

Cabinet Member (Portfolio) Role Description

1 Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

2 Role Purpose and Activities

Providing portfolio leadership

- To give political direction to officers working within the portfolio
- To gain the respect of officers within the portfolio; provide support to officers on the implementation of portfolio programmes
- To provide leadership to the portfolio
- To liaise with the appropriate scrutiny chairperson and committee as required
- To be accountable for choices and performance in the portfolio
- To have an overview of the performance management, efficiency and effectiveness of the portfolio
- To make executive decisions within the Portfolio
- To ensure that the portfolio is delivered within the budgetary constraints of the Authority

Contributing to the setting of the strategic agenda and work programme for the portfolio

- To work with officers to formulate policy documents both strategic and statutory.
- Ensure that the political will of the majority is carried through the Cabinet.
- 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.

Providing representation for the portfolio

- To provide a strong, competent and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders

Reporting and accounting

- To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media

- To be the principal political spokesperson for the portfolio
- To appear before scrutiny committees in respect of matters within the portfolio

Taking an active part in cabinet meetings and decision making

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

Leading partnerships and community leadership

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

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

3 Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

4 Training and Development

- To undertake any necessary training as identified by the Leader of the Council, be that individual training needs or collective Cabinet training/development days or any training opportunities identified through Personal Development Reviews.
- To attend the WLGA leadership programme