

PART 7: MEMBERS' ROLE DESCRIPTIONS

In this part of the Constitution, descriptions of the various roles performed by Councillors are set out.

CHAIR OF THE COUNCIL

The Chair of the Council is 'the first citizen' of the District.

1. To uphold and promote the purposes of the Constitution.
2. To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community.
3. To ensure that the Council meeting is a forum for the debate of matters of concern to the local community.
4. To attend such civic and ceremonial functions as the Council and he determines appropriate.
5. To represent the District at all civic and ceremonial functions and act as the ambassador for the Council at such functions.

In the absence of the Chair, this role will be undertaken by the appointed Vice-Chair of the Council.

LEADER OF THE COUNCIL

1. To represent the strategic leadership of the Council provided by the Full Council and Strategy and Resources Committee and ensure that the Council successfully discharges its responsibilities.
2. To provide visible political leadership in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.
3. To lead the Strategy and Resources Committee in its work to develop the policy framework and budget, and be responsible for overall political control of the Council within the agreed policy framework.
4. To lead the development of local, regional, national and European policy and strategic partnerships.

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5. To provide leadership to the Council and its political administration.
6. To chair the Strategy and Resources Committee and conduct meetings in accordance with the Council's rules and procedures contained in the Constitution.
7. To act as the lead spokesperson for the Council, to issue press releases, and to present the Council's position on any issue to the media.
8. To ensure effective communication between all political groups, officers, partners and the community.
9. To encourage and facilitate cooperation between all political groups with a view to reaching consensus on major issues.
10. To respond to consultation documents issued by the government or any agency or body where the Council has been asked to give a response.

MEMBER OF STRATEGY AND RESOURCES COMMITTEE

1. To work collaboratively and to cooperate with all other members of the Committee in formulating the Council's policies, strategies, budget and other decisions referred to the Committee and to take decisions in accordance with those policies etc.
2. To have a clear understanding of the challenges facing Local Government and the Council in particular and to take decisions with a view to meeting those challenges.
3. To be open to imaginative and different ways of delivering services.
4. To formulate and implement the strategies and policies of the Council and to take decisions on issues presented to the Committee for the benefit of the whole District and not particular wards or areas.

LEAD MEMBER

1. To contribute actively to the formation of the Council's policies, budget, strategies and service delivery so far as they affect the area for which they lead.
2. To have a clear understanding and in depth knowledge of the area of responsibility and an awareness of current agreed policies in respect of that area.
3. To consult and communicate with members of all party groups, Council officers and key partners as appropriate to ensure decisions are well informed and that Council policies are widely understood and positively promoted.
4. To attend, if required, the Policy Development Committee where necessary in order to participate and contribute to policy development or studies.
5. To act as spokesperson for the relevant area unless the Leader considers differently.

General Duties

- Where required or appropriate, to chair a working group for their subject area to provide strategic leadership and to make recommendation to Committees and / or Full Council. To set up additional working groups as required, subject to the Terms of Reference of the working group being agreed by Strategy & Resources Committee
- To attend monthly Lead Member meeting with the Leader and Deputy Leader. Outcomes of these meetings to inform the Senior Management Team
- To attend bi-monthly informal S&R / SMT meetings to feedback and update on strategic issues in their subject area, even if the Lead Member does not sit on Strategy & Resources Committee
- To represent the Council on boards and partnerships to support delivery of Council corporate priorities, as agreed by Full Council or the Leader
- To take strategic ownership of key decisions and strategies in their relevant area, presenting reports to Committees or Full Council and lead on the subsequent debate
- To produce an annual Lead Member report, which highlights the work done and value added over the previous 12 months and a look ahead to the potential issues coming forwards in the next 6 months. These reports will be presented to Scrutiny & Policy Development before going on to Full Council

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- To undertake member engagement events to improve knowledge and the chance for wider member participation.
- To identify training needs to support their role, including strategic and corporate issues
- To support the work of the Member Development Working Group and lead by example when it comes to member training and development
- To promote and demonstrate respectful behaviour at all times, including at all Council meetings
- In consultation with officers, to lead on public consultation and engagement events for their topic and issuing statements to support press releases, ensuring they work closely with Ward Members as appropriate and within established policies and protocols on communications
- To maintain an up-to-date knowledge in their specialist areas, taking opportunities to attend relevant training events and share learning

Specific Duties

Financial Security & Commercialisation Lead Member

1. To chair the Member Budget Working Group, where it is considered appropriate to create one, and to feedback the recommendations of the group to Strategy & Resources Committee and Full Council to drive forward the budget setting process
2. To work with the Section 151 Officer to develop the Medium-Term Financial Strategy and take ownership of its successful delivery
3. To have monthly meetings with the Section 151 Officer or Finance Management Team to monitor budget performance and the delivery of key financial strategies
4. To ensure that all Councillors and key stakeholder are engaged and aware of the existing budget pressures and are given the opportunity to contribute their ideas
5. To ensure that the commercialisation mindset is embedded in Council decision making and culture. To lead on any commercialisation decisions
6. To attend meetings of Governance Committee, as appropriate, to support consideration of financial matters

