

DATE: 29 November 2017  
MY REF: Independent Remuneration Panel  
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**To Members of the Independent Remuneration Panel**

Stephen Knott

Luke Pulford

Anne Senior

Dear Member,

A meeting of the **INDEPENDENT REMUNERATION PANEL** will be held in the Brooks Room - Council Offices, Narborough at these offices on **MONDAY, 11 DECEMBER 2017** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



**Colin Jones**  
**Corporate Services Group Manager**



## **AGENDA**

1. Election of Chairman
2. Apologies for Absence
3. Minutes (Pages 3 - 6)

To approve the minutes of the meeting held on 4 February 2016 (enclosed).

4. Independent Remuneration Panel (Pages 7 - 66)

The Corporate Services Group Manager (Colin Jones) and the Senior Democratic Services Officer (Sandeep Tiensa) will brief the Panel on forthcoming work items.

The following documents have been provided to assist the Panel in its work:

- Blaby District Council - Members Allowance Scheme
- Current year end allowances paid to Councillors
- Members Roles and Responsibilities

## **INDEPENDENT REMUNERATION PANEL**

Minutes of a meeting held at the Council Offices, Narborough

**THURSDAY, 4 FEBRUARY 2016**

### **Present:-**

Dr B.W. Kiernan

Mr S. Knott

Mr B. North

### **Officers present:-**

Mr Colin Jones	- Corporate Services Group Manager
Mrs Louisa Horton	- Democratic Services, Scrutiny and Governance Manager
Mrs Sandeep Tiensa	- Senior Democratic Services Officer

### **Also in attendance:-**

Cllr. Adrian Clifford, Cllr. Lindsey Dracup, Cllr. David Freer, Cllr. Tony Greenwood

## 1. **COUNCILLOR REPRESENTATIONS**

The Panel heard verbal representations from the following Members:

- Cllr. David Freer
- Cllr. Lindsey Dracup
- Cllr. Tony Greenwood
- Cllr. Adrian Clifford

A representation from Cllr. Geoff Welsh had also been received as he was unable to attend the meeting.

The Chairman asked all elected Members to leave the room once all representations had been heard to allow the Panel to consider its recommendations.

## 2. **REPRESENTATION FROM THE CONSERVATIVE GROUP**

The Panel considered the written representation from the Conservative Group.

### **RECOMMENDATIONS TO COUNCIL**

That the Basic Allowance for all elected Members be increased from £4,093 to £4,593.

Reasons:

1. The Panel were sympathetic to the representations put forward by Members that IT equipment was required and paid for from their allowance, to assist them in their role. In particular it was noted that some had opted for a tablet which required Members to reimburse the Council, through the Basic Allowance.
2. The Panel also considered regulations laid by the Government, which meant that local Councillors were no longer eligible to join the Local Government Pension Scheme and as such considered that a payment should be made to assist Councillors in securing alternative provision for the future.

**3. MINUTES FROM THE PREVIOUS INDEPENDENT REMUNERATION  
PANEL**

It was agreed that the recommendations of the Panel from 27<sup>th</sup> October 2015 and 4<sup>th</sup> February 2016 be submitted for consideration to the meeting of Council on 18<sup>th</sup> February 2016.

**THE MEETING CONCLUDED AT 5.50 P.M.**

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## MEMBER ALLOWANCES SCHEME

Blaby District Council, in accordance with the requirements of the Local Authorities (Members Allowances)(England) Regulations 2003 and the Local Authorities (Members Allowances) (England) (Amendment) Regulations 2003, makes the following scheme for Members Allowances.

The commencement date of the scheme shall be 25th May 2016.

The Scheme shall consist of 6 key elements, being:

1. Basic allowance
2. Special responsibility allowance
3. Dependents' carers' allowance
4. Travelling and subsistence allowance
5. Scheme Requirements
6. Independent Remuneration Panel

### 1 BASIC ALLOWANCE

Each Member of the Council shall be entitled to the same basic allowance. From 25 May 2016 the Allowance shall be £5,050.08 and shall be increased annually on 1st April each year thereafter in line with the National Joint Council Staff Pay Award.

Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

### 2 SPECIAL RESPONSIBILITY ALLOWANCE

This scheme provides for the payment, for each year for which this scheme relates, of an allowance ("special responsibility allowance") to such Members of the Council as have such special responsibilities in relation to the Council as are specified below. These Special Responsibility Allowances shall be increased annually on 1st April each year in line with the National Joint Council Staff Pay Award. A maximum of two Special Responsibility Allowances only can be claimed for by a Member.

1	Leader of the Council (and Cabinet Executive)	£12,417.60
2	Deputy Leader of the Council (and Cabinet Executive)	£8,071.80
3	Leaders of Opposition (Minority) Groups	£3,525.84
4	Members of the Cabinet Executive (excluding the Leader and Deputy Leader of the Council)	£6,208.92
5	Chairman of the Scrutiny Commission	£4,701.00
6	Scrutiny Commissioners (excluding the Chairman of the Scrutiny Commission)	£3,525.84
7	Chairman of the Planning Committee	£4,434.84
8	Vice-Chairman of the Planning Committee	£1,108.80
9	Youth Council Champion	£1,109.04

### Allowances for Members and Substitute Members of the Planning Committee

These are non index linked allowances payable to Members and Substitute Members in respect of duties held with attending the Planning Committee (excluding the Chairman and Vice Chairman).

Appointed Members must be present at the site visit and attend the whole committee in order to claim the allowance.	£20 per meeting
Appointed Substitute Members must be present at the site visit and attend the whole committee in order to claim the allowance.	£20 per meeting

Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a special responsibility allowance/attendance allowance, his/her entitlement shall be to payment of such part of the special responsibility allowance/attendance allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

### **3 DEPENDANTS' CARERS' ALLOWANCE**

Payment may be made to Members of the Council an allowance ("dependants' carers' allowance") in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in:

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;



- 
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and at least one other local Council within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
- i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
  - ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - iii) the attendance at a meeting of any association of authorities of which the Council is a Member;
  - iv) the attendance at a meeting of the Cabinet Executive or a meeting of any of its Committees, where the Council is operating Cabinet Executive arrangements;
  - v) the performance of any duty in pursuance of any Standing Order made under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened;
  - vi) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - vii) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its Committees or Sub-Committees.

The Council shall pay such claims as are considered reasonable and are supported by receipts.

#### **4 TRAVELLING AND SUBSISTENCE ALLOWANCE**

Payment shall be made to Members of the Council of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by cycle or by any other non motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories:

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- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more local Council within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:
- (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited, or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (iii) the attendance at a meeting of any association of authorities of which the Council is a Member;
  - (iv) the attendance at a meeting of the Cabinet Executive or a meeting of any of its Committees;
  - (v) the performance of any duty in pursuance of any Standing Order made under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened;
  - (vi) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (vii) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its Committees or Sub-Committees.
  - (viii) the attendance by Members of the Cabinet Executive to any meetings /briefings etc deemed appropriate to the discharge of their collective or individual responsibility.
  - (ix) the attendance by Junior Members of the Cabinet Executive to any meetings /briefings etc deemed appropriate to the discharge of their collective or individual responsibility.

