

MEMBER JOB PROFILES

- 1 COUNCILLORS
- 2 LEADER OF THE COUNCIL
- 3 DEPUTY LEADER OF THE COUNCIL
- 4 EXECUTIVE MEMBERS
- 5 OVERVIEW & SCRUTINY CHAIRMAN
- 6 AREA COMMITTEE CHAIRMAN
- 7 CHAIRMAN OF A COMMITTEE WITH A REGULATORY
ROLE
- 8 CHAIRMAN OF A COMMITTEE
- 9 MEMBER CHAMPION

JOB PROFILE

POST: 1. COUNCILLORS

Purpose

1. To participate constructively in the good governance of the Borough.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery
3. To represent effectively the interests of the Ward for which the councillor was elected, and deal with constituents' enquiries and representations
4. To champion the improvement of the quality of life of the community in terms of equity, economy and environment
5. To represent the council effectively, when appointed to an outside body, such as a charitable trust or association, etc.
6. To act at all times with probity and propriety in the best interest of the Council

Duties and Responsibilities

1. To fulfil the statutory and locally determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council (e.g. setting budget, overall priorities and strategy)
2. To participate effectively as a member of any committee or Panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or Panel's) terms of reference, and its liaison with other public bodies to promote better understanding and partnership working
3. To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations. Also, for this purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions
4. To participate in the scrutiny or performance review of the services of the authority including, where the authority so decides, the

scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council

5. To participate, as appointed, in consultative processes with the community and with other organisations
6. To provide a link between the authority to the community, through the various forums available
7. 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
8. To develop and maintain a working knowledge of the other organisations and services which serve the local Borough
9. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the democratic process
10. To participate in the activities of any political group of which the councillor is a member
11. To conduct the business of the Council within the Council and not through the written or broadcast media
12. To maintain confidentiality in all relevant Council business
13. Not individually to seek to instruct officers
14. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.

Skills Required

1. Good communication and Interpersonal skills
2. Ability to relate and deal with the public in a professional and timely manner
3. Ability to work effectively with Council officers and outside organisations
4. Community Leadership skills

JOB PROFILE

POST: 2. LEADER OF THE COUNCIL

Purpose

1. To provide effective political leadership and strategic direction for the Council.
2. To ensure effective Corporate Governance
3. To provide effective stewardship of the Council
4. To chair the Cabinet and ensure that it achieves its terms of reference
5. To ensure that the Council delivers high quality, value for money services

Duties and Responsibilities

1. To provide the political leadership to the Council, including proposing the policy framework within which the Council will operate and to take such executive action as may be delegated by the authority
2. To ensure effective Corporate Governance including working with opposition groups to seek to achieve where possible cross party co-operation
3. To lead the Cabinet and be responsible for the Council's corporate and resource strategy
4. To ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders
5. To ensure the effective integration of roles, responsibilities and functions within the Cabinet membership
6. As Leader of the Council, to be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners) and the Council's Senior Management Team
7. To be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations and to positively promote the Council as a whole in the media.

8. To act as the political spokesperson for the Council
9. To promote the long term financial, business and economic stability of the Council
10. To encourage the highest standards of probity and corporate governance for the well being of the borough.
11. To communicate the Administration's policies and priorities to the Senior Management Team and to receive their advice.

Skills required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks
4. A clear understanding of the operation of the Council, including the economic and social situation within Havering
5. Business and financial acumen, including the ability to understand and manage the Council's budget
6. Effective leadership skills
7. Excellent political knowledge and awareness
8. The ability to chair meetings and facilitate open discussion
9. The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE The above duties and responsibilities are in addition to the member's role as a councillor and as an Executive Member (see separate job profile)

JOB PROFILE

POST: 3. DEPUTY LEADER OF THE COUNCIL (non SRA post)

Purpose

1. To assist and work with the Leader of the Council to provide effective political leadership and strategic direction for the Council.
2. To assist the Leader of the Council with his other responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services
3. Where appropriate and where permissible under the Council's Constitution to act in the absence of the Leader of the Council.

Duties and Responsibilities

1. To assist and work with the Leader of the Council in delivering his responsibilities to the Council within his job profile
2. To deputise for the Leader of the Council in his absence from Council meetings and, if a member of Cabinet, to deputise in the Leader's absence at Cabinet meetings
3. In the Leader of the Council's absence to carry out the requirements of his job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibility as delegated by the Leader of the Council

Skills required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks
4. A clear understanding of the operation of the Council, including the economic and social situation within Havering
5. Business and financial acumen, including the ability to understand and manage the Council's budget

6. Effective leadership skills
7. Excellent political knowledge and awareness
8. The ability to chair meetings and facilitate open discussion
9. The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE The above duties and responsibilities are in addition to the member's role as a councillor and as an Executive Member (see separate job profile)

JOB PROFILE

POST: 4. EXECUTIVE MEMBERS

Purpose

1. To provide collective and individual leadership as part of the Executive
2. To undertake lead responsibility for allocated portfolios
3. To contribute effectively towards the strategic direction of the Council

Duties and Responsibilities

1. Participate effectively as a Member of the Executive – take joint responsibility with colleague Executive Members for all actions and be accountable collectively. Challenge issues prior to making decisions if felt appropriate to do so. Ensure appropriate regard to the community's interests and to any equalities and diversity issues. Encourage openness and honesty.
2. To exercise delegated powers in accordance with the Council Constitution.
3. Shape and develop the Strategic priorities and vision of the Council, participating in debates and discussion about policy issues across the range of services provided by the Council.
4. Act as the Lead Member for a particular portfolio as may be determined by the Leader of the Council, but in doing so, have regard to the overall collective responsibilities of the Executive and the Council's corporate policy objectives. Champion the portfolio concerned within that strategic context.
5. Recognise the differing roles of members and officers in the Council's Constitution.
6. In connection with the portfolio:
 - a) Build good relationships with appropriate senior officers and work with them in developing policy or strategic issues prior to formal reporting. Be supportive in dealing with any problems at a strategic level
 - b) Keep abreast of related developments and policies at national, regional and local level
 - c) Enhance the Council's reputation through taking the national stage where possible and participating in regional and national networks

- d) Aim for Havering to be at the forefront of service development and provision where possible; take an active interest in related performance indicators and rankings, including visiting Beacon Council's and exemplars of good practice
 - e) Represent the Executive at the Overview & Scrutiny Committee (O&S) in connection with any related matter that may be requisitioned (called in). Similarly, attend O&S and Scrutiny Panels at their request in connection with any issues associated with the Executive Member portfolio that are being scrutinised.
 - f) Be aware of issues of importance to the community and other stakeholders concerning portfolio services (for example, through issues raised at Area Committees), and work towards implementing the Community Strategy
 - g) Be aware of key budgetary issues affecting the portfolio of the Executive Member
7. Represent the Council on external bodies, as appointed, and feedback to the Executive any issues of relevance/importance.
 8. Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships such as Havering Strategic Partnership.
 9. Be responsible for continuous personal development. Take advantage of learning opportunities to build on understanding and knowledge, and to develop relevant skills.
 10. Along with colleague Executive Members and the Senior Management Team be available as appropriate for other Members to discuss any queries or matters of concern.
 11. To positively promote the portfolio and where appropriate to act as the spokesperson with the media for that portfolio area only.

Skills Required

1. Good communication and interpersonal skills
2. Ability to analyse and grasp complex issues
3. An understanding of national and local government statutory and financial frameworks
4. An understanding of the Council, including the economic and social situation within Havering
5. The ability to understand the Council's budget especially in respect of the relevant portfolio

6. Leadership skills
7. Political knowledge and awareness
8. Ability to work effectively with Council officers, the public, the media and outside organisations
9. Ability to work as part of a team

NOTE: The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile)

JOB PROFILE

POST: 5. OVERVIEW AND SCRUTINY CHAIRMAN

Purpose

Role

1. To provide leadership of & direction to their particular Committee
2. To ensure that adequate resources (financial & officer support) are identified and sought from the Council
3. To chair Committee meetings and ensure the Committee achieves its terms of reference

Duties and responsibilities

1. To ensure that Committee members lead on developing an effective work programme
2. To encourage Committee members to obtain necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary
3. To endeavour to engage all members of the Committee within the scrutiny process
4. To lead the Committee in prioritising its work so as to ensure effective scrutiny
5. To co-ordinate work with other scrutiny Committees & Chairmen and to share learning
6. To develop a constructive relationship with the Executive, especially with relevant portfolio holders
7. To develop a constructive relationship with the Executive Directors/Heads of Service in the areas that the Committee scrutinises
8. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills

4. Ability to influence and work constructively with members, officers, the public and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the member's role as a Councillor (See separate job profile)

