

**Joint Report of the Monitoring Officer and Head of Democratic Services**

**Annual Meeting of Council – 8 May 2014**

**CONSTITUTIONAL MATTERS 2014-2015**

|                             |   |
|-----------------------------|---|
| <b>Purpose:</b>             | To inform Council of all necessary Constitutional matters that need attending to.   |
| <b>Policy Framework:</b>    | Council Constitution.   |
| <b>Reason for Decision:</b> | To enable the efficient and lawful operation of Council.  |
| <b>Consultation:</b>        | Legal, Finance.   |
| <b>Recommendation(s)</b>    | It is recommended that:   |
| 1)                          | The Council Bodies and the Number of Seats allocated to them as listed in <b>Appendix E</b> be appointed for the Municipal Year 2014-2015;  |
| 2)                          | The following positions be paid a <b>Civic Salary</b> : <ul style="list-style-type: none"> <li>• Lord Mayor;</li> <li>• Deputy Lord Mayor.</li> </ul>   |
| 3)                          | The Civic Salary for the Lord Mayor be set at Band a) which the IRPW has set at £24,000;  |
| 4)                          | The Civic Salary for the Deputy Lord Mayor be set at Band a) which the IRPW has set at £18,000;   |
| 5)                          | A Presiding Member and Deputy Presiding Member be established and that they Chair Council Meetings. These posts will not receive a Senior Salary;   |
| 6)                          | The following positions be paid a <b>Senior Salary</b> : <ul style="list-style-type: none"> <li>• Leader of the Council;</li> <li>• Deputy Leader of the Council;</li> <li>• Cabinet Members <b>x 8</b>;</li> <li>• Chair of Development Management and Control Committee;</li> <li>• Chair of Executive Support Committees <b>x 4</b>;</li> <li>• Chair of General Licensing Committee;</li> <li>• Chair of Scrutiny Programme Committee.</li> </ul> |
| 7)                          | The Independent Remuneration Panel for Wales (IRPW) determination that the Leader of the Largest Opposition Political Group must be paid a Senior Salary (subject to the 10% rule) be noted;  |
| 8)                          | The Role Description for the Chairs of the Executive Support Committees as listed in Appendix E be adopted;   |

|  |  |
|--|--|
| 9)   | The Terms of Reference of the Executive Support Committees be adopted;   |
| 10)  | The Committees listed in <b>Appendix C</b> be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 for the Municipal Year 2014-2015 in order to allow greater representation from the Opposition Political Groups; |
| 11)  | Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups;   |
| 12)  | The adoption of the Council Constitution which may be viewed at <a href="http://www.swansea.gov.uk/constitution">www.swansea.gov.uk/constitution</a> be reaffirmed including any amendments made at this meeting;  |
| 13)  | The Council Bodies Diary 2014-2015 as listed in <b>Appendix F</b> be confirmed and adopted;  |
| 14)  | An Opposition Councillor be elected as Chair of the Democratic Services Committee;   |
| 15)  | Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;   |
| 16)  | The Councillors Handbook which may be viewed at <a href="http://www.swansea.gov.uk/CllrsHandbook">www.swansea.gov.uk/CllrsHandbook</a> be reaffirmed;  |
| 17)  | Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.   |
| <p><b>Report Author:</b> Huw Evans</p> <p><b>Finance Officer:</b> Carl Billingsley</p> <p><b>Legal Officer:</b> Patrick Arran</p> <p><b>Access to Services Officer:</b> Euros Owen</p> |  |

## 1. Introduction

1.1 In dealing with the discharge of its business the Council operates within a legal framework established by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007, the Local Government (Wales) Measure 2011 and other relevant legislation (“the legislation”). In addition the Independent Remuneration Panel for Wales (IRPW) determines the remuneration available to Councillors.

1.2 This report seeks to address the requirements of the legislation and the Council Constitution in one report.

## **2. Independent Remuneration Panel (IRPW) for Wales**

2.1 The IRPW Annual Report of February 2014 sets out the new framework for Councillor and Co-opted Member remuneration for 2014-2015. The IRPW determinations have been subsumed into this report.

2.2 The IRPW determined that 19 of the 72 City and County of Swansea Councillors are eligible for payment of a Senior Salary.