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- (x) where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of a Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, any travelling and subsistence allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the Council.
- (c) For the purposes of this part of the scheme: a Member or co optee of a Committee, Sub-Committee or Panel of the Council/Cabinet Executive is to be treated as a Member of the Council.

### Travel Allowance

The rate for travel by public transport shall not exceed the amount of the standard fare or any available cheap fare unless the Council determine otherwise. The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his family or otherwise provided for his use, other than a solo motor cycle of cylinder capacity not exceeding 500 cc shall not exceed 45p per mile.

The rates specified may be increased where passengers are carried, not exceeding 4, to whom an allowance would otherwise be payable by not more than 1 pence per mile, per passenger.

In cases where no other form of public transport is available or in cases of urgency, Members may travel by taxi and they will be reimbursed the actual fare plus any reasonable gratuity paid upon the production of a valid receipt.

In the case where a Member requires Carer assistance to get to and from Council business, as identified in this section (Travelling and Subsistence Allowance), the reasonable cost of that Carer's time for the journey will be reimbursed on the submission of the necessary receipts.

Any necessary expenditure incurred in relation to the journey shall also be met on the production of valid receipts (car parking charges etc).

Travel to any Outside Body shall be included within this scheme, provided the Outside Body has been authorised as an approved duty and included in Part 7 of the Constitution. If a Member provides transport to another Member to enable that Member to attend a meeting, then they be authorised to claim travel expenses.

### Subsistence Allowance

<b>Subsistence Allowance</b>	<b>Amount</b>
Breakfast Allowance (More than 4 hours away from normal place of residence or where the Council permits, a lesser period before 11.00 a.m.)	£5.48
Lunch Allowance (More than 4 hours away from normal place of residence or where the Council permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.)	£7.57
Tea Allowance (More than 4 hours away from the normal place of residence or where the Council permits, a lesser period including the period 3.00 p.m. to 6.00 p.m.)	£2.98
Evening Meal Allowance (More than 4 hours away from the normal place of residence or where the Council permits, a lesser period ending after 7.00 p.m.)	£9.38

As Members are aware the tea and evening meal allowance periods are straddled. As far as the provision for evening meal allowance is concerned and in cases where a tea allowance has been claimed then the spirit of the scheme would suggest that the period for claiming an evening meal allowance would not start until after 6.00 p.m. In instances where a tea allowance has not been claimed and the meeting duration is greater than 4 hours, then provided a substantial part of the 4 hour or more is after 7.00 p.m. an evening meal allowance would be appropriate.

In the case of an absence overnight from the normal place of residence, the rate is £77.43. For such an absence in London, or for attending the Local Government Association Annual Conference or such other Association of Bodies as the Secretary of State may for the time being approved for the purpose, the rate is £138.31 plus an additional allowance of £50 will be paid for attendances at Local Government Association Conferences or Conferences in London, which allows delegates to be accommodated in appropriate hotels.

For the purpose of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

The rates specified above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an Authority or Body in respect of the meal or the period to which the allowance relates.

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### Meals on Trains

If full meals (Breakfast/Lunch/Dinner) are taken on trains during a period for which there is no entitlement to subsistence, the reasonable cost of the meals including VAT may be reimbursed in full on the production of a valid receipt, within the limits specified below.

4 - 8 hours	The cost of 1 main meal
8 - 12 hours	The cost of 2 main meals
12+ hours	The cost of 3 main meals

## **5 DATA CONTROLLERS – DATA PROTECTION ACT 1998**

The Data Protection Act 1998 requires every data controller (including elected Members) who may process personal information to register with the Information Commissioner's Office (ICO), which requires each Member to pay a £35 fee.

The fee for registering all Members of the Council as Data Controllers under the Data Protection Act will be administered and paid by the Council on behalf of all Members.

## **6 SCHEME REQUIREMENTS**

### **(a) Election to forgo allowances**

A person may, by notice given in writing to the Proper Officer of the Council (Democratic Services, Scrutiny and Governance Manager), elect to forego his or her entitlement or any part of his or her entitlement to allowances.

### **(b) Claims and Payments**

Any claim for payment in respect of the following allowances must be made within three calendar months of the date the claim occurring:

Dependants' Carers' Allowance  
Travelling and Subsistence Allowance

Allowances shall be paid in twelve equal instalments on a date determined by the Council and also in accordance with requirements relating to part payments as indicated against each allowance detailed in the scheme.

### **(c) Records of Allowances**

A record of payment shall be kept, which shall:

- 
- (i) specify the name of the recipient of the payment and the amount and nature of each payment;
  - (ii) be available, at all reasonable times, for inspection and at no charge by any local government elector for the area of the District of Blaby; and
  - (iii) be supplied in copy to any person who requests such a copy and who pays to the Council such reasonable fee as the Proper Officer may determine at the time of application.

As soon as reasonably practicable after the end of a year to which the scheme relates, the Council shall make arrangements for the publication within the authority's area of the total sum paid by it in the year under the scheme to each recipient in respect of each of the following:

Basic Allowance  
Special Responsibility Allowance  
Dependants' Carers' Allowance  
Travelling and Subsistence Allowance

#### **(d) Publicity**

The Council shall, as soon as reasonably practicable after the making or amendment of a scheme, make arrangements for its publication by:

- ensuring that copies of the scheme are available for inspection by members of the public at the principal office of the Council, at all reasonable hours; and
- publishing in one or more newspapers circulating in its area, a notice which:
  - (i) states that the Council has made or amended a scheme and specifies the period of time for which the scheme has effect;
  - (ii) describes the main features of the scheme and specifies the amounts payable in respect of each allowance mentioned in the scheme;
  - (iii) describes any responsibilities or duties specified in the scheme in accordance with Regulations in relation to special responsibility allowance and travelling and subsistence allowance;
  - (iv) confirms that in making or amending the scheme, the Council complied with any duty arising under Regulations to have regard to the recommendations of an Independent Remuneration Panel;

- 
- (v) describes the main features of that Panel's recommendations and specifies the recommended amounts of each allowance mentioned in its report for the Council;
  - (vi) states that copies of the scheme and copies of a record kept in accordance with Regulations are available at the principal office of the Council for inspection by members of the public at such times as may be specified by the Council in the notice; and
  - (vii) specifies the address of the principal office of the Council at which such copies are made available.

The Council shall ensure that a notice in the form required under sub paragraph (d) above is published in one or more newspapers circulating in its area as soon as possible after the expiration of twelve months after the previous publication of such a notice, irrespective of whether the scheme has been amended during that twelve month period.

The Council shall supply a copy of the scheme to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

This scheme shall come into force with effect from 25 May 2016 and any previous scheme shall be deemed revoked for the payment of allowances from 12th May 2003 (the last day of the previous scheme).

## **7 INDEPENDENT REMUNERATION PANELS**

### **(a) Duty to have regard to Recommendations**

Before the Council makes or amends a scheme, it shall have regard to the recommendations made in relation to it by the Independent Remuneration Panel.

