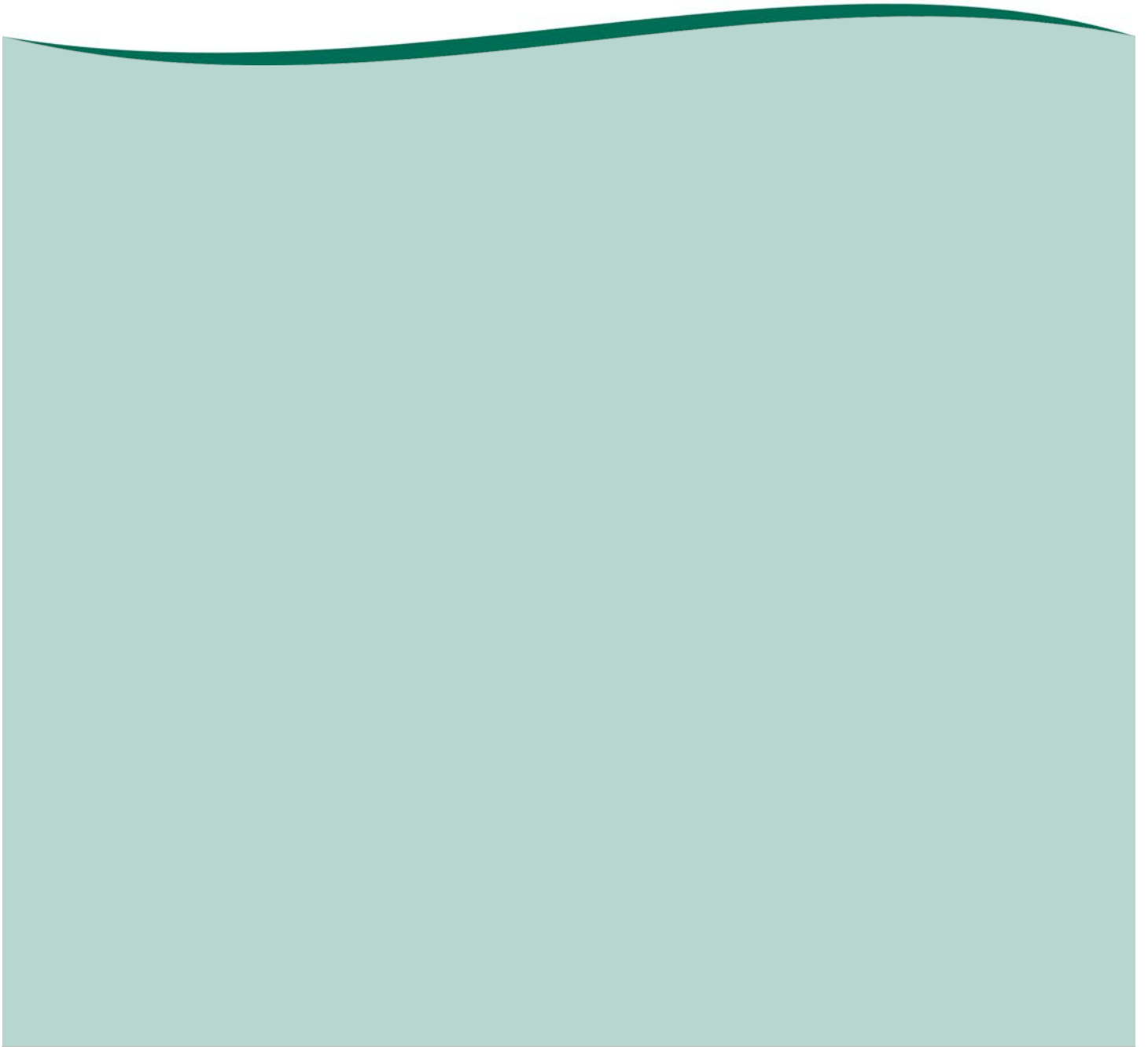


Councillor role descriptions



All Councillors:-

- **Community Leader**
- Champion your division
- Deal with casework
- Represent the community within the Council and other agencies
- Campaign on local issues
- Keep in touch with constituents
- Able to engage with all groups within your Community

