

# **ROLE PROFILES FOR COUNCILLORS**

This section explains what is expected of Councillors in undertaking their duties.

April 2019

## **Role Profiles for Councillors**

### **CHAIR OF COUNCIL**

The Chair of Council will be the Civic Head of Stroud District Council and will chair full Council Meetings.

#### **Duties and Responsibilities**

- To chair meetings of the Council ensuring among other things that all points of view have a fair opportunity to be heard, that procedure rules are applied and observed, and that debate is guided towards clear and relevant decisions.
- To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.
- To participate in events, receptions, programmes and activities designed to recognise and encourage civic awareness in the community, where appropriate.
- To attend and chair briefings for Council meetings, involving leaders of the political groups and to be proactive in making proposals for the effective conduct of the agenda.
- To host Council events of a non-party-political nature as required.
- To promote good relationships between Councillors, between political groups and between Councillors and Officers.
- To oversee the spending of the Civic Fund for the benefit of the whole District.
- To ensure that the Vice-Chair is kept informed of all relevant civic matters and has a useful civic role during their period of office.
- To attend Chair Skills training as appropriate, usually at the start of the term of office.
- To sit on the Standards Panel when considering disciplinary matters.

### **VICE-CHAIR OF COUNCIL**

The Vice-Chair of Council will support the Chair of Council in their role and in their absence undertake the duties within the role profile for the Chair of Council.

## **CHAIR OF A COMMITTEE**

Chairs of Committees will be elected annually at the annual Council meeting.

The role of chair is an important one. They are the functional lead for their Committee's area of work. They will be supported by the Vice-Chair who they will involve and work with.

The Chair is responsible for the effective management and running of the Committee's business. This involves directing the Committee's business agenda, the effective management of Committee deliberations and maintaining effective consideration of the Council's business.

The Chair of each Committee is expected to identify areas for inclusion in the Committee's work programme and will ensure that the Committee Members are both involved in setting the work programme and take part at all stages in deliberations.

The Chair of each Committee shall work with Officers and will have responsibility for the agenda preparation of their Committee.

### **Part 1 - Terms of Reference for Chair of Committee (whichever Committee)**

- To chair meetings.
- To present to Council reports of the Committee when required and to present an annual report on the work of the Committee at the last meeting of the municipal year.
- To monitor progress in respect of the Committee's work programme.
- To maintain high standards of probity and adherence to standards of conduct and protocols.
- In conjunction with the Vice-Chair to determine appropriate means of inviting and involving public comment and representations on matters under consideration.
- In conjunction with the Vice-Chair to ensure appropriate expert and specialist advice is made available to the Committee when appropriate.
- To ensure, in liaison with the Chief Executive, that Committee Members benefit from appropriate training and development to deal effectively with the Committee's business.
- To attend chair skills training as appropriate.

## **Part 2 – Terms of Reference Specific to Certain Chairs**

### **A Strategy and Resources Chair will also:**

- Be the Council Leader.
- Will have the lead role in co-ordinating the work of the Committees across the Council, liaising with other Committee chairs as needed to ensure the work of all Committees is undertaken in a holistic manner and having regard to the Corporate Delivery Plan.

### **B Communities, Environment and Housing Committee Chairs will also:**

- Sit on the Strategy and Resources Committee.
- Will champion the function of their individual Committee but in doing so will recognise their part in the holistic purpose of the Strategy and Resources Committee as a body comprised of key leading members from across all functions of the Council.

### **C Development Control Committee Chair will also:**

- Chair meetings of the Sites Inspection Panel.
- Maintain the non-party political status of Committee proceedings and meeting management.

### **D Community and Licensing Committee Chair will also:**

- When sitting as a member of a Licensing Panel chair that panel hearing.
- Promote good relationships between the Council, the various licensing trade groups and communities within the District.
- Maintain the non-party political status of Committee proceedings and meeting management.

### **E Audit and Standards Committee Chair will also:**

- Maintain the non-party political status of Committee proceedings and meeting management.

## **VICE-CHAIR OF COMMITTEE**

Vice-Chair of Committees will be elected annually by Council. The role of Vice-Chair is an important role. The holders of the post are responsible for supporting the Chair of the Committees with the effective management and running of the Committees' business. When appropriate and necessary, they will take a lead in some areas of work as agreed with their Chair.

In the absence of the Chair, the Vice-Chair will Chair Committee meetings and conduct its business in accordance with the provisions set out in the role profile for the Chair.

The Vice-Chair is expected to support the Chair in ensuring that Committee Members are taking part at all stages of deliberations.

### **LEADER OF COUNCIL (CHAIR OF STRATEGY AND RESOURCES COMMITTEE)**

- Act as the principal spokesperson and advocate for the Council and will at all time promote the good reputation of Stroud Council both locally and nationally.
- Represent the Council politically at a national, sub regional and local level on outside bodies, on partnerships and with other agencies unless delegated to another.
- Act as the lead member for Emergency Planning to work with the Chief Executive.

### **POLITICAL GROUP LEADER**

- To provide leadership and speak on behalf of the political group.
- To coordinate the role of the political group within the Council.
- To liaise with other group leaders when required and appropriate.
- To liaise with senior Officers of the Council.
- To promote good working relationships between political parties and between Members and Officers of the Council for the benefit of the District as a whole.

### **ROLES AND FUNCTIONS OF ALL COUNCILLORS**

Councillors will participate constructively in the good government of the District in the interests of all residents. They will contribute actively to the formation and review of the Authority's policies, budget, strategies, plans and service delivery.

Councillors will deal with constituents' enquiries and representations, and will effectively represent the interests of the Ward for which they were elected and the views of constituents.

### **Terms of Reference**

- To fulfil the statutory and locally determined requirements of an elected Member of a Local Authority. This includes the Council's E-communications Policy.
- To participate effectively as a Member of any meeting to which the Councillor is appointed, for example by regular attendance at meetings and ensuring that he or she is adequately briefed and prepared for the meeting.
- To participate in the activities of an outside body to which the Councillor is appointed.
- To act as community champion for their ward. To provide a voice and advice for local individuals and interest groups in their dealings with the Council and, where appropriate, to advise them on the pursuit of complaints.
- To develop and maintain a working knowledge of the Authority's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant Officers of the Authority.
- To develop and maintain good working relationships with the local Town or Parish Council and with local County Councillors.

- To contribute constructively to open government and democratic participation by encouraging community engagement in the governance of the area.
- To keep up to date with all developments affecting the District and the Council including Government policies and prospective legislation.
- Attend meetings of Parish Councils within the ward, as appropriate.