There shall not be more than one Panel which makes recommendations in respect of this Council.

The Independent Remuneration Panel shall consist of at least three Members none of whom:

- (i) shall also be a Member of this Council or is a Member of a Committee or Sub Committee of the Council; or
- (ii) is disqualified from being or becoming a Member of an authority.

The Council will pay all reasonable travelling and subsistence expenses incurred by the Independent Remuneration Panel in carrying out its functions.

**(b) Recommendations of the Independent Remuneration Panels**

The Independent Remuneration Panel shall produce a report making recommendations:

- (i) as to the responsibilities or duties in respect of which the following should be available:
  - special responsibility allowance
  - travelling and subsistence allowance
  - co optees' allowance (if provided for)
- (ii) as to the amount of such allowances and as to the amount of basic allowance;
- (iii) as to whether dependants' carers' allowance should be payable to Members of an authority, and as to the amount of such an allowance;
- (iv) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with Regulations;
- (v) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
- (vi) as to which Members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972;
- (vii) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

A copy of the report of the Independent Remuneration Panel shall be sent to Council.

**(c) Publicity for recommendations of the Independent Remuneration Panel**

Once the Council receives a copy of a report made to it by the Independent Remuneration Panel in accordance with Regulations, it shall, as soon as reasonably practicable:



- (i) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- (ii) publish in one or more newspapers circulating in its area, a notice which:
  - states that it has received recommendations from an Independent Remuneration Panel in respect of its scheme;
  - describes the main features of that Panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of the Council;
  - states that copies of the Panel's report are available at the principal office of the Council for inspection by members of the public at such times as may be specified by the authority in the notice; and
  - specifies the address of the principal office of the Council at which such copies are made available.

The Council shall supply a copy of a report made by the Independent Remuneration Panel in accordance with Regulations to any person who requests a copy and who pays to the Council such reasonable fee as the authority may determine at the time of the request.

Payment of Expenses to Independent Persons appointed to support the Standards Committee

Any Independent Persons appointed to support the work of the Standards Committee will be entitled to claim for travel and subsistence allowances as set out in this Scheme, for any duties they undertake in relation to that role.

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# Councillor's Allowances Paid 2016/17

Councillor	Basic	Special Responsibility	Travel/ Subsistence	Total
	£	£	£	£
Aslam Muhammed	4,868.42		99.00	4,967.42
Breckon Lee	4,868.42	5,904.30	14.00	10,786.72
Breckon Scarlet	4,868.42			4,868.42
Broomhead Marian	4,868.42	599.56		5,467.98
Cashmore Cheryl	4,868.42			4,868.42
Clements David	4,868.42	2,330.98		7,199.40
Clifford Adrian	4,868.42		206.55	5,074.97
Coar Stuart	4,868.42			4,868.42
Coe Sharon	4,868.42	200.00		5,068.42
Denney Roy	4,868.42	20.00	97.20	4,985.62
DeWinter Alexander	4,868.42			4,868.42
Dracup Lindsey	4,868.42			4,868.42
Findlay David	4,868.42	3,915.86		8,784.28
Freer David	4,868.42	6,051.87		10,920.29
Frost Christopher	4,868.42	160.00		5,028.42
Garner Barry	4,868.42	60.00		4,928.42
Greenwood Anthony	4,868.42	811.52	180.90	5,860.84
Hewson Iain	4,868.42	5,762.01	240.25	10,870.68
Huss Graham	4,868.42			4,868.42
Jackson Frederick	4,868.42	6,051.87	7.20	10,927.49
Jackson Mark	4,868.42			4,868.42
Jennings David	4,868.42	3,184.17	357.40	8,409.99
Matthews Trevor	4,868.42	338.92		5,207.34
Maxwell Samantha	4,868.42	3,462.23		8,330.65
Merrill Christine	4,868.42	3,213.18	62.00	8,143.60
Moitt Phillex	4,868.42	220.00	148.50	5,236.92
Moseley Antony	4,868.42			4,868.42
Phillimore Leslie	4,868.42	160.00	238.40	5,266.82
Richardson Helen	4,868.42	220.00		5,088.42
Richardson Terence	4,868.42	12,103.37		16,971.79
Sanders Gary	4,868.42			4,868.42
Scott Sheila	4,868.42	6,051.87		10,920.29
Tanner Alan	4,868.42			4,868.42
Taylor Benjamin	4,868.42	1,098.61		5,967.03
Welsh Beverley	4,868.42	40.00		4,908.42
Welsh Geoffrey	4,868.42	7,927.94	62.50	12,858.86
Woods Deanne	4,868.42			4,868.42
Wright Margaret	4,868.42	7,867.58		12,736.00
Wright William	4,868.42	3,773.37		8,641.79
	<b>189,868.38</b>	<b>81,529.21</b>	<b>1,713.90</b>	<b>273,111.49</b>

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# Members' Roles and Responsibilities

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## Introduction

Role profiles for Councillors were introduced in Blaby in 2009 and were used by the Independent Remuneration Panel (IRP) to underpin the Members' Allowance Scheme. They were developed as a means to clearly set out the expectations of a ward Councillor and all roles attracting a 'Special Responsibility Allowance' (SRA). They have been refined and amended since, to ensure that they reflect the roles and responsibilities that our Councillors need on behalf of the public they are elected to serve.

There has been consultation with Councillors and key officers to ensure the role profiles were updated to 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 a 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 an SRA are in addition to those set out for the ward Councillor.

The role profiles have three main purposes:

- To provide clarity for Councillors, officers and the public about what is expected of each role;
- To provide guidance to the Independent Remuneration Panel for the Members' Allowance Scheme;
- 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.

### Role and Responsibilities

This role profile refers to the need for Councillors to engage with members of their community in order to learn about issues of local concern and help facilitate a vision for the locality.

### Leadership at Ward Level

- To lead and champion the interests of the local community and effectively represent the interests of the Ward and its constituents.
- To meet and liaise regularly with local interested parties and involve and consult them on key Council decisions.
- To support and promote citizenship locally and empower the community to participate in the governance of the area.
- To undertake case work for constituents and act as an advocate in resolving concerns or grievances.
- To communicate with local people and answer enquiries:
  - about decisions that affect them
  - about opportunities in the community
  - regarding the rights of constituents within Blaby
  - as to why decisions are taken
- To act as an advocate for the Council within the Authority and outside.
- To effectively prepare for meetings by having read all relevant documentation and consulted with Officers appropriate.

### Localism

- To participate constructively in the effective governance of the area.
- To use influence as an Elected Representative to develop links between groups and communities in the Ward and local area.
- To forge local partnerships to ensure resources are targeted to meet the priority needs of the area.