Decision maker and influencer

- Make well informed decisions at Council meetings
- Work with partners and outside bodies as a representative of the Council
- Act as a Corporate Parent for children and young people in the care of the Local Authority
- Liaise with Town and Parish Councils
- Be a Member of your local Area Board

Day to Day Councillor

- Juggle roles and responsibilities
- Understand and interpret information
- Use ICT effectively
- Communicate using all types of media ensuring adherence to corporate guidance for media, social media and internet usage
- Use a communication style that takes into account different needs of different audiences
- Act as a facilitator.
- Take personal responsibility for continuous professional development to develop and build understanding, knowledge and skills to ensure that the role is undertaken as effectively as possible
- Interact with Officers, Partners, Community and fellow Councillors in accordance with Wiltshire Council's Behaviour framework

Group Leaders

- Be the main spokesperson for members of their political group
- Act in a manner which is likely to promote rather than undermine the best interests of the County and ensure that members of their political group act in a similar manner
- Lead their group by ensuring that:-
 - Members of their group abide by Wiltshire Council's Behaviour Framework and code of conduct
 - Adequate liaison takes place with other political groups to further the interests of the Council
 - Adequate liaison takes place with members of the Corporate Leadership Team and Heads of Service on all matters affecting the services provided by them on behalf of the Council
 - Regular briefings to ensure good communications takes place on all Council matters to members of their group
 - If in opposition engage in constructive criticism, alternatives or amendments offered by members of the group on proposed decisions of the Cabinet where appropriate
- Work with group to formulate overall policy and priorities for their group
- Represent the Council on local, regional and national bodies as appropriate

Group Member

- Be aware of local and national party manifesto
- Build effective relationships with other Councillors, Stakeholders, Officers, Community and Partners.

Chairman:-

- Understand the role of the committee
- Understand the role of the Chairman
- Provide leadership and direction
- Provide effective meeting management
- Spend time with relevant Officers to agree agendas and minutes
- Ensure all attendees have an opportunity to contribute to the meeting

Leader of the Council

Leadership

- Provide an overall cohesive, corporate and strategic leadership and direction for the Council
- Lead and chair the Cabinet and ensure its overall effectiveness
- Lead in developing the Council's partnerships with other organisations
- Work with portfolio holders to ensure effective delivery of services within their portfolios against the agreed policies of the Council, and to ensure the delivery of the Cabinet's responsibilities
- Ensure effective communication and explanation of all Cabinet's decisions and recommendations to Council and the public
- Ensure that the Cabinet manages the business of the Council within the financial limits set by the Council
- Ensure Cabinet members abide by Wiltshire's code of conduct
- Interact with Officers, Partners, Community and fellow Councillors in accordance with Wiltshire Council's Behaviour framework

Overall responsibility

- Ensure that cabinet exercises responsibility for the prudent management of the Council's budget
- Have overall responsibility for the political management of the authority and the delivery of agreed Council priorities, strategies and policies

Working with partners

- Be the main representative of the Council, with others as appropriate, in dealing with the Community, business, voluntary sector and other local and national organisations
- Ensure effective liaison with other political groups within the Council

Deputy Leader

- Assist and work with the Leader of the Council in delivering their responsibilities to the Council
- Deputise for the Leader of the Council in their absence from Cabinet meetings
- Carry out the requirements of their role so far as legally possible in the absence of the Leader of the Council
- Carry out such other duties and undertake portfolio responsibility as delegated by the Leader of the Council

Cabinet Member

The Cabinet is responsible for all local authority functions which are not the responsibility of any other part of the Council, provided the decisions made are within the Council's agreed policy and budget framework.

- Participate effectively as a Cabinet Member taking joint responsibility for all actions and be collectively accountable.
- Build good relationships, in accordance with Wiltshire's Behaviour Framework, with appropriate officers and work with them in developing policy
- To take a proactive approach to the early engagement of overview and scrutiny committees to help in policy development
- Give political direction to Officers working within the portfolio
- Ensure up to date knowledge of related developments and policies at national, regional and local level
- Enhance the Council's reputation through taking the national stage where possible and participating in regional and national networks
- Have an overview of performance management, efficiency and effectiveness of the portfolio
- Represent cabinet by attending scrutiny committees if requested in connection with any issues associated with the portfolio and consider scrutiny reports as required.
- Make executive decisions within the portfolio
- Act as a strong, competent and persuasive figure to represent the portfolio and a figurehead in meetings with stakeholders
- Be prepared to take part in learning and development opportunities to ensure that the role is undertaken as effectively as possible
- Represent the Council on external bodies and feedback to cabinet any issues of relevance and importance.

Portfolio Holder

- Support the workload of Cabinet members.
- Provide an additional resource and extra capacity for Cabinet Members' work, undertaking in-depth work with Service Directors and also functioning as an extra contact point for non-executive Councillors.
- Influence operational decisions relating to the Portfolio.
- Deal with the media on issues relating to the Portfolio.
- Deal with outside bodies and attend Select Committee meetings in relation to Portfolio responsibilities.

Scrutiny Member

The Overview and Scrutiny Select Committees and Task Groups review and scrutinise decisions made or actions taken by the Cabinet. They may also be involved in policy development prior to decisions being taken by the Cabinet. The Committees may make reports and recommendations to full Council and Cabinet and any relevant partner in connection with Council functions.

- Assist with the development of an effective work programme
- Engage with all stages of the scrutiny process
- Lead the committee in prioritising its work so as to ensure effective scrutiny
- Develop a constructive relationship with Cabinet, especially with relevant portfolio holders
- Develop a constructive relationship with Corporate Leadership Team and Heads of Service in the areas that the committee scrutinises
- Be responsible for outputs and outcomes of scrutiny
- Receive evidence in an impartial manner
- Analyse information presented to the committee
- Make recommendations based on the committee's deliberations

Member of a Regulatory Committee, i.e. licensing and planning, must undergo mandatory training before joining

Area Planning Committee Members

The Area Planning Committees consider local planning applications which are not within the remit of the Strategic Planning Committee or delegated to officers.

- Have up to date knowledge of planning and development control, law and regulations
- Have up to date knowledge of local and national planning policy (including Local Development Plans, Code of Good Practice for Planning and the National Planning and Policy Framework)
- Have an understanding of case law
- Have an understanding of Wiltshire Council Core Strategy

Licensing Committee Members

The Licensing Committee makes decisions relating to taxi, gambling, casino, gaming, entertainment, food, liquor and miscellaneous licensing. The Committee also appoints sub committees to determine contested licensing applications and adjudicate over the review of licences.

- Have up to date knowledge of licensing regulations
- Have up to date knowledge of the Licensing Act 2003 and the Gambling Act 2005
- Have up to date knowledge of local and national licensing policy
- Have an understanding of case law
- Have an understanding of Community Plans and Crime and Disorder Strategies

Standards Committee Members

The Standards Committee promotes high standards of conduct and advises on the adoption or revision of the councillors' code of conduct. The Committee also appoints sub committees to consider complaints into alleged breaches of the code of conduct.

- Engage fully in collective consideration of standards issues, taking into account the full range of relevant factors, including any guidance issued by the monitoring officer
- Give the council advice on adopting a local code of conduct
- Monitor the effectiveness of the code
- Train Councillors on the code or arrange for training to take place
- Promote and maintain high standards of conduct for councillors and help councillors to follow the code of conduct

- Ensure that the Determination Procedure is fair and will allow any allegation brought to the committee to be dealt with effectively and efficiently as possible

Strategic Planning Committee Members

The Strategic Planning Committee makes decisions on the implications of major developments outside of Wiltshire that could have an impact on Wiltshire residents. The Committee also considers large scale major developments, planning applