

DATE: 29 September 2025
MY REF: Independent Remuneration Panel
CONTACT: Democratic Services
TEL NO: 0116 272 7640
EMAIL: committees@blaby.gov.uk

To Members of the Independent Remuneration Panel

Luke Pulford

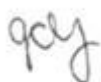
Anne Senior

Louise Spiers

Dear Member,

A meeting of the **INDEPENDENT REMUNERATION PANEL** will be held in the Brooks Room - Council Offices, Narborough on **TUESDAY, 7 OCTOBER 2025** at **6.00 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager and Monitoring Officer



AGENDA

1. Apologies for Absence

2. Independent Remuneration Panel - Scope of Work (Pages 3 - 90)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).

3. To consider any representations from Councillors

To consider any representations made by Councillors.

(Elected Members will be asked to leave once all representations have been heard to allow the Panel to determine its recommendations)

Blaby District Council

Independent Remuneration Panel

Date of Meeting	7 October 2025
Title of Report	Review of Members' Allowances Scheme
Report Author	Senior Democratic Services & Scrutiny Officer

1. What is this report about?

- 1.1 To seek recommendations from the Independent Remuneration Panel in relation to any changes required to the Members' Allowances Scheme.

2. Recommendation(s)

- 2.1 That the Independent Remuneration Panel considers what changes (if any) should be made to the Members' Allowances Scheme.

3. Reason for Decision(s) Recommended

- 3.1 It is appropriate for the Panel to consider whether changes should be made to the Members Allowances Scheme and recommend them to Council.

4. Matters to consider

4.1 Background

The Local Authorities (Members' Allowances) (England) Regulations 2003 require a Local Authority to take into account any recommendations of an Independent Panel when considering setting the Member Allowances Scheme.

The Panel is required to consider whether any changes are required to the scheme in relation to the following:

1. The payment of a basic allowance to all Councillors
2. The payment of any special responsibility allowances
3. The payment of travel and subsistence expenses
4. The payment of Dependent Carer allowances

The Panel, in considering the Members' Allowance Scheme, will also consider the following:

1. At a full Council meeting on Tuesday 30 January 2024, Members considered a report by the IRP (attached at Appendix A). The

recommendations as detailed in the report were approved, apart from one recommendation which Council asked the Panel to reconsider.

The following recommendation: '*That Opposition Group Leaders be paid a SRA if Group consists of 5 or more Members. (Note - this will remove the SRA for the Green Group Leader)*' was referred back to the Panel to enable Opposition Group Leaders and other Members to make representations on the proposal.

The minutes of the Council meeting are attached at Appendix A, see minute ref. 218 on page 163.

2. A request has also been received for the Panel to reconsider the amount payable to Planning Committee Members, in respect of duties held with attending the Committee (excluding the Chairman and Vice-Chairman), currently £20 per meeting.

Officers will be available at the meeting for any further questions members of the Panel may have including some comparator information from other Council's to assist in the process, which has been attached as Appendix C and D.

4.2 Proposal(s)

That the Independent Remuneration Panel, make recommendations to Council in relation to any amendments to the Members' Allowances Scheme

4.3 Relevant Consultations

All Councillors have been invited to submit representations to the Panel, either in writing or attending in person.

4.4 Significant Issues

None.

- 4.5 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities and there are no areas of concern.

5. Environmental impact

- 5.1 No Net Zero and Climate Impact Assessment (NZCIA) is required for this report.

6. What will it cost and are there opportunities for savings?

- 6.1 Additional costs or savings will arise from any changes in the Scheme, these will be considered by the Panel and at the meeting of Council when the decision is taken to amend the Members' Allowances Scheme.

7. What are the risks and how can they be reduced?

- 7.1 None.

8. Other options considered

- 8.1 None – it is requirement of the 2003 regulations to regularly review the Members' Allowance Scheme through the Independent Remuneration Panel.

9. Appendix

- 9.1 Appendix A – IRP Recommendations presented to Council on 30 January 2024 and the subsequent minutes of the meeting.
- 9.2 Appendix B – Current Members' Allowances Scheme.
- 9.3 Appendix C – Comparison of Local Authorities (benchmarked data) of Members' Allowances.
- 9.4 Appendix D – Comparison of Local Authorities Planning Committee Allowances.
- 9.5 Appendix E – Members' Roles and Responsibilities.

10. Background paper(s)

- 10.1 The Local Authorities (Members' Allowances) (England) Regulations 2003.

11. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
sandeep.tiensa@blaby.gov.uk	0116 272 7640

This page is intentionally left blank

**Blaby District Council
Council**

Date of Meeting	30 January 2024
Title of Report	Recommendations of the Independent Remuneration Panel
	This is not a Key Decision and is on the Forward Plan
Report Author	Executive Director – Communities
Corporate Priority	All Priorities: A Place to Live; A Place to Work; A Place to Visit; People Strategy; Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 To advise Members of Council of the recommendations of the Independent Remuneration Panel.

2. Recommendation(s) to Council

- 2.1 That the recommendations detailed in Paragraph 4.2 are approved and are applicable from the May 2023 Annual Council and that the increase in allowances are backdated accordingly.
- 2.2 That the Member Allowances Scheme in the Constitution be amended.

3. Reason for Decisions Recommended

- 3.1 The Panel considered the Special Responsibility Allowances and the views of Councillors and determined that changes should be made to the Allowances and the Scheme.
- 3.2 It is appropriate for the Independent Remuneration Panel to ensure that the Members' Allowances Scheme is reviewed on a regular basis and that the allowances payable to Members are appropriate.

4. Matters to consider

- 4.1 Background

The Independent Remuneration Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 to provide advice and recommendations to the Council on amounts to be paid under its

Members' Allowances Scheme. Members of the Panel are appointed by the Council and are independent members of the community.

The Council is required to have regard to the Panel's recommendations in determining the Member Allowances Scheme. Additionally, the Council must also publish the Panel's recommendations and conclusions, together with the approved scheme.

The Panel Members:

The Panel consisted of the following:

- Stephen Knott
- Anne Senior

Regulations stipulate that Members of the Panel must not be a Member of the Council, or of a Sub-Committee of the Council, or be disqualified from being a Member of an authority.

Scope of Work for the Panel:

1. Consideration of the 2022/23 Pay Award
2. To consider any amendments to the Members' Allowance Scheme from May 2023

Meetings of the Panel

To assist the Panel in its recommendations to Council, the Panel considered the following:

- Current Members Allowances Scheme
- Comparison of Local Authorities (benchmarked data)

An invitation was sent to all Councillors inviting them to provide any representations for the Panel to consider. Two verbal representations were provided to the Panel as well as 3 written representations.

General Representations:

- Commitment required in terms of time and responsibility, combined with volume of work load has increased hugely over the last 10 years for Cabinet members.
- Almost impossible to have good succession planning.
- Councillors should be compensated, but they are having to give up earning/working.
- Current Cabinet now 5 instead of 6 – lack of people who can do the role due to the commitment and impact of that. Need to treat it as a job, no longer a wellbeing volunteer.

Representations given on the SRA

- The level needs to compensate for doing the job to make it possible for them to do the job. Affordability not MP's
- Is subject to Tax
- Massive disparity between County and District councils
- Reduced to 36 members and number of residents increased to 2400-2800- per councillor.
- Struggling to find new Councillors - Is it due to remuneration?
- Not about money but compensation for what they give up.
- Cost of living also impacts on Councillors.
- Don't think Basic Allowance is far from the average.
- Leader £20k plus – 2 group leaders expressed the view that the current leader remuneration was very low for the amount of work and responsibility.
- Deputy Leader allowance should be increased
- Different views expressed on the Leader of Opposition allowance ie: if over 5 members or only if registered with the Electoral Commission
- Different views on number of Special Responsibility Allowances (SRA's) from unlimited to - 2 SRA limit to ensure one person doesn't get all jobs, to test capabilities of people.
- Chair of Licensing allowance not required.
- Allowance for Chair and VC – may need to be looked at.
- Champions do have different roles/responsibilities - Youth well defined others less so, Equality and Diversity should be a more active role.
- Consider an allowance for Whip.
- Should note that all Councillors are subject to being sacked by electorate, degree of uncertainty for those in work

Next Steps

Members are required to have due regard to the recommendations of the Independent Remuneration Panel detailed in paragraph 4.2.

Any recommendations approved by Council in respect of the Members' Allowances Scheme will be published as is required by the Scheme.

4.2 Proposal(s)

- That the Leader's Special Responsibility Allowance be increased to £20,000 a year.
- That the Deputy Leader's Special Responsibility Allowance be increased to £13,000 a year.
- That the Cabinet Executive Members (excluding the Leader and Deputy Leader) Special Responsibility Allowance be increased to £8,000 a year.