## **Representation**

- To contribute to and inform the debate at Full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- To have a good understanding of all roles contained within this document and of the Cabinet member/officer working relationship.
- To contribute to the formation and scrutiny of the Authority's policies, budget, strategies and service delivery.
- To contribute to the scrutiny of decision making and review of the policies and services of the council and of other public services delivered in Blaby via the Scrutiny process.
- To represent the authority to the community and the community to the council.
- To develop and maintain a knowledge of the Council and develop effective working relationships with its officers.
- To participate in the activities of any political group of which the Councillor is a member.
- To represent the council on outside bodies and to participate effectively in the appointed role and, where appropriate, to represent those bodies within Blaby District.

## **Other**

- Commitment to delivering excellent public services
- To fulfil the legal (in accordance with the Council Code of Conduct for Councillors) and local requirements placed on an elected member.
- To provide to full Council any Member feedback from attendance at national briefings, key training initiatives or work on any Outside Bodies.
- To be responsible for your own personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Competencies**

To provide to Council any member feedback from attendance at national briefings, key training initiatives, or work on any outside bodies.

## **Community Leadership**

### **Skills**

- Ability to lead and champion the interests of the local community

- Ability to manage casework (including the use of IT to support the process)
- Community engagement
- Ability to influence & persuade
- Negotiation skills
- Managing conflict & mediation skills
- Ability to develop relationships with key officers and partner agencies
- Ability to build effective relationships with all sections of the community so as to be able to represent their needs to the Council
- Ability to chair meetings community and facilitate discussions

#### Knowledge

- Understanding of how the Council works
- Knowledge of the Council structure, key contact officers and services procedures and eligibility criteria
- Knowledge of the political decision making structures
- Understanding of the Code of Conduct for Councillors, ethics and standards and the role of the Standards Committee.
- Understanding of national policies and their impact on the Council
- Knowledge of the strategic priorities and key policies of the Council
- Understanding of legislation and Council policies to which Members must adhere (e.g. Smoking Policy, Freedom of Information, Data Protection, equality legislation)
- Basic understanding local government finances and audit processes
- Understanding the Corporate Parenting responsibilities
- Knowledge of the Councils complaints procedure

#### **Communication Skills**

- 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
- Ability to communicate with a range of audiences
- Active listening and questioning skills
- Presentation skills
- Public speaking skills

Special Responsibility Allowance: None

This role receives a Basic Allowance of £5,050.08\*

\*applicable from 25<sup>th</sup> May 2016.

## Leader of the Council



This role profile is to be read in conjunction with the role profile for Cabinet Executive Member. It identifies the responsibilities, skills and knowledge required of the Leader of the Council that are in addition to those set out for a Cabinet Member.

### Role and Responsibilities

- To provide leadership and direction to the Council
- To undertake the role of community leader, building a vision for the area and leading the Council and its partners towards realisation of that vision
- To represent the Council on Blaby Together and other key local, sub-regional and regional partnerships.
- To chair the Cabinet Executive and take responsibility for its performance
- To represent the authority, and be accountable for, discussions and negotiations with the community and with regional, national and international organisations.
- To undertake political executive responsibility for proposing and directing the overall strategy, budget, policy arrangements and service reviews.
- To act as spokesperson for the authority (in consultation with the Leader(s) of other political groups and the Chief Executive as is appropriate).
- To ensure the work of the Cabinet is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions set out in legislation.
- 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.
- To work closely with the Group Whip to ensure the smooth running of the Group and the personal development of its Members.
- To maintain effective liaison with the Chair of the Scrutiny Commission.
- To work with other Leaders in the sub-region to maximise benefits and opportunities to Leicestershire.

## **Competencies**

### **Community Leadership**

- Refer to Ward Member role
- 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

### **Scrutiny & Challenge**

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

### **Communication Skills**

- 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
- Advanced chairing skills

### **Working in Partnership**

#### Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver
- Able to work in partnership with others

### **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

### **Providing Vision**

#### Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

## **Excellence in Leadership**

- Strong commitment to delivering excellent public services

### **Skills**

- Advanced Leadership Skills
- Ability to develop a vision for Blaby District and drive the Council and its partners towards achieving that vision
- 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.
- Ability to lead the Council towards continuous improvement
- Ability to build effective relationships with external partners
- Ability to provide political leadership for their group
- Ability to, when necessary, discipline Members of their political group
- Advanced chairing skills
- Ability to plan and prioritise the business of Council, Cabinet and its committees having regard to the terms of reference and the key challenges facing the Council

### **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 and other senior officers
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies

This role receives a Special Responsibility Allowance of £12,417.60\*

\*applicable from 25<sup>th</sup> May 2016

## Deputy Leader of the Council



This role profile is to be read in conjunction with both the role profile for Cabinet Member and Leader of the Council. It identifies responsibilities specific to the role of Deputy Leader in addition to those of a Cabinet Member.

### Role and Responsibilities

- 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.
- To work with the Leader of the Council on the budget and policy development
- To take the appropriate developmental steps to be equipped, with the knowledge and skills to carry out the role of the Leader when called upon.
- 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.

### Skills

As it is expected that the Deputy Leader is able to deputise for the Leader, the additional skills and knowledge set out for the Leader are copied here as they are also required of the Deputy Leader.

### Competencies

#### Community Leadership

- Refer to Ward Member role
- 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

#### Scrutiny & Challenge

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

### Communication Skills

- 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

- Advanced chairing skills

## **Working in Partnership**

### **Knowledge**

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver

## **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups  
Understanding of the relationship between national politics and local political leadership

## **Providing Vision**

### **Knowledge**

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

## **Excellence in Leadership**

- Strong commitment to delivering excellent public services

### **Skills**

- Advanced Leadership Skills
- Ability to develop a vision for Blaby District and drive the Council and its partners towards achieving that vision
- 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.
- Ability to lead the Council towards continuous improvement
- Ability to build effective relationships with external partners
- Ability to provide political leadership for their group
- Ability to, when necessary, discipline Members of their political group
- Advanced chairing skills
- Ability to plan and prioritise the business of Council, Cabinet and its committees having regard to the terms of reference and the key challenges facing the Council

### **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 and other senior officers
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies

This role receives a Special Responsibility Allowance of £8,071.80 (from 25th May 2016.)

### Role and Responsibilities

- To have the responsibility for, and provide a lead on, the initiation of policy and improvements in a defined area.
- To decide the executive action to be taken in implementing those matters of Council policy allocated to them within their portfolio, seeking advice from the Senior Leadership Team where appropriate.
- To take personal responsibility, and to be held accountable, for any decisions taken, and to share with the appropriate Service Managers responsibility for the performance of services within their portfolio.
- To respond to or deal with any issues arising at Council meetings relating to their portfolio
- To act as spokesperson within and outside the authority on those services and functions within their portfolio.
- To be a member of, and attend, Cabinet Committees and to share the collective responsibility for decisions taken by the Cabinet.
- To act as an advocate for the Council within the Authority and outside.
- To provide regular reports on progress and to undertake consultation on decisions as required.
- To attend the Scrutiny Commission and Scrutiny Working Groups to discuss decisions taken or support the policy formulation process.
- To develop partnership working with other agencies and contribute, as a key player, to delivering a partnership agenda through Blaby Together for areas relevant to their portfolio
- To represent the Council on outside bodies.
- To represent the Council and contribute the Blaby District perspective on national, regional and sub regional bodies
- To consult interested parties, ward Councillors and citizens as part of the development and review of policy
- As part of the cabinet to be involved in:
  - Delivering improvements across the Council
  - providing support to all Councillors to help them develop constructive roles as Ward Members
  - leading the community planning process for the Council
  - the consultation on, and drawing up of, the revenue and capital budgets
  - taking decisions on resources and priorities to deliver the strategies and budget approved by full council
  - promoting and participating in Member Development.