JOB PROFILE

POST: 6. AREA COMMITTEE CHAIRMAN

Purpose

Role of Area Committee Chairman

1. To provide leadership of and direction to their particular committee
2. To identify and request from the Council necessary resources to support the Area Committee process
3. To chair the meeting and ensure it achieves its terms of reference
4. Encourage Area Committee Members in their community development roles

Duties and responsibilities

1. To ensure that work is member-led and that the committee;
 - a. develops an effective work programme to community development
 - b. lead on the monitoring of services within the area of the Committee, making recommendations where appropriate about their alteration or improvement
 - c. seek the necessary training to enable its members to carry out their roles effectively
 - d. develop and promote an Area Action plan
2. To work with other Area Committees & chairmen where appropriate to share learning and experience and to progress and promote the role of community development
3. To engage, liaise and consult with the local community
4. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills

4. Ability to influence and work constructively with members, officers, the public and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (See separate job profile).

JOB PROFILE

POST: 7. CHAIRMAN OF A COMMITTEE WITH A REGULATORY ROLE

Purpose

1. To provide leadership of and direction to the Committee
2. To demonstrate to the public, applicants, objectors etc., fair and open decision making by or on behalf of the Committee
3. To ensure that adequate resources (financial and officer support) are identified and sought from the Council
4. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference

Duties and responsibilities

1. 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
2. To endeavour to engage all members of the Committee in its activities
3. To lead the Committee, in consultation with officers, in prioritising its work
4. To develop a constructive relationship with the relevant Executive Director and their staff and where appropriate, with relevant portfolio holders
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee
6. To be available to chair around 25 meetings per annum
7. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible
8. To Chair the committee in a fair and open manner in accordance with the procedures of the committee, applicants and objectors to put their arguments to the committee
9. To guide, with the assistance of officers, the committee to reach decisions based on the information presented to it

Skills Required

1. Good communication and interpersonal skills
2. Leadership and excellent chairmanship skills
3. Project and time management skills
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the member's role as a Councillor (See separate job profile)

JOB PROFILE

POST: 8. CHAIRMAN OF A COMMITTEE

Purpose

1. To provide leadership of and direction to the Committee
2. To ensure that adequate resources (financial and officer support) are identified and sought from the Council
3. To chair Committee meetings and ensure the Committee achieves its terms of reference

Duties and responsibilities

1. 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
2. To endeavour to engage all members of the Committee in its activities
3. To lead the Committee, in consultation with officers, in prioritising its work
4. To develop a constructive relationship with the relevant Executive Director and their staff and with relevant portfolio holders
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee
6. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the member's role as a Councillor (See separate job profile)

JOB PROFILE

POST: 9. MEMBER CHAMPION

Purpose

1. To represent all of those people who are covered by the position and ensure that their needs are identified, recognised and met where possible by the Council and other relevant bodies, including the voluntary sector
2. Act as spokesperson to promote the positive aspects of the Council's work among those on whom the Champion's interest area impacts
3. Promote a joined-up approach between the activities of the Council and the work of other organisations, in supporting activities for the Champion's interest area and involving them in developing services.
4. Encourage people to play a fuller role in shaping the policies relevant to the Champion's interest area and to participate with statutory and voluntary organisations that are planning, making decisions on and delivering services that affect them.
5. Encourage the statutory and voluntary organisations to actively seek out and engage with other bodies in planning, defining and delivering services which effect them

Duties and responsibilities

1. To foster cross-party co-operation and be able to engage with relevant outside groups and officers
2. To understand and express the opinions and priorities of those groups
3. To be sensitive to Council priorities. Champions cannot allow themselves to "go native" and forget about their broader role as a Councillor
4. To act in respect of the whole range of relevant issues rather than focus upon a pet interest
5. Raise the profile of the issue and signalling to the relevant groups, the Council's commitment to the issue
6. Foster the engagement of a wider range of Members in the issue
7. Promote effective communication and positive working relationships both within the Council and among relevant partners, stakeholders and community groups

8. Provide positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue
9. Be available to be the Council's nominee on appropriate outside bodies and to attend relevant conferences and training and briefing opportunities
10. To work collaboratively with the relevant Cabinet Member and Overview and Scrutiny Committee
11. Keep up to date on issues relevant to the Champion's interest
12. Identify and represent needs of groups and individuals who are at the moment not represented or part of the existing processes