- That no changes be made to the Chairman of Scrutiny Commission, Commissioners, Chairs or Vice Chair allowances.
- That no changes be made to the Chairman or Vice Chairman of the Council allowance.
- That an attendance allowance be paid to those involved in Licensing/Regulatory Sub Committee's on the same basis as Planning Committee.
- That Member Champions be re-branded (Cabinet Support or equivalent) to be tiered role – (LEAD Role attracting £1,500 SRA and CHAMPION Role attracting £750 (Leader to determine)).
- That no change be imposed on the number of SRA's to be claimed (currently 2 – no change to current policy)
- That Opposition Group Leaders be paid a SRA if Group consists of 5 or more Members. (Note - this will remove the SRA for the Green Group Leader).

4.3 Relevant Consultations

All District Councillors were able to provide any verbal or written representations to the Panel to consider at its meeting.

4.4 Significant Issues

Legal implications:

It is a requirement of the Local Authorities (Members' Allowances) (England) Regulations 2003 that an Independent Panel on Members' Allowances may decide to put forward recommendations for the Council to consider.

It is for the Council to decide on the Members' Allowances Scheme that is put in place, having regard to the Panel's recommendations.

5. What will it cost and are there opportunities for savings?

- 5.1 The Panel after hearing representations from 2 Group Leaders and other written representations from other Councillors, would like to stress that the cost of Councillors to the tax payer should seek to be cost neutral and any additional payments should be funded from savings from within the remuneration scheme.

- 5.2 **2024/25 Full Year - Savings based on anticipated budget - £11,016**
 Reduction from 4 to three Portfolio Holders – £7,026
 Reduction in Opposition Leader SRA - £3,990

Costs of proposal - £14,924

Increase in Leader SRA - £5,948

Increase in Deputy Leader SRA - £3,866

Increase in 3 Cabinet Member (excluding Leader and Deputy Leader) SRA - £2,920

Increase in Champion payments (assuming 2 Lead and 2 Champion) – £1,990

New Licensing attendance payment (based on 3 Sub Committees a yr) - £200

The proposal results in an approximate cost to the Authority of £3,908 for a full year taking into account the above.

Please note that the number of Opposition Leaders, the number of Portfolio Holders and the number of Champions may change over time and as such this is indicative of the current position only.

The proposal would offer savings of £13,207 if the change in the number of Basic Allowance payments are taken into account due to the reduction in 2023 from 39 to 36 Councillors, however this has already been accounted for in the 2024/25 budget position.

2023/24 Costs

The proposal seeks to back date the increase in the allowances. This will result in a cost of approximately £13,700 for 2023/24 however this will be offset from the in-year savings against the budget associated with the reduction in the number of Councillors and the reduction in the number of Portfolio Holders.

Note - These calculations are based on the current Member Allowances Scheme for 23/24 before any increase due to the National Pay Award.

6. What are the risks and how can they be reduced?

6.1 Not applicable.

7. Other options considered

7.1 None. Members are required to have due regard to the recommendations of the Independent Remuneration Panel when determining the Member Allowances Scheme.

8. Environmental impact

8.1 Not applicable.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.
- 9.2 Significant issues relating to legal implications have been addressed at paragraph 4.4.

10. Appendix

- 10.1 None.

11. Background paper(s)

- 11.1 None.

12. Report author's contact details

Louisa Horton Executive Director - Communities
Louisa.horton@blaby.gov.uk 0116 272 7636

COUNCIL

Minutes of a meeting held at the Council Offices, Narborough

TUESDAY, 30 JANUARY 2024

Present:-

Cllr. Cheryl Cashmore (Chairman)
Cllr. Nick Chapman (Vice-Chairman)

Cllr. Shabbir Aslam	Cllr. Janet Forey	Cllr. Tracey Shepherd
Cllr. Royston Bayliss	Cllr. Helen Gambardella	Cllr. Dillan Shikotra
Cllr. Lee Breckon JP	Cllr. Nigel Grundy	Cllr. Mike Shirley
Cllr. Nick Brown	Cllr. Paul Hartshorn	Cllr. Roger Stead
Cllr. Adrian Clifford	Cllr. Richard Holdridge	Cllr. Ben Taylor
Cllr. Stuart Coar	Cllr. Mark Jackson	Cllr. Bob Waterton
Cllr. Luke Cousin	Cllr. Becca Lunn	Cllr. Bev Welsh
Cllr. Tony Deakin	Cllr. Antony Moseley	Cllr. Jane Wolfe
Cllr. Roy Denney	Cllr. Les Phillimore	Cllr. Maggie Wright
Cllr. Alex DeWinter	Cllr. Terry Richardson	Cllr. Neil Wright
Cllr. Susan Findlay	Cllr. Ande Savage	