## **Competencies**

### **Community Leadership**

- Refer to Ward Member role
- 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

### **Scrutiny & Challenge**

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

### **Communication Skills**

- 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 facilitate effective communication within and across the council to ensure the community are able to engage in the Council's decision making processes
- Advanced chairing skills

### **Working in Partnership**

#### Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver

### **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

### **Providing Vision**

#### Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

## **Excellence in Leadership**

### **Skills**

- Advanced leadership skills for areas of individual responsibility and the ability to work with the Leader of the Council and Deputy Leader and other cabinet members as an executive team
- High level decision making
- Ability to challenge the status quo and deal with complex strategic issues and problems
- Ambassadorial skills to be able to represent the Council both within and outside the Council
- Strong commitment to delivering excellent public services
- Ability to lead the Council towards continuous improvement for the areas within their portfolio
- Effective chairing skills to be able to chair meetings relating to their portfolio
- Ability to manage a busy and complex work load, often to tight timescales and deadlines
- Research skills and policy development
- Assimilating and analysing complex information
- Relationship building – with other Cabinet colleagues, Officers, Scrutiny, Partners etc
- Ability to work as part of an executive team to drive forward the continuous improvement of the Council

### **Knowledge**

- Knowledge of the key areas relating to the Cabinet portfolio, particularly in relation to service performance issues, targets, and benchmarks etc.
- A detailed understanding of the strategic role of Cabinet within the Council  
Understanding of the role of a portfolio holder as part of the executive team
- Detailed understanding of Council strategy, policies and operations
- Understanding of the legally defined role of certain 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

This post receives a Special Responsibility Allowance of £6,208.92\*

\*applicable from 25<sup>th</sup> May 2016.

## Chairman of the Council



The Chairman of the Council will be elected at the Annual Meeting of the Council.

## Roles and Responsibilities

- To preside over meetings of the Council so that its business is carried out efficiently and with regards to the rights of Councillors and the interests of the Community.
- To uphold and promote the principles of the Council's Constitution
- 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 are able to hold the Cabinet Executive to account
- To participate in promotional and public relations activities on behalf of the Council
- To promote public involvement in the Council's activities
- To represent the Council at Civic and Ceremonial functions as may be considered appropriate by the Chairman
- To act as an Ambassador and Champion for Blaby and the Council
- To host functions and recognise community and voluntary groups and other bodies which have made a significant contribution to the District.
- To nominate a Charity for receipt of funds raised during the Chairman's year of office
- To attend briefing meetings with the Monitoring Officer and Democratic Services before each Council meeting
- Demonstrate professionalism and respect advice provided by Officers and act in the spirit of the Nolan Principles
- To report to Council on Chairman's engagements undertaken since the previous Council meeting
- To liaise with the assigned officer to respond to correspondence addressed to the Chairman
- To determine the nature and extent of hosted engagements (e.g. Chairman's At Home) and be mindful of financial and other resource implications.

## **Personal Skills and qualities**

- Presentation skills
- Public speaking skills
- Good leadership skills
- Advanced chairing skills including the ability to manage conflict and promote consensus
- Tact and diplomacy
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

### Knowledge

- An understanding of procedural issues

### Working in Partnership

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

### Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Community Meetings and other political groups.
- Political sensitivity to be able to address difficult issues across all groups.
- Understanding of the relationship between national politics and local political leadership.

## **Excellence in Leadership**

### Skills

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Partners etc.
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

### Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards

This role receives an allowance of £3,413

\*applicable from 25<sup>th</sup> May 2016.

The Vice-Chairman will be elected at the Annual Meeting of the Council.

### **Roles and Responsibilities**

The Vice-Chairman will carry out the Chairman's duties in his or her absence. They will also provide support and assistance to the Chair in carrying out his or her responsibilities and should act as a 'critical friend' and sounding board.

They may agree to take on specific responsibilities from the Chair prior to the meeting (as might be agreed between them), such as assisting during the meeting when Members wish to speak and working with the Chair and Officers to ensure good meeting control.

### **Personal Skills and qualities**

- Presentation skills
- Public speaking skills
- Good leadership skills
- Chairing skills
- Tact and diplomacy
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

### **Working in Partnership**

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

### **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Community Meetings and other political groups.

### **Excellence in Leadership**

#### **Skills**

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Partners etc.

## Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards

This role receives an allowance of £853\*

\*applicable from 25<sup>th</sup> May 2016.

## **Leader of an 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 scrutinise the Leader of the Council and the Cabinet in their duties.
- To act as the principal spokesperson for an Opposition Group of which he/she is leader and as a representative of the authority to external bodies and organisations as appropriate.
- 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 other Scrutiny Commissioners, where appropriate act as ambassador for the Council
- To participate in the development of corporate strategies and policies e.g. Blaby plan

### **Competencies**

#### **Community Leadership**

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, with Officers, partners and political groups, to the benefit of the community

## **Scrutiny & Challenge**

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge and how to provide effective Scrutiny
- Ability to hold the Executive to account

## **Communication Skills**

- 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 facilitate effective communication within and across the council to ensure the community are given the opportunity to engage in policy development of the opposition group
- Advanced chairing skills
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialist is required, to ensure the Council is positively represented

## **Working in Partnership**

### **Knowledge**

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed knowledge of the role of local partners and the services they deliver

## **Political Understanding**

- Political sensitivity to be able to address difficult issues with other Groups
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

## **Providing Vision**

### **Knowledge**

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members
- Research skills and policy development

## **Excellence in Leadership**

### **Skills**

- 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



- Ambassadorial skills to be able to represent the Council both within and outside the Council including at sub-regional, regional and national level
- Ability to, when necessary, discipline Members of their political Group
- Strong commitment to delivering excellent public services
- Effective chairing skills
- Assimilating and analysing complex information
- Ability to plan and prioritise the business of the Group

#### Knowledge

- Understanding of the roles of the Leader of the Council, Cabinet Executive Members and the Leader of the Opposition Group within the Council
- Understanding of the legally defined role of certain senior officers
- 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
- 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 wider, national issues facing elected Members and the practical implications for the Members in their group
- Understanding of the principles and importance of making rational decisions

This role receives a Special Responsibility Allowance of £3,525.84\*

\*applicable from 25<sup>th</sup> May 2016.

