

## **JOB PROFILES FOR ELECTED MEMBERS**

### **1.0 Leaders of Groups**

- 1.1 To assume overall political responsibility for guiding the development and formulation of corporate priorities and strategic policy direction; presenting those policies to the Council and the wider community and providing political guidance to the Chief Executive and the Council's Management Board on the implementation of the Council's priorities and objectives and revenue and capital budgets.
- 1.2 To ensure a co-ordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant and taking into account any advice from the Chief Executive or the Councils Monitoring Officer or Financial Officer, to ensure that proposals are made to the County Council for decision within appropriate timescales.
- 1.3 To ensure that policies reflect the Councils' commitment to best value in:
- developing corporate policies and programmes;
  - delivering high quality services to the people of Devon;
  - monitoring performance;
  - preparing and monitoring revenue and capital budgets;
  - reviewing the effectiveness of the Council's organisation and management processes;
  - developing policies to promote the social, economic and environmental well being of the administrative County of Devon.
- 1.4 To represent the Council at all levels, liaise with government and other relevant agencies where appropriate and act as ambassadors for the County Council in advocating and explaining its roles and functions and promoting it as a listening and accessible organisation.

### **2.0 For a Cabinet Member**

- 2.1 To provide political guidance to the relevant Strategic Director or Head of Service on the development and implementation of the Council's priorities and objectives in relation to the service area or area of responsibility designated by the County Council working, as necessary, with other Members of the Cabinet Members to ensure a co-ordinated and coherent approach is taken to the formulation of plans and priorities and the delivery of services where Cabinet Remits overlap, having regard to the Councils corporate policies and objectives.
- 2.2 To guide relevant policy development or proposals through the Council and ensure the Cabinet is informed of all relevant issues, matters, activities, proposals or events relating to that Directorate or service area.
- 2.3 To represent the Council at all levels and to undertake an ambassadorial role, promote the work of the Council in that area and liaise with appropriate government departments and all relevant agencies on behalf of the Cabinet and County Council for the area of responsibility designated by the Council.
- 2.4 To be involved in the consideration and determination of all matters requiring a collective decision by the Cabinet.

2.5 To maintain effective channels of communication with other members of the Council and to appear before a Scrutiny Committee if so requested.

### **3.0 For a County Councillor/Backbencher**

3.1 To be familiar with and represent the views and needs of their constituents and the people of Devon; to act as an advocate for groups with particular interests; to help their constituents raise issues of importance or concern; to represent the views of the community at large and to provide advice to the Council and the electorate on matters within their constituency and the implications of any courses of action by either the Council or their constituents.

3.2 To promote the social, economic and environmental well being of their local area having regard also to the impact of any such actions on other communities.

3.3 To familiarise themselves with the County Council's policies, plans and priorities.

3.4 To promote the Council and its actions locally to achieve a fuller understanding by the community of the Council's role and work and promote it as a listening and accessible organisation.

3.5 To attend meetings of the County Council and any committees or working parties to which they may have been appointed, as necessary, and to:

- participate in the consideration and formulation of the Council's plans, priorities and budgets and take part in the final decision making process on the revenue and capital budgets; to chair meetings of Committees, Sub-Committee or Working Parties as may be required from time to time and to undertake such other official duties or represent the Council, if authorised so to do;
- scrutinise and monitor the Council's policies and decisions to ensure that highest quality services are consistently delivered in the most cost-effective way to meet the needs of both users and charge-payers in the administrative County of Devon, having regard to the principle of best value and any external financial constraints imposed upon the Council;
- fulfil those quasi-judicial/regulatory functions exercised by the County Council (e.g. Development Management, Appeals, Registration etc.)

3.6 To act in accordance with the highest standards of probity in public life, serving the community without thought of personal gain and to abide by the provisions of the Members' Code of Conduct and any other relevant national or local codes established by Government or the Council.