Officers present:-

Julia Smith	- Chief Executive
Sarah Pennelli	- Executive Director - S.151 Officer
Louisa Horton	- Executive Director - Communities and Monitoring Officer
Cat Hartley	- Planning & Strategic Growth Group Manager
Vicky Chapman	- Development Strategy Manager
Kevin Exley	- Principal Planning Policy Officer
Katie Brooman	- Elections and Governance Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Isaac Thomas	- Democracy Support Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

Apologies:-

Cllr. Hannah Gill and Cllr. Matt Tomeo

206. DISCLOSURES OF INTERESTS FROM MEMBERS

- | | |
|---------------------------|--|
| Cllr. Luke Cousin | - Item 12 – Fosse Villages Neighbourhood Plan – response to Examiner’s proposed modifications and ‘making’ the updated plan |
| Nature of Interest | - Other Registerable Interest |
| Extent of Interest | - Cllr. Cousin is the Chairman of Stoney Stanton Parish Council. |
| | |
| Cllr. Mike Shirley | - Item 12 – Fosse Villages Neighbourhood plan – response to Examiner’s proposed modifications and ‘making’ the updated plan |
| Nature of Interest | - Other Registerable Interest |
| Extent of Interest | - Cllr. Shirley has been involved in the Fosse Villages Neighbourhood Plan Steering Group and has contributed to the subsequent modifications. |

207. MINUTES

The minutes of the meeting held on 28 November 2023 as circulated, were approved and signed as a correct record.

208. CHAIRMAN'S ANNOUNCEMENTS

The Chair, Cllr. Cheryl Cashmore made announcements in respect of the following:

- Enderby Light Switch On held on Friday 1 December 2023.
- Christmas lunch with COPWA (Cosby Old People’s Welfare Association) on Saturday 2 December 2023.
- Carol Concert organised by Leisle from the Musical Village on Sunday 3 December 2023.
- Veterans Christmas Coffee Morning on Wednesday 4 December.
- Christmas Lunch with the Leicestershire County Council Chairman.
- My Christmas Carol Concert held at Blaby District Council Offices.
- Attended various Christmas Carol Concerts at Melton, Northwest Leicestershire, Oadby & Wigston, Harborough and Charnwood.
- Veterans Coffee Morning on Wednesday 10 January 2024.
- Soft Play opening at Enderby Leisure Centre on Saturday 13 January 2024, which seen a total of £900 raised for Dementia UK.
- Braunstone Town Council Civic Reception to celebrate them winning the NALC Star Council of the Year Award.

209. LEADER'S STATEMENT

The Leader, Cllr. Terry Richardson presented his statement in respect of the following:

- Storm Henk
- Changes to the Senior Leadership Team
- Financial settlement
- Taste the Place launch
- Works on contaminated land
- Latest HNRFI submission and additional Hearing
- Armed Forces award bid
- Active Blaby Older Adults Physical Activity Programme
- Environmental health prosecution
- Archers Festive Tractor Run
- Glen Parva by-election
- Enderby Leisure Centre improvements
- Green energy take-up encouraged
- EV chargers

210. **AMENDMENT TO APPOINTMENT TO COMMITTEES**

Considered- Report of the Senior Democratic Services & Scrutiny Officer.

DECISIONS

1. That Cllr. Ande Savage be appointed with immediate effect to the vacant seat on Scrutiny Commission.
2. That Cllr. Luke Cousin be appointed with immediate effect to the vacant seat on the Chief Executive's Remuneration Panel.
3. That Cllr. Roger Stead be appointed to the Member Development Steering Group with immediate effect.

Reasons:

1. Following the resignation of former Councillor Geoff Welsh on 7 November 2023 and a subsequent by-election on 21 December 2023, the Liberal Democrat Group have requested amendments to their Group seats on Scrutiny Commission and Chief Executive's Remuneration Panel.
2. To ensure a fair representation of Groups on the Member Development Steering Group.
3. It is appropriate to give effect to the wishes of the political groups and ensure compliance with the Local Government & Housing Act 1989, Section 15 – 17 inclusive.

211. **PLACE/VISION NARRATIVE**

Cllr. Shabbir Aslam, Cllr. Bob Waterton & Cllr. Stuart Coar left and did not return to the meeting during this item.

Cllr. Tracey Shepherd left and returned to the meeting during this item.

The Chairman, Cllr. Cheryl Cashmore, welcomed the Planning & Strategic Growth Group Manager to present the Place/Vision Narrative.

212. **PUBLIC SPEAKING PROTOCOL**

No requests were received.