### Role and Responsibilities

The Chair of the Scrutiny Commission is responsible for effective scrutiny in Blaby District by:

- Developing, leading and promoting the overview and scrutiny function
- Managing and co-ordinating the overview and scrutiny function
- Continuing development of both the organisation and practice of overview and scrutiny learning from the experience locally and elsewhere.
- Maintaining political objectivity and impartiality whilst fulfilling the role to maintain political objectivity. Scrutiny must operate in a non-political environment in which non-executive councillors can consider policy issues and hold Executive members to account for the delivery of services on behalf of local residents. The Chair of Scrutiny is crucial in ensuring that Scrutiny does not become an opposition tool but remains focused on playing the role of a 'critical friend'.

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

- To maintain effective liaison with the Leader of the Council and the Chief Executive and Directors to ensure that scrutiny contributes to effective decision-making in Blaby District.
- 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 Blaby District at sub-regional, regional and national forums concerned with scrutiny.
- To represent the Scrutiny Commission on relevant boards and panels.
- To be responsible for the constitutional arrangements relating to the waiving of call in where decisions are "urgent" and / or not on the forward plan.

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

- To Chair the meetings of the Scrutiny Commission
- 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 Scrutiny Working Groups.
- To receive all requests for scrutiny and ensure initial investigation to inform consideration at the Commissioners Meetings.

- To monitor the use of 'call-in' procedures and advise on whether the procedure is being used appropriately.

### **3. Development of Scrutiny**

- To maintain an overview of scrutiny in Blaby District and to learn from best practice elsewhere
- To ensure the continuing development of overview and scrutiny in Blaby 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 and scrutiny matters.

## **Competencies**

### **Scrutiny & Challenge**

- Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice
- Leadership of the Commission as a team
- 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 by effective performance and project management
- 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 Blaby 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 project management principles
- Overseeing and prioritising scrutiny work, taking account of available resources
- Planning and coordinating the work of the Scrutiny Commission and its' agenda
- Coordinating the work of standing and ad hoc scrutiny panels

### **Communication Skills**

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

## **Working in Partnership**

- Relationship building– with Scrutiny Commission colleagues, SLT/ senior officers, Panel Lead Members, the Executive, Partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community meetings etc.
- Ensuring effective contributions from each member of the Commission
- Detailed knowledge of the role of local partners and the services they deliver

## **Providing Vision**

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

This post receives a Special Responsibility Allowance of £4,701\*

\*applicable from 25<sup>th</sup> May 2016.

## Scrutiny Commissioners



### Role and Responsibilities

- To be responsible for supporting the Chair of the Commission to ensure effective scrutiny in Blaby District.
- To lead, with the Chair of the Commission, the scrutiny function
- To ensure that scrutiny is publicised and communicated to build understanding of its role both within and outside the council
- To manage and coordinate the scrutiny work programme and forward plan
- To maintain an overview of the work of all the working groups, and their Lead Members, in order to ensure effective coordination and progress of all work.
- To monitor progress of all scrutiny reviews and ensure completion in reasonable time
- To support and advise lead members
- To consider and determine requests for in-depth scrutiny reviews and where necessary chair an ad hoc panel
- To be responsible for the continuing development of both the organisation and practice of scrutiny learning from the experience both in Blaby District and elsewhere
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in scrutiny matters
- To provide a quality check on the outcome of reviews
- To work with officers in progressing individual objectives on behalf of the Commission
- To develop and maintain constructive relationships with the Executive
- To lead on a defined area of work
- To maintain political objectivity and impartiality.

### Competencies

#### Scrutiny & Challenge

- Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice
- 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 by effective performance and project management
- 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 Commissioners
- A detailed awareness of the Blaby 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 Commissioners 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 project management principles
- Overseeing and prioritising scrutiny work, taking account of available resources
- Planning and coordinating the work of the Scrutiny Commission and its' agenda
- Coordinating the work of standing and ad hoc scrutiny panels

### **Communication Skills**

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

### **Working in Partnership**

- Relationship building– with Scrutiny Commission colleagues, SLT / senior officers, Panel Lead Members, the Executive, Partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community meetings etc.
- Ensuring effective contributions from each member of the Commission
- Detailed knowledge of the role of local partners and the services they deliver

### **Providing Vision**

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

This post receives a Special Responsibility Allowance of £3,525.84\*

\*applicable from 25<sup>th</sup> May 2016.

## **Chair of Scrutiny Working Group (or Task & Finish Panel)**

### **Role and Responsibilities**

The Scrutiny Working Group Lead Member has a key role to ensure effective overview and scrutiny in Blaby District

- Contributing to the management, co-ordination and development of overview and scrutiny as required
- As the key link between the Cabinet Members and the services they are responsible for, and overview and scrutiny
- To manage the work of the working group to ensure effective scrutiny of the relevant Cabinet Member and services that s/he is responsible for and contribute to policy development
- Maintaining political objectivity and impartiality whilst fulfilling the role to maintain political objectivity. Scrutiny must operate in a non-political environment in which non-executive councillors can consider policy issues and hold Executive members to account for the delivery of services on behalf of local residents.

### **1. Management and Coordination of Scrutiny**

- To attend meetings of the Scrutiny Commission when required
- To contribute to the management, co-ordination and development of the scrutiny working group
- To report to the Scrutiny Commission on the work and progress of the Working Group
- To ensure the working group responds to issues referred to it by the Scrutiny Commission

### **2. Manage the Work of the Scrutiny Working Group**

- To manage and guide the Working Group's work
- Through the scrutiny function contribute to the development of service policy
- To coordinate and manage working group members to undertake assigned tasks and sub-group work
- To liaise with the designated Scrutiny Officer supporting the Working Group
- To ensure that the Scrutiny Working Group carries out the functions allocated to it by the Commission

### **Competencies**

#### **Scrutiny & Challenge**

- Leadership of the scrutiny panel and on behalf of the Working Group
- Prioritise and manage the Working Group work programme, coordinating assigned tasks and taking account of available resources

- A detailed awareness of the Blaby approach to scrutiny and its relationship with the other parts of the Councils decision making structures
- Ensuring clear scoping is carried out to ensure that the work programme is delivered on behalf of the scrutiny function by effective performance and project management
- A detailed awareness of the constitutional arrangements relating to the scrutiny function
- Detailed knowledge of the challenges facing the scrutiny function
- An awareness of project management principles

### **Communication Skills**

- Communication with officers, Members, partners, external bodies and members of the public
- Advanced listening and questioning skills
- Effective presentation skills
- Effective public speaking skills
- Chairing skills
- Able to draft reports setting out Working Group progress for consideration by the Commission

### **Working in Partnership**

- Relationship building– within the scrutiny context with Officers, Members, partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community forums etc.
- Developing the Working Group as a team and ensuring effective contributions from each member.

### **Knowledge**

- Detailed knowledge of the Working Group portfolio and the main issues relating to that portfolio
- An awareness of basic project management principles as relevant to the Working Group



## **Chair of Standards Committee**



### **Role and Responsibilities**

- To chair the Standards Committee in accordance with its terms of reference.
- To chair panels dealing with allegations of breach of the Council's Code of Conduct.
- To foster and maintain a disciplined approach by the Members involved 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 Council and parish and town 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.
- To maintain political objectivity and impartiality in the role.