2.3 The IRPW also determined that Authorities are permitted to pay a Civic Salary to the Civic Head and Deputy Civic Head (Lord Mayor and Deputy Lord Mayor). These payments do not count towards the 19 permitted Senior Salaries. A Councillor may not be in receipt of both payments.

2.4 Civic Head / Deputy Civic Head and Presiding Member

2.4.1 The IRPW also determined that each Council must decide whether or not to remunerate the Civic Head and the Deputy Civic Head and if it agrees to remunerate them at what level they should be remunerated at from the Civic Salary Band set out below:

| <b>Remuneration of Civic Heads and Deputy Civic Heads (Inclusive of Basic Salaries)</b> |                    |                           |
|---|--------------------|---------------------------|
|   | <b>Civic Heads</b> | <b>Deputy Civic Heads</b> |
| a)  | £24,000            | £18,000                   |
| b)  | £21,500            | £16,000                   |
| c)  | £19,000            | £14,000                   |
| d)  | No Remuneration    | No Remuneration           |

2.4.2 Prior to deciding whether or not and / or at what level the Civic Heads should be remunerated, the question 'Who should Chair Council?' needs to be addressed.

2.4.3 The Local Government (Democracy) (Wales) Act 2013 allows Councils to appoint an additional post of Presiding Member whose role it will be to Chair meetings of the whole Council. Where appointed, there would be a consequential reduction in the responsibilities of the respective Civic Head.

2.4.4 As such the Authority must decide whether to appoint a Presiding Member to Chair Council or to allow the Civic Head to do so. This decision will impact on the level that the remuneration of the Civic Head / Deputy Civic Head is set at.

2.4.5 If a Presiding Member is appointed, and if Council resolves to remunerate the post then the position would be paid at a Band 3 Senior Salary Level in line with the Committee Chairs. If remunerated, this would count towards the maximum allowed of 19 Senior Salaries.

2.4.6 The Authority may also appoint a Deputy Presiding Member; however this post would not be remunerated.

2.5 The IRPW have prescribed actual payment levels for Basic Salary, Civic Salary and Senior Salary. The prescribed levels for the salaries are outlined in **Appendix A** to this report.

2.6 The IRPW state that each Council should decide whether to pay Civic / Senior Salaries. It is proposed that the following be paid Civic / Senior Salaries:

**a) Civic Salaries**

|     |                    |
|-----|--------------------|
| i)  | Lord Mayor;        |
| ii) | Deputy Lord Mayor. |

**b) Senior Salaries**

|      |  |
|------|--|
| i)   | Leader of the Council;                                 |
| ii)  | Deputy Leader of the Council;                          |
| iii) | Cabinet Members <b>x 8</b> ;                           |
| iv)  | Chair of Development Management and Control Committee; |
| v)   | Chair of Licensing Committee;                          |
| vi)  | Chair of Scrutiny Programme Committee;                 |

2.7 The IRPW Annual Report – February 2014 determined that a Council **must** pay a Senior Salary to the Leader of the Largest Opposition Political Group subject to them having 10% or more of the total number of Council seats in their Political Group.

2.8 As previously stated, the Authority is permitted 19 Senior Salaries. This proposal utilises 14 of the permitted 19.

2.9 The IRPW have prescribed the Fees for Co-opted Member (with Voting Rights) of Local Authorities. These are outlined in **Appendix B** to this report.

### **3. Annual Meeting of Council**

3.1 The Authority's Council Constitution which is based on the legislation outlines what needs to be considered at the Annual Meeting of Council (Council Procedure Rule 8). This report seeks to address those requirements.

#### **4. Political Balance / Committee Proportionality**

- 4.1 Council is required to decide the allocation of seats to Political Groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended. A simple explanation of these rules was presented to the Annual Meeting of Council on 24 May 2012.
- 4.2 The Standards Committee is exempt from the above legislation as outlined in Section 12 “Allocation of seats to Political Groups” of the Standards Committee (Wales) Regulations 2001.
- 4.3 The Ruling Group of the Authority have liaised with the Head of Democratic Services in order to outline its view on the structure and size of the Council Bodies. Based on this guidance, relevant proportional calculations have been made by the Democratic Services Team and those calculations have been shared with all other Political Groups. This process culminates with this report to Council seeking approval to the structure and size of Council Bodies.