213. QUESTION UNDER COUNCIL RULES OF PROCEDURE

Cllr. Alex DeWinter raised the following question, to Cllr. Ben Taylor – Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder:

As we know the minibus service now runs a regular timetable where every 30 minutes a 14–16 seater mini bus is available for Thorpe Astley residents to either travel to the city centre, or to New Lubbethorpe, in recent weeks I have received a growing number of reports where the mini bus is full, and subsequently doesn't stop for residents in my ward.

I believe we now have 1000+ households in New Lubbethorpe, and only capacity currently for say 30 people an hour to commute into the city centre.

1. *“Are we expecting a twice hourly minibus service to continue as the households increase to the target 4700 households?”*

Response:

“The Novus Direct bus service has increased in frequency from 8 January 2024 from two buses an hour to three buses an hour. The service will continue to evolve as further parcels and phases are built out at New Lubbethorpe, as the 4250 dwellings that have been approved are constructed. The increased service provision that started earlier this month represents the latest evolution of the service as it responds to increased passenger demand.”

2. *“Given that the service is funded by S.106 and the provision of the service derives from the planning process, while recognising the county council's role in transport planning / management, how as ward councillors, and the wider district council, ensure that the provision of public transport is both sufficient and effective for my residents?”*

Response:

“The Novus Service is funded by New Lubbethorpe through commitments in the Section 106 Agreement, and whilst it benefits the residents of Thorpe Astley, it has not been set up to solve the wider public transport issue in that area. We acknowledge the wider public transport issue for Thorpe Astley in that the Arriva bus service that previously served it was decommissioned and would suggest that the concerns in that regard are raised with Leicestershire County Council as the responsible body for public transport.

Officers will continue to engage in discussions with LCC as part of all new developments, to ensure that public transport can be provided where possible. LCC as the responsible body set out any requirements for public transport as part of every planning application that they are consulted on and provide the detail of the required provision as part of their statutory

consultation response.”

3. *How do we engage to either increase the service or the size of vehicle to manage capacity (at peak times)*

Response:

“Given the points made above in 1 and 2, in that the Novus service is funded by and operates to primarily serve the population of New Lubbesthorpe, and that it will evolve to expand as population numbers at New Lubbesthorpe increase, it is not really for other areas of the District to engage to increase the service or size of the vehicle. As set out in 2 above, any additional concerns about lack of public transport for Thorpe Astley should be raised with Leicestershire County Council as the responsible body for public transport. “

4. *How do we achieve greater scrutiny of this essential service as New Lubbesthorpe continues to grow to mitigate future issues with service capacity / performance?*

Response:

“The service will continue to evolve, as it has done since inception in 2017, but it has ultimately been set up to serve the population of New Lubbesthorpe and it is the Sustainable Travel advisers (Go Travel Solutions) to the Drummond Estate (who are the landowner) who will scrutinise the service and wish to mitigate future issues with service capacity and performance so that its residents are ultimately served, and to ensure the service continues to grow. It is the intention that the Novus Service becomes commercially viable so that when the Section 106 Agreement funding ends it will be run by the operator, Vectare, as a commercial operation. It is therefore in the Drummond Estate’s interest to serve the residents of Thorpe Astley and the surrounds because they need to do this to evolve Novus into a commercially viable operation and the addition of the extra bus per hour from 8 January demonstrates a commitment to serving additional passenger numbers, and growing the service so it is viable once the S106 investment from New Lubbesthorpe ends.”

214. PROTECTED CHARACTERISTIC FOR CARE LEAVERS

Considered- Report of the Environmental Health, Housing & Community Services Group Manager, presented by Cllr. Les Phillimore – Housing, Community & Environmental Services Portfolio Holder.

Members watched a short video on Corporate Parenting Responsibilities presented by Cllr. Adrian Clifford.

DECISION

That Care Leavers / Care Experience be treated by the Council as a Protected Characteristic.

Reason:

To ensure we take into account Care Leavers/ Care Experienced individuals to seek to redress inequalities faced by care experienced young people.

**215. PLANNING OBLIGATIONS AND DEVELOPER CONTRIBUTIONS
SUPPLEMENTARY PLANNING DOCUMENT (2024) – CONSULTATION
DRAFT**

Considered- Report of the Development Strategy Manager, presented by Cllr. Ben Taylor – Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder.

DECISIONS

1. That the Planning Obligations and Developer Contributions Supplementary Planning Document (2024) – Consultation Draft, be approved for public consultation.
2. That delegated authority be given to the Director of Communities in consultation with the Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder to approve minor wording and structural changes and adopt the Supplementary Planning Document at Appendix A subject to no other changes being required following consultation.

