tact and diplomacy.
 - Ability to ensure decisions are taken and followed-up.
 - Possesses relevant knowledge of committee protocol and the Council Constitution.
 - Has the relevant skills to run a meeting well including effective time keeping.
 - A willingness to devote the necessary time and effort.
5. The Chair will communicate with the officers in the relevant department to discuss relevant matters which have come up in between meetings including holding a chair's briefing to allow for a discussion with the officers to raise any matters/concerns before the meeting begins, to allow the chair to be aware of any difficulties with an item on the agenda, and can try to push discussion along or point members in the right direction to come to a decision.
6. A chair must attend all relevant training including all required training to ensure sufficient knowledge of the subject area for which they are chair in order to effectively run the committee.

Vice chair of Committee - Role Profile

Purpose of the Role

1. In addition to deputising for the chairs in the event of absence, they might be called on to undertake specific pieces of work on behalf of the committee or the organisation as a whole.

Key Tasks

1. Fulfil all the functions of the committee chair in the absence of the chair;
2. Advise, support and act as a 'critical friend' to the committee chair;
3. Act as an active member of the committee;
4. Undertake individual pieces of work on behalf of the committee and the organisation as a whole (e.g. representing at events and meetings, taking part in ad-hoc working groups and taking forward specific tasks).

Reviewed January 2021