#### **5. Appointment of Committees and Other Council Bodies and their Sizes**

- 5.1 The Council Bodies and the Number of Seats allocated to them (in accordance with Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended are listed in **Appendix F**. It is proposed that these Council Bodies be established.
- 5.2 Should any changes be made to the size of these Council Bodies then it will necessitate the recalculation of Political Balance.
- 5.3 A number of Committees are exempted from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. A list outlining such bodies is shown at **Appendix C**.

## 6. Executive Support Committees

- 6.1 The Council has adopted a detailed and wide ranging portfolio of policy priorities that affect all Council services and activities and seek a substantial change in the way the Council affects its business and the philosophy that should underpin that.
- 6.2 This is an extensive programme that will require intensive work and involvement of Cabinet Members to bring into effect. As such there is need for Cabinet Members to have a far wider remit and workload than traditionally has been the case and they need a significant level of support.
- 6.3 The work of a Cabinet Member is very demanding and in the current climate of austerity, innovative ideas and smarter ways of working are needed. As such it will be recommended that Council set up 4 x Executive Support Committees chaired by a Councillor who will have primary responsibility for providing support to Cabinet Members. As such the Executive Support Committee Chairs will assist the Cabinet in driving the Council's Policy Commitment Agenda as adopted by Council on 26 July 2012 and carrying out other tasks as determined by the Leader of the Council.
- 6.4 The role of Executive Support Chairs is not to reduce the workload or the accountability of a Cabinet Member, but is to lead and drive specific areas of work forward and to develop policies aimed at helping the authority and the citizens of Swansea. They will Chair meetings with Officers, Councillors and other stakeholders and be expected to develop these policy agenda items for delivery by the Cabinet.
- 6.5 Furthermore, the Authority wishes to utilise the Chair posts to provide a wider range of Councillors to be engaged in the strategic direction of the Council. The proposed role description of the Chair of an Executive Support Committee is attached as **Appendix E**. It is comprehensive and will provide Council with a clear insight into the proposed role.
- 6.6 The setting of Senior Salaries is a function of the Independent Remuneration Panel for Wales (IRPW). The categories of role for which a Senior Salary are to be paid are set out in the annual report of the IRPW. In addition, under FAQ's the IRPW say this:

***“Does a local authority have total discretion in determining members who receive a Senior Salary?”***

*For 2013-2014 the IRP has defined, for politically balanced reasons, one position where a Senior Salary must be paid: Leader of the Largest Opposition Group. In all other respects the local authority has discretion on determining members who receive a Senior Salary as long as the total number in receipt of a Senior Salary remains within the maximum proportion of the council membership that can be paid a Senior Salary as set out in each Annual Report of the Panel.”*

- 6.7 The IRPW view is set out below and we are complying with that guidance:

*“Within the existing remuneration framework there is opportunity for Councils to create remunerated posts for Members who Chair Committees. ...the Chair roles in existence across Wales are diverse and include, Chairing specific task orientated groups, regulatory committees and other member groups. It remains a matter for each Council how these are structured and whether or not posts are remunerated. These options remain open and appear relevant to your Authority as it seeks to remunerate the roles you describe”.*

- 6.8 In line with the view of the IRPW, it is recommended that 4 Committees of Council be established in order to cover one or more of the portfolios set out below. Should the portfolio names change then the role of the Executive Support Committees will mirror them.

| <b>Cabinet Portfolios</b>                   |                |
|---|----------------|
| Anti-Poverty                                | Place          |
| Citizen, Community Engagement & Democracy   | Regeneration   |
| Finance & Resources                         | Sustainability |
| Learning & Skills                           | Target Areas   |
| Opportunities for Children and Young People | Wellbeing      |

- 6.9 Four (4) Councillors will sit on each of the 4 Committees and their membership will be in line with political balance rules.
- 6.10 The Committees will meet on a quarterly basis.
- 6.11 The Chairs of the Executive Support Committees will be titled ‘Executive Support Chair’.

6.12 The Chairs of the Executive Support Committees will receive Senior Salaries.

6.13 The terms of reference shall be as follows:

“To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio.”

## **7. Allocation of Councillors to the Council Bodies**

7.1 Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups.