### **Competencies**

#### **Regulating and Monitoring**

- Ability to represent the Standards Committee to Members, the community and the media
- Prioritising and managing the work of the Standards Committee including agenda planning and the deployment of available resources
- A detailed awareness of the national and local importance and role of the Standards Committee.
- An understanding of the Council's Code of Conduct and the constitutional arrangements relating to the Standards Committee
- Assimilating and analysing complex and contradictory information
- Obtaining and weighing up evidence and making decisions based on that evidence

#### **Working in Partnership**

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

## **Communication Skills**

- Advanced listening and questioning skills
- Effective presentations skills
- Effective public speaking
- Advanced chairing skills

This role does not receive a Special Responsibility Allowance.

## **Chair of Planning Committee**



### **Role and Responsibilities**

- To chair the Planning Committee in accordance with the agreed protocols and Members' handbook.
- 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 Planning Committee procedures.
- To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure.
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.

### **Competencies**

#### **Regulating and Monitoring**

- Ability to represent the Planning Committee to Members, the community and the media
- Prioritising and managing the work of the Planning Committee including agenda planning
- Ability to plan and prioritise the business of the Planning Committee having regards to its terms of reference and key challenges facing the Planning Committee
- An in-depth understanding of development control issues and protocol relating to planning procedures and the Planning Committee
- Understanding of the role of Ward Councillors in the planning process and how to handle conflicts of interest between being a Ward Member and a member of the Planning Committee
- Understanding the role of the Planning Officers
- Ability to represent the Planning Committee to the community and the media

#### **Working in Partnerships**

- Relationship building particularly with senior officers involved in the planning function, Leaders, and Group Managers

#### **Communication Skills**

- Advanced listening and questioning skills.
- Communication skills – particularly with Members and Officers involved with the Planning Committee
- Presentations skills
- Advanced public speaking

- 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
- Advanced chairing skills

This role receives a Special Responsibility Allowance of £4,434.84\*

The Vice-Chairman receives a Special Responsibility Allowance of £1,108.84\*

Each Member (and any nominated substitute) of the Planning Committee receives £20\* per meeting.

\*applicable from 25<sup>th</sup> May 2016.

## **Chair of Licensing and Regulatory Committee**

This role profile is also relevant for the Chair of a (Licensing and Regulatory) Committee, where the majority of current activity takes place.

### **Role and Responsibilities**

- To chair the Licensing and Regulatory Committee in accordance with its terms of reference.
- To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- To represent the Committees decisions in appeals to the Magistrates and higher Courts.
- To be aware of legislation and ongoing local and national developments on licensing and regulatory matters and their implications.
- 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.

### **Competencies**

#### **Regulating and Monitoring**

- Ability to represent the Licensing and Regulatory Committee to the community and the media
- Ability to plan and prioritise the business of the licensing and regulatory committees having regard to its terms of reference and key challenges facing the licensing and regulatory functions
- Knowledge and understanding of relevant legislation and local/national developments on licensing & regulatory matters – and their implications.

#### **Working In Partnership**

- Relationship building particularly with senior officers involved in the licensing and regulatory functions, Leaders, and Group Managers

## **Communication Skills**

- Advanced listening and questioning skills.
- Advanced chairing skills, including the ability to manage conflict
- Communication skills – particularly with Members and Officers involved with the Licensing/Regulatory Committee
- Effective presentations skills
- Effective 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 and the Licensing & Regulatory functions is positively represented

This role does not receive a Special Responsibility Allowance.

## **Chair of Audit Committee**

### **Role and Responsibilities**

- To Chair the Audit Committee in accordance with its terms of reference.
- To oversee the Audit function of the Council, ensuring the overall co-ordination and management of the audit process.
- To sign the approved Annual Statement of Accounts
- To ensure that adequate resources (financial and officer support) are identified and sought from the Council.
- To encourage Committee members to obtain necessary skills to contribute the work of the Committee and to work with officers to provide training if necessary.
- To endeavour to engage all members of the Committee in its activities.
- To lead the Committee, in consultation with officers, in prioritising its work.
- To develop a constructive relationship with the Chief Executive and appropriate Directors and their staff and, where appropriate, with relevant Lead Members.
- To report on work undertaken by the Committee to meetings of Cabinet Executive and Council, where appropriate.
- To work with the Council's Strategic Director (Section 151 Officer) Strategic Finance Manager, the Performance & Systems Manager and the Senior Audit Manager in promoting to officers high standards of financial management, audit control and risk management.
- To ensure that all Audit Committee Members complete annually, CIPFA's 'Self-Assessment of Good Practice' and the Knowledge and Skills Framework, to inform future development of the Committee.
- Assess the Training and Development needs of the Audit Committee, including the knowledge and skills.

### **Competencies**

#### **Regulating and Monitoring**

- Ability to plan and prioritise the business of the Audit Committee having regard to its terms of reference and key challenges facing the audit and risk management functions.
- Knowledge and understanding of relevant legislation and local/national developments on audit, financial and risk management matters, and their implications.

- Knowledge of the financial framework, contract regulations, audit regulations, professional disciplines and services relevant to the work of the Committee.
- Knowledge of Council's anti-fraud and anti-corruption strategies.
- In depth knowledge and understanding of local government finance.

#### Working in Partnership

- Relationship building particularly with senior officers involved in audit functions.
- Knowledge of the role of the external auditors

#### Communication Skills

- Advanced listening and questioning skills.
- Advanced Chairing Skills
- Communication skills – particularly with Members and officers involved with the Audit Committee
- Effective presentations skills
- Effective public speaking
- Ability to work with the media and to identify when additional support from the communications department is required, to ensure the Council and the Audit function is positively represented.

This role does not currently receive a Special Responsibility Allowance



## **Chair of Officer Grievance, Appeals and Disciplinary Committees**

### **Role and Responsibilities**

- To deal with and decide upon individual cases for the following committees:
  - Appeals Committee
  - Chief Executive, Directors & Chief Officers Disciplinary Committee (Head of Paid Service, Chief Finance Officer and Monitoring Officer)
  - Grievance Committee
- To chair meetings of the Panel in accordance with each of the individual, relevant terms of reference.
- To represent the Council in all dealings with the public, media and other bodies in respect of the relevant Committee.

### **Competencies**

#### **Regulating & Monitoring**

- Ability to plan and prioritise the business of the each relevant Committee having regard to its terms of reference
- Obtaining and weighing up evidence to reach conclusions and make recommendations based on that evidence
- In-depth understanding of the Appeals process
- In-depth knowledge of grievance and disciplinary procedures

#### **Communication Skills**

- Relationship building particularly with senior officers supporting / advising on the processes of the Council, Leaders, Group Managers and Committee Members.
- Advanced chairing skills.
- Advanced listening and questioning skills.
- Communication skills – particularly with Members and Officers involved in each Committee.
- Effective presentations skills
- Effective public speaking skills

This role does not receive a Special Responsibility Allowance

## **Additional Role**

### **Deputy Leader of a Group**

This role profile is to be read in conjunction with the role profile for Leader of a Group.