Housing Lead Member

1. To chair the Housing Working Group, where it is considered appropriate to create one, to provide strategic housing leadership

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2. To take strategic ownership for the delivery of our Housing Strategy
3. To have bi-monthly meetings with the Head of PMO, Environmental Health & Housing or wider Housing Management Team
4. To attend partnership meetings with the North Devon Homes and to review the performance and housing delivery as a Local Authority Registered Provider
5. To be a member of each Community Land Trust in North Devon to support affordable housing
6. To support and champion affordable housing through the planning process
7. To proactively highlight housing matters

Climate & Environment Lead Member

1. To take strategic ownership of the Carbon, Environment and Biodiversity Strategy and the delivery of the action plan.
2. To chair the bi-monthly Climate Action Group
3. To lead on the reduction of our carbon emissions and enhancing our own renewable energy productions.
4. To work closely with the Head of Environment Enhancement and Sustainability & Climate Officer to drive forward our net zero aspirations in terms of in-house carbon emissions, in line with Government legislation.
5. To co-ordinate our consultation response to several key reports, including North Devon Biosphere strategy, Air Quality Strategy, National Score Cards, and the Enhanced Biodiversity Duty

Waste and Recycling Lead Member

1. To chair the Waste and Recycling Working Group where it is considered to create one
2. To work closely with the Head of Environmental Enhancement and Waste & Recycling Manager to review and drive forward service performance
3. To overview compliance with the Simpler Recycling Reforms to ensure the Council complies with all legislation
4. To monitor performance on recycling rates
5. To lead on the commercial delivery of the trade waste service
6. To promote and proactively campaign on waste and recycling matters

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Regeneration, Economic Development & Planning Lead Member

1. To Chair the Barnstaple Place Partnership
2. To be the joint Chair of Joint Planning Policy Committee with Torridge District Council
3. To be a representative on the Ilfracombe Regeneration Board
4. To be the Council's Board Member on North Devon Plus
5. To hold regular meetings with the Head of Place, Property and Regeneration
6. To lead on spatial planning, the Local Plan and be the Chair for HELAA Panel
7. To develop and take ownership of the Economic Strategy and its delivery
8. To promote regeneration opportunities, including maximising our own assets
9. To lead on culture and its role in place making

Coastal Communities and Ilfracombe Lead Member

1. To be the Council's LGA representative for Coastal Issues and feedback on strategic issue
2. To attend meetings of ONE Ilfracombe and support its themed work programmes
3. To lead on hospitality and tourism for Ilfracombe and coastal areas
4. To lead on harbour issues and be the Chair of the Harbour Board
5. To lead on bathing water quality and offshore clean energy projects
6. To meet regularly, alongside the Lead Member for Regeneration, Economic Development & Planning, with the Head of Place, Property & Regeneration

Local Government Reorganisation (LGR) Lead Member

1. To support the Council leadership in preparing for LGR
2. To promote community engagement in the LGR process, particularly Town and Parish Councils, Partnerships and key Stakeholders
3. To support arrangements for, and attendance at, Shadow Area Committees and Shadow Joint Committees in the run up to vesting day
4. To promote the interests of North Devon in the planning and delivery of the new Unitary authority

COUNCILLOR

1. To communicate with the public in a variety of ways including electronically and in person.
2. To look for ways to promote democracy and increase public and community engagement including town and parish councils and interest groups.
3. To represent effectively and be an advocate for local residents, their communities and wards in their relations with the Council and other local and national government bodies.
4. To provide a conduit through which residents can make better use of Council services and be the key link between Council officers and local communities.
5. To keep up-to-date with local concerns by drawing information from diverse sources including hard to reach groups.
6. To communicate with constituents, for example, through holding 'drop-in surgeries', usually in community buildings such as a local community centre; a place where local people visit regularly.
7. To deal with constituent enquiries about aspects of Council business.
8. To undertake case work such as representing an individual or a family.
9. To support local partnerships and organisations.
10. To campaign on local issues, championing the causes which further the interests, quality of life and development of the community.
11. To listen to the needs of local people and take their views into account when considering policy proposals and in decision making.
12. To attend meetings of the Council and of any relevant committees.

COMMITTEE CHAIR

1. To lead the work of the Committee ensuring the overall co-ordination and management of its functions.
2. To chair and manage committee meetings and ensure the committee acts within its terms of reference in accordance with the Constitution.
3. To ensure that the agenda items meet the needs of the committee.
4. To answer questions at a committee raised by a member of that committee on any matter in relation to which the Council has powers or duties or which affect the district and which fall within the terms of reference of that committee.
5. To answer questions from Councillors at Council on their committee.
6. To develop and maintain a working knowledge of the practices, procedure, services and functions which fall within the committee's terms of reference.
7. To meet regularly with relevant officers to ensure the receipt of appropriate independent advice to inform the committee's activities.

In the absence of the Chair, this role will be undertaken by the appointed Vice-Chair of the Committee.