Reasons:

1. To accord with national legislation, which sets out the mechanism for securing planning obligations from new development. This includes the Community Infrastructure Levy Regulations 2010 (as amended) which sets out additional legislation on the use of planning obligations.
2. To ensure that the Council's approach to securing planning obligations on new development is based on up-to-date local evidence.

216. FOSSE VILLAGES NEIGHBOURHOOD PLAN – RESPONSE TO EXAMINER’S PROPOSED MODIFICATIONS AND ‘MAKING’ THE UPDATED PLAN

Cllr. Alex DeWinter left the meeting during the consideration during this item.

Considered- Report of the Development Strategy Manager, presented by Cllr. Ben Taylor – Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder.

DECISIONS

1. That the recommended modifications to the updated Fosse Villages Neighbourhood Plan, as set out in the Examination Report be accepted.
2. That Council makes (adopts) the updated Fosse Villages Neighbourhood Plan.

Reasons

1. The Examiner’s recommended modifications are necessary to ensure that the Plan meets the basic conditions for neighbourhood plans required by legislation.
2. Making the updated Fosse Villages Neighbourhood Plan will mean that the document becomes part of the development plan for the area, against which planning applications will be considered with immediate effect. This will reflect the wishes of the local community as expressed through the act of updating the Plan.

217. PAY POLICY 2023/24

Considered- Report of the Executive Director (Section 151 Officer), presented by Cllr. Maggie Wright – Finance, People & Performance Portfolio Holder (Deputy Leader).

DECISION

That the Blaby District Council Pay Policy Statement for 2023/24 be approved.

Reason:

Section 38 of the Localism Act 2011 requires local authorities to prepare pay policy statements setting out the authority’s own policies regarding the remuneration of its staff particularly its senior staff (or ‘chief officers’) and its lowest paid employees.

218. **RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL**

Considered and presented by - Report of the Executive Director –
Communities and Monitoring Officer.

Members were asked to refer one recommendation back to the Independent Remuneration Panel to enable the Opposition Group Leaders and other Members to make representations on the proposed change that:

That Opposition Group Leaders be paid a SRA if Group consists of 5 or more Members. (Note - this will remove the SRA for the Green Group Leader).

This was proposed by Cllr. Terry Richardson.

DECISIONS

1. That the recommendations as detailed in Paragraph 4.2 of the report are approved subject to the removal of the recommendation in relation to the Opposition Group Leader SRA and are applicable from the May 2023 Annual Council and that the increase in allowances are backdated accordingly.
2. That the recommendation detailing the Opposition Group Leaders SRA be referred back to the Independent Remuneration Panel for further consideration.
3. That the Member Allowances Scheme in the Constitution be amended.

Reasons:

1. The Panel considered the Special Responsibility Allowances and the views of Councillors and determined that changes should be made to the Allowances and the Scheme.
2. Members requested that the Panel review this recommendation to enable the Opposition Group Leaders and other Members to make representations to the Panel
3. It is appropriate for the Independent Remuneration Panel to ensure that the Members' Allowances Scheme is reviewed on a regular basis and that the allowances payable to Members are appropriate.

THE MEETING CONCLUDED AT 7.20 P.M.

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 30 January 2024.

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 30 January 2024 the Allowance shall be £6,279.90 and shall be increased annually on 1st April each year thereafter to the national average pay award 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 thereafter to the national average pay award 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)	£20,000.04
2	Deputy Leader of the Council (and Cabinet Executive)	£13,000
3	Leaders of Opposition (Minority) Groups	£3,990.12
4	Members of the Cabinet Executive (excluding the Leader and Deputy Leader of the Council)	£8,000
5	Chairman of the Scrutiny Commission	£5,320.08
6	Scrutiny Commissioner (excluding the Chairman of the Scrutiny Commission)	£3,990.12
7	Chairman of the Planning Committee	£5,018.64
8	Vice-Chairman of the Planning Committee	£1,255.08
9	Chairman of the Audit & Corporate Governance Committee	£1,255.08
10	Youth Council Lead	£1,500
11	Equality, Diversity and Inclusion Lead	£1,500
12	Armed Forces Support	£750

Chairman and Vice-Chairman of the Council

These are non-index linked allowances payable to the Chairman and Vice-Chairman of the Council.

Chairman of the Council	£3,862.08
Vice-Chairman of the Council	£964.80

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

Allowances for Members of the Licensing & Regulatory Sub-Committees

These are non-index linked allowances payable to Members in respect of duties held with attending Licensing & Regulatory Sub-Committees (Licensing Sub-Committee and Private Hire/Hackney Carriage Regulatory Sub-Committee).

Appointed Members of the Licensing Sub-Committee and Private Hire/Hackney Carriage Regulatory Sub-Committee).	£20 per sub-committee 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:

- (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.
 - (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 motorcycle 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

Subsistence Allowance	Amount
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.

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 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 18 April 2023 and any previous scheme shall be deemed revoked for the payment of allowances from the last day of the previous scheme.

6 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.

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.

This page is intentionally left blank

Special Responsibility Allowances - Benchmarking Data (based on most recent available)

Appendix C

Role	Blaby DC	Hinckley & Bosworth BC	Melton BC	Charnwood BC	Harborough DC	North West Leics DC	Oadby & Wigston BC	Lichfield DC	Gedling BC	South Holland DC
Leader	£20,000	£16,830	£17,570	£14,597	£18,604	£23,666	£10,000	£12,641	£16,911	£20,140
Deputy Leader	£13,000	£8,250	£11,713	£10,216	£10,147	£14,791	£2,500	£7,585	£13,529	£15,500
Cabinet Member	£8,000	£7,260	£7,321	£5,839	£8,456	£8,875	£4,750	£6,952	£8,455	£9,063
Scrutiny Commission Chair	£5,320	£4,620	£7,321	£4,378	£6,765	£2,958		£2,529	£3,228	
Scrutiny Commissioner Vice Chair	£3,990		£1,659	£1,753				£632		
Chair Audit Committee	£1,255	£4,620	£4,978	£4,088	£8,118	£2,958	£3,500	£1,589	£4,228	£5,000
Chair Licensing	N/A		£4,392	£2,919	£1,691	£2,958	£2,500	£2,529	£5,919	£5,000
Chairman of the Council	£3,862				£5,073	£5,917	£3,500	£2,885		£4,500
Vice Chair of the Council	£965				£2,076	£739	£1,000	£721		£2,250
Chair Planning Committee	£5,019	£5,500	£5,857	£4,378	£6,765	£8,784	£3,500	£6,320	£5,919	£6,000
Vice Chair Planning	£1,255		£1,952	£1,753			£1,000	£1,589		£3,000
Minority Group Leader	£3,990	£4,620	£5,856	£4,894	£8,117	£5,917 An opposition group must consist of at least 5 members	£2,500	£2,885	£5,813 for main opposition leader. £705 for second opposition leader	£6000 for main opposition and £37.74 per member of other groups
Champion			**£2,440							
Planning Committee Attendance (per meeting)	£20		£35		N/A*		N/A*		£300 per year	

Role	Blaby DC	Hinckley & Bosworth BC	Melton BC	Charnwood BC	Harborough DC	North West Leics DC	Oadby & Wigston BC	Lichfield DC	Gedling BC	South Holland DC
Number of SRA's	Maximum of 2 SRA's.	1 SRA paid at 100% any second SRA paid at 50%. Leader and Deputy Leader not be entitled to a second SRA	A maximum of one SRA	Highest paid at 100% second or subsequent allowances paid at 50%.		1 SRA	No more than 2 SRA	1 SRA		No more than 2 SRA, plus political group leader allowance at once

Planning Committee Attendance:

Appendix D

Local Authority	Amount paid to members for attendance at Planning Committee meetings (per year)	Any conditions
Cambridge City Council	£2111	Paid to ordinary committee members only
Braintree District Council	£1682.25	Paid to ordinary committee members who attend at least 50% of committee meetings
Warwick District Council	£661.90	Paid to all members, excluding the Chair
Huntingdonshire District Council	£693	Paid to all members, excluding the Chair and Vice-Chair

This page is intentionally left blank

Members' Roles and Responsibilities

Contents

Page

-	Introduction	3
-	Role Profiles	
	• Ward Councillor	4
	• Leader of the Council	7
	• Deputy Leader of the Council	10
	• Cabinet Executive Member	12
	• Chairman of the Council	15
	• Vice Chairman of the Council	17
	• Leader of an Opposition Group	19
	• Chair of Scrutiny Commission	22
	• Scrutiny Commissioners	25
	• Chair of Scrutiny Working Group (or Task and Finish Panel)	27
	• Chair of Grievance & Standards Committee	29
	• Chair of Planning Committee	31
	• Chair of Licensing and Regulatory Committee	33
	• Chair of Audit & Corporate Governance Committee	35
	• Chair of Officer Grievance, Appeals & Disciplinary Committees	37
	Additional Roles	
	• Deputy Leader of a Group	38
	• Youth Council Lead	41
	• Equalities, Diversity & Inclusion Lead	44
	• Net Zero Lead	46
	• Digital Transformation Lead	48
	• Armed Forces Support	50

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.