### **Role and Responsibilities**

- To undertake the development required to ensure the Member is equipped with the knowledge and skills required to carry out the role of the Group Leader when called upon.
- To assist the Group Leader to manage the work of Members within the Group.
- To work with the Group Leader on the budget and policy development for the Group
- To deputise for the Group Leader in his or her absence and undertake the duties set out in the role profile for Leader of a Group.
- To support the Group Leader in the initiation of policy.
- To work closely with Executive Management Group and Senior Officers where appropriate.
- To hold the Cabinet to account at Council meetings.
- To play a proactive role in Scrutiny to discuss decisions taken or support the policy formulation process.
- When required attend Cabinet Committees and Executive Briefing Sub Groups on behalf of the group.
- Consult interested parties, ward Councillors and citizens as part of the development and review of group policy
- To assist the Group Leader when consulting on, and drawing up the revenue and capital budgets.

### **Competencies**

#### **Community Leadership**

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, with Officers, partners and political groups, to the benefit of the community

## **Communication Skills**

- 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 facilitate effective communication within and across the council to ensure the community are given the opportunity to engage in policy development of the opposition group
- Advanced chairing skills
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialist is required, to ensure the Council is positively represented

## **Working in Partnership**

### **Knowledge**

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed knowledge of the role of local partners and the services they deliver

## **Political Understanding**

- Political sensitivity to be able to address difficult issues with other Groups
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

## **Providing Vision**

### **Knowledge**

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members
- Research skills and policy development

## **Excellence in Leadership**

### **Skills**

- 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
- Ambassadorial skills to be able to represent the Council both within and outside the Council including at sub-regional, regional and national level
- Ability to, when necessary, discipline Members of their political Group
- Strong commitment to delivering excellent public services
- Effective chairing skills
- Assimilating and analysing complex information

- Ability to plan and prioritise the business of the Group

#### Knowledge

- Understanding of the roles of the Leader of the Council, Cabinet Executive Members and the Leader of the Opposition Group within the Council
- Understanding of the legally defined role of certain senior officers
- 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
- 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 wider, national issues facing elected Members and the practical implications for the Members in their group
- Understanding of the principles and importance of making rational decisions

This role does not receive a Special Responsibility Allowance

## **Champion for Community Development**



### **A. General Duties and Responsibilities**

- To support the Cabinet Executive in corporate projects relating to Community Development and engagement.

All Champions are required to adhere to the principles of collective responsibility and good governance by: -

1. Supporting designated Officers in assisting with delivery of assigned projects.
2. Supporting the Cabinet Executive in monitoring and reviewing performance of the Council Services against determined objectives.
3. Overseeing delivery of projects assigned by the Leader and the Planning, Housing Strategy, Economic & Community Development Portfolio Holder.

### **B. Specific Duties and Responsibilities**

- To be the Council's lead at member level on specific projects relating to Community Development.
- To champion Community Development and to bring about positive change by supporting the development of local communities.
- To represent Blaby District Council at meetings as required by the Portfolio Holder and Group Manager.
- To work with other partner agencies as appropriate where there is opportunity and benefit to be gained from collaborative working.
- To contribute to the provision of Community Development by participating and attending relevant events.
- To provide support to the Cabinet in respect of the Council's approach to Community Development and engagement.
- To provide regular feedback to the Portfolio Holder and Council.

### **C. Competencies**

#### **Community Leadership**

- 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.

### **Scrutiny & Challenge**

- Understands the purpose of Scrutiny.
- Understanding of the role of Scrutiny in informing decision making.
- Understands the need for Scrutiny to challenge.

### **Communication Skills**

- Communication skills to be able to work constructively with officers, Members and partners.
- Listening and questioning skills.
- Presentation skills.
- Public speaking skills.

### **Working in Partnership**

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

### **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups.
- Political sensitivity to be able to address difficult issues across all groups.
- Understanding of the relationship between national politics and local political leadership.

### **Providing Vision**

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members.

### **Excellence in Leadership**

#### **Skills**

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Scrutiny, Partners etc.
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

#### **Knowledge**

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Detailed knowledge of the challenges facing local government.
- Knowledge of community needs and their priorities for action.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards.

This role does not currently receive a Special Responsibility Allowance.

## Champion for the Youth Council

### A General Duties and Responsibilities

- To support the Cabinet Executive in driving forward Blaby District Council's Youth Council.  
All Champions are required to adhere to the principles of collective responsibility and good governance by: -
- 1. Supporting designated Officers in assisting with delivery of assigned projects.
- 2. Supporting the Cabinet Executive in monitoring and reviewing performance of the Council Services against determined objectives.
- 3. Overseeing delivery of projects assigned by the Leader and the Planning, Housing Strategy, Economic & Community Development Portfolio Holder.

### B Specific Duties and Responsibilities

- To be the Council's lead at Member level on the Youth Council and current issues surrounding young people.
- To champion the Youth Council and act as a figurehead to bring about positive change by supporting the development of young people.
- To assist young people to engage with the Council by providing signposting support to the appropriate Elected Members or Council services on issues identified by them.
- To be approachable and responsive to the needs and priorities of the Youth Council, and other young people's groups.
- To support the Council in understanding issues linked to delivering improved outcomes for young people.
- To work with other partner agencies as appropriate where there is opportunity and benefit to be gained from collaborative working.
- To contribute to the development of the Youth Council by participating and attending relevant events.
- To represent Blaby District Council at meetings as required by the Portfolio Holder and Group Manager.
- To provide regular feedback to the Portfolio Holder and Council.
- This post requires that the Individual completes a Disclosure and Barring Service Check (DBS) supported by Democratic Services.

## C Competencies

### **Community Leadership**

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of young people and the community.

### **Scrutiny & Challenge**

- Understands the purpose of Scrutiny.
- Understanding of the role of Scrutiny in informing decision making.
- Understands the need for Scrutiny to challenge.

### **Communication Skills**

- Communication skills to be able to work constructively with young people, officers, partners and elected members.
- Listening and questioning skills.
- Presentation skills.
- Public speaking skills.

### **Working in Partnership**

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

### **Political Understanding**

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups.
- Political sensitivity to be able to address difficult issues across all groups.
- Understanding of the relationship between national politics and local political leadership.

### **Providing Vision**

- Understanding of the wider, national issues facing young people and the practical implications for the authority's Members.

### **Excellence in Leadership**

#### **Skills**

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Scrutiny, Partners etc.



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

#### Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Detailed knowledge of the challenges facing local government.
- Knowledge of community needs and their priorities for action.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards.

The Youth Council Champion receives a Special Responsibility Allowance of £1,109.04\*

\*applicable from 25th May 2016.

Document Title	Members Roles & Responsibilities	Date approved	
Version	2009	Date Modified	October 2017
Review due	Oct 2021		
Author	Sandeep Tiensa	Sign & Date	
Owning Service	Corporate Services		
Equality Impact Assessment	Date undertaken		
	Issue found		