## **8. Democratic Services Committee**

8.1 The Local Government (Wales) Measure 2011 (The Measure) states that a Democratic Services Committee and Chair must be appointed by Council. It also states that the Council shall appoint an Opposition Member to Chair the Committee.

8.2 The Leader of the Council shall not sit on this Committee. No more than one Cabinet Member shall sit on this Committee. Co-opted Members are not allowed to sit on this Committee.

## **9. Council Bodies Diary 2014-2015**

9.1 Section 6 “Timing of Council Meetings” of the Local Government (Wales) Measure 2011 places a duty on Authority’s to conduct a survey of its Councillors in relation to the timing of its Meetings. The Measure states that such a survey should be undertaken at least once in each Council term.

9.2 The Authority carried out an online Councillors Survey between May and June 2012. The results of this survey were presented to Council on 14 June 2012.

9.3 The Leader of the Council made a commitment in 2012 that Council Meetings should be more accessible to members of the public.

9.4 The Councillors Survey and the Leader of the Council’s commitment were considered in preparing the Council Bodies Diary. The Council Bodies Diary 2014-2015 is shown as **Appendix F**.

9.5 A table showing the Approximate Frequency Cycle of Council Bodies is shown at **Appendix D**.



## 10. **Member Champions**

- 10.1 Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business although they may not be the responsibility of any individual or Committee.
- 10.2 Member Champions, (sometimes called Lead Members or Councillor Champions) in addition to their other Council responsibilities make sure that the issue or group that they are championing are taken into account when Council policy is being developed and decisions are made. Further information relating to Member Champions may be found within the 'Member Champions' report that was presented to Council on 17 January 2013.
- 10.3 Member Champions are appointed by the Leader of the Council. It is deemed best practice that the Leader of the Council informs Council of whom he has appointed to the Member Champion roles.
- 10.4 The current list of Member Champions and their associated topic areas as appointed by the Leader of the Council is as follows:

| <b>Member Champion Area</b>  | <b>Responsible Councillor</b> |
|--|-------------------------------|
| Armed Forces   | June E Burtonshaw             |
| Biodiversity   | Sybil E Crouch                |
| Carers   | Paulette B Smith              |
| Children and Young People (Lead Member for Children and Young People's Services – As defined by the Children Act 2004) | Will Evans                    |
| Councillor Support and Development   | Christine Richards            |
| Disabled People  | Paul Lloyd                    |
| Gender, Gender Reassignment and Sexual Orientation   | Jane E C Harris               |
| Health and Wellbeing   | John C Bayliss                |
| Healthy Cities   | Mark C Child                  |
| Language (including Welsh)   | Paul M Meara                  |
| Older People   | Jan P Curtice                 |
| Race, Religion, Belief and Heritage  | Pearleen Sangha               |

## 11. **Co-opted Members**

- 11.1 It is proposed to maintain payments to Co-opted Members at a maximum of 20 full days payments per Municipal Year.

## **12. Councillors Handbook**

- 12.1 The Councillors Handbook provides a one stop guidance document for Councillors. The Handbook contains sections on Financial Information, Support Services, Protocols and Role Descriptions.
- 12.2 The Councillors Handbook which may be viewed at [www.swansea.gov.uk/CllrsHandbook](http://www.swansea.gov.uk/CllrsHandbook) needs to be reaffirmed annually by Council.

## **13. Appointment of Chairs & Vice Chairs**

- 13.1 Following the close of the Annual Meeting of Council, a number of Committees shall meet in order to conduct the business of electing Chairs and Vice Chairs to these Committees.

## **14. Equality and Engagement Implications**

- 14.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **15. Financial Implications**

- 15.1 The financial impact of this report will be contained within existing budgets.

## **16. Legal Implications**

- 16.1 There are no legal implications associated with this report other than those identified within it.

**Background Papers:** None

### **Appendices:**

|                   |   |
|-------------------|---|
| <b>Appendix A</b> | Actual Payment Levels for Basic Salary, Civic Salary and Senior Salary (Group A Council's) as Prescribed by the IRPW – February 2014. |
| <b>Appendix B</b> | Fees for Co-opted Member (with Voting Rights) of Local Authorities as Prescribed by the IRPW – February 2014                          |
| <b>Appendix C</b> | Proposed Exemption from Committee Balance Rules.  |
| <b>Appendix D</b> | Approximate Frequency of Meetings.  |
| <b>Appendix E</b> | Chair of Executive Support Committee Role Description;  |
| <b>Appendix F</b> | Council Bodies & Number of Seats Allocated to them 2014-2015.   |
| <b>Appendix G</b> | Council Bodies Diary 2014-2015.   |

## Appendix A

### Actual Payment Levels for Basic Salary, Civic Salary and Senior Salary (Group A Councils) as Prescribed by the IRPW – February 2014

|  |         |
|--|---------|
| <b>Basic Salary</b>  | £13,300 |
|  |         |
| <b>Senior Salaries (inclusive of Basic Salary)</b>                       |         |
|  |         |
| <b>Band 1</b>  |         |
| Leader of the Council  | £53,000 |
| Deputy Leader of the Council   | £37,000 |
|  |         |
| <b>Band 2</b>  |         |
| Executive Member (Cabinet Member)  | £32,000 |
|  |         |
| <b>Band 3</b>  |         |
| Committee Chairs   | £22,000 |
| Leader of the Largest Opposition Political Group *1                      | £22,000 |
|  |         |
| <b>Band 4</b>  |         |
| Leader of Other Political Groups *2                                      | £17,000 |
|  |         |
| <b>Civic Salaries (inclusive of Basic Salary) *3</b>                     |         |
|  |         |
| Civic Head (Mayor / Chair of Council) – <b>Band a</b>                    | £24,000 |
| Deputy Civic Head (Deputy Mayor / Vice Chair of Council) – <b>Band a</b> | £18,000 |

**Note:**

- \*1 **Leader of the Largest Opposition Political Groups** – They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group. If the 10% rule is achieved then the payment is automatic.
  
- \*2 **Leaders of the Other Political Groups** – They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group and Council resolve to remunerate them.
  
- \*3 **Civic Head / Deputy Civic Head** – The IRPW have clearly stated that the Lord Mayor / Deputy Lord Mayor of the City and County of Swansea must be the Civic Head / Deputy Civic Head. This means that the Chair of Council / Vice Chair of Council shall not be allowed a Civic Salary or a Senior Salary.

## Appendix B

### Fees for Co-opted Member (with Voting Rights) of Local Authorities As Prescribed by the IRPW – February 2014

|  |                  |      |
|--|------------------|------|
| Chair of Standards Committee and Chair of Audit Committee  | 4 Hours and Over | £256 |
|  | Up to 4 Hours    | £128 |
| Ordinary Members of Standards Committee who also Chair Standards Committee for Community and Town Councils                       | 4 Hours and Over | £226 |
|  | Up to 4 Hours    | £113 |
| Ordinary Members of Standards Committee; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee | 4 Hours and Over | £198 |
|  | Up to 4 Hours    | £99  |

## Appendix C

### Proposed Exemption from Committee Balance Rules

1. A number of Committees are exempt from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by other separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. The following is a list of the Committees covered by separate legislation together with a reference to that legislation and those proposed to be exempted by Council.
  - 1.1 **Chief Executive's Appraisal and Remuneration Committee.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that each Political Group Leader is represented on it.
  - 1.2 **Standards Committee.** This is made up of 5 Independent Members and 4 Councillors. By virtue of Section 53 (10) of the Local Government Act 2000 a Standards Committee and the Standards Committees (Wales) Regulations 2001, the Standards Committee is not required to comply with Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to Political Groups).
  - 1.3 **Community / Town Councils Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that only the Cabinet Members and Chairs of Development Management and Control Committee and General Licensing Committee are represented on it.
  - 1.4 **Corporate Parenting Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that a representative of each Political Group is represented on it.
  - 1.5 **Gypsy Traveller Liaison Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that a representative of each Political Group is represented on it.
  - 1.6 **Student Liaison Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that the Relevant Cabinet Member and the Councillors from the following Electoral Divisions Castle, Gorseinon, Killay North, Kingsbridge, Loughor Lower, Loughor Upper, Oystermouth, Sketty, St. Thomas, Townhill and Uplands are represented on it.
  - 1.7 **Constitution Working Group.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that the Chair of Council and each Political Group Leader and Deputy is represented on it.

### Approximate Frequency of Meetings

**a) 6 Monthly**

- Community / Town Councils Forum.

**b) 12 Weekly Cycle**

- Executive Support Committees;
- Pension Fund Committee;
- West Glamorgan Archives Committee.

**c) 8 Weekly Cycle**

- Corporate Parenting Forum;
- Democratic Services Committee;
- Development Management & Control Committee;
- Rights of Way & Commons Sub Committee;
- Joint Consultative Committee.

**d) 6 Weekly Cycle**

- Standards Committee.

**e) 4 Weekly Cycle**

- Council;
- Cabinet;
- Appeals and Awards Committee;
- Area 1 & 2 Development Control Committees;
- Audit Committee;
- Equalities Committee;
- Local Authority (LA) Governor Appointments Panel;
- General Licensing Committee;
- Scrutiny Programme Committee.

**f) Other Cycle**

Not all Council Bodies are listed in the cycles above. This is often due to the fact that these bodies are simply called on an ad hoc basis.

**EXECUTIVE SUPPORT COMMITTEE CHAIRS - ROLE DESCRIPTION**

**1. Accountabilities**

- a) To the Leader of the Council;
- b) To Cabinet;
- c) To Council.

**2. Role Purpose and Activity**

**2.1 Providing Portfolio Guidance and Assistance to the Cabinet Member**

- a) To assist the Cabinet Member in giving political direction to Officers working on Cabinet portfolios;
- b) To gain the respect of Officers within the Cabinet portfolio, provide support to Officers and Cabinet Members in the implementation of portfolio programmes;
- c) To assist the Cabinet Member in providing leadership in the portfolio;
- d) To liaise and work closely with the Chair of the Scrutiny Programme Committee and the Scrutiny Enquiry Panel Conveners and to comment on reports as necessary;
- e) To assist the Cabinet Member in ensuring the performance of their portfolio;
- f) To have an overview of the performance management, efficiency and effectiveness of the portfolio.

**2.2 Contributing to the setting of the Strategic Agenda and Work Programme for the portfolio**

- a) To work with Officers to formulate policy documents both strategic and statutory. Ensuring that the political will of the majority is carried to and through Cabinet;
- b) To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

**2.3 Providing representation for the Portfolio**

- a) To fully support the Cabinet Member when they have to provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

## **EXECUTIVE SUPPORT COMMITTEE CHAIRS - ROLE DESCRIPTION**

**Cont'd**

### **2.4 Reporting and Accounting**

- a) To report as appropriate to the Leader of the Council, Council, Cabinet, Chair of the Scrutiny Programme Committee, regulatory bodies and the media;
- b) To be the deputy political spokesperson;
- c) To appear with the Cabinet Member if necessary before the Scrutiny Programme Committee in respect of matters within the portfolio.

### **2.5 Taking an active part in Cabinet meetings and Decision Making**

- a) To show an interest in and support for the portfolio of others;
- b) To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.

### **2.6 Leading Partnerships and Community Leadership**

- a) To assist the Cabinet Member in giving leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities;
- b) To negotiate and broker in cases of differing priorities and disagreement;
- c) To act as a leader to the local community by showing vision and foresight.

### **2.7 Internal Governance, Ethical Standards and Relationships**

- a) To promote and support good governance of the Council and its affairs;
- b) To provide community leadership and active citizenship;
- c) To promote and support open and transparent government;
- d) To support, and adhere to respectful, appropriate and effective relationships with employees of the Council;
- e) To adhere to the Member's Code of Conduct, Member / Officer Protocol and the highest standards of behaviour in public office.

### **2.8 Providing leadership and direction**

- a) To provide confident and effective management of meetings to facilitate inclusively, participation and clear decision making;
- b) To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- c) To communicate on behalf of the Leader of the Council and Cabinet on Council Strategies, Policies, Services and Procedures.



### **3. Values**

#### **3.1 To be committed to the values of the Council and the following values in public office:**

- a) Openness and transparency;
- b) Honesty and integrity;
- c) Tolerance and respect;
- d) Equality and fairness;
- e) Appreciation of cultural difference;
- f) Sustainability;
- g) Inclusive leadership.