Further information on allowances paid can be found in Part 6 of the Council's Constitution: [Member Allowances Scheme](#).

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 as 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.

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 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.

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.

Cabinet Executive Member



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 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.

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 host the following engagements with the support from Blaby District Council staff:-
 - Chairman's At Home (summer)
 - Civic Service (autumn)
 - Carol Concert (winter)
 - One fundraising event (spring)

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 the Chairman's allowance.

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 the Vice-Chairman's allowance.

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 District 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.

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.

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.

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

This role does not receive a Special Responsibility Allowance.

Chair of Grievance & 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.

The Vice-Chairman receives a Special Responsibility Allowance.

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

Chair of Licensing and Regulatory Committee



This role profile is also relevant for the Chair of a (Licensing and Regulatory Sub-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.

Each Member of the Licensing and Regulatory Sub-Committee receive £20 per hearing.

Chair of Audit & Corporate Governance 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 Executive Director (Section 151 Officer) Finance Group Manager, the Shared Audit 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 receives 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.

Youth Council Lead



A General Duties and Responsibilities

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 relevant 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 Lead receives a Special Responsibility Allowance.

Equalities, Diversity and Inclusion Lead



A General Duties and Responsibilities

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 relevant Portfolio Holder.

B Specific Duties and Responsibilities

- To act as a role model for equality, diversity and inclusivity.
- To raise awareness on the importance of diversity and the effects of discrimination.
- To support the Portfolio Holder and Officers on annual reporting of the gender pay gap and modern slavery reports.
- To support officers in achieving the Disability Confident Accreditation.
- Contribute to the regular review of policies and workplace culture documents.
- To advocate for equalities, diversity and inclusion training for Parish and Town Councils.
- 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.

C Competencies

Community Leadership

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

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, 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 and barriers facing equalities, diversity and inclusion 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.
- 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 Equalities, Diversity and Inclusion Lead receives a Special Responsibility Allowance.

Net Zero Lead



A General Duties and Responsibilities

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 relevant Portfolio Holder.

B Specific Duties and Responsibilities

- To be the Council's advocate at Member level on the Green Agenda and Net Zero commitments.
- To champion taking action to reduce carbon emissions, improve resilience and deal with the risks of climate change.
- 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.
- To raise the profile of the Green Agenda, Net Zero action plans and the Climate Change Strategy with other decision-makers.
- To ensure that Net Zero priorities and campaigns are taken into account when local policies and plans are being developed.
- To work with other partner agencies as appropriate where there is opportunity and benefit to be gained from collaborative working.

C Competencies

Community Leadership

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

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, 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 regarding climate change and being a net zero authority and the practical implications for the authority's Members and residents/ members of the community.

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 Net Zero Lead Member receives a Special Responsibility Allowance.

A General Duties and Responsibilities

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

4. Supporting designated Officers in assisting with delivery of assigned projects.
5. Supporting the Cabinet Executive in monitoring and reviewing performance of the Council Services against determined objectives.
6. Overseeing delivery of projects assigned by the Leader and the relevant Portfolio Holder.

B Specific Duties and Responsibilities

To be confirmed with Chief Executive, Leader and Lead Member.

C Competencies

Community Leadership

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

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, 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 wider, national issues 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 and Partners
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

The Digital Transformation Lead Member receives a Special Responsibility Allowance.

Armed Forces Support



A. General Duties and Responsibilities.

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 relevant Portfolio Holder.

B Specific Duties and Responsibilities

- To champion and advocate on behalf of the Armed Forces Covenant in the Blaby District Council area. The purpose of the Covenant is to encourage support for the Armed Forces Community working and residing in Blaby District and to recognise and remember the sacrifices made by this community, particularly those who have given the most. This includes in-service and ex-service personnel, their families and widow(ers) in Blaby District.
- To make contact with suitable and appropriate local organisations which represent and support the armed forces and veterans and to establish effective and regular consultation arrangements with those organisations;
- To raise the profile of the Armed Forces Covenant with other decision-makers;
- To advocate on behalf of the Armed Forces Covenant priorities and campaigns;
- To ensure that the Armed Forces Covenant priorities and campaigns are taken into account when local policies and plans are being developed;
- To advocate on behalf of ex-services personnel, their families and widow(ers) in Blaby District.

C Competencies

Community Leadership

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

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 the armed forces community 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 Armed Forces Support Member receives a Special Responsibility Allowance.

This page is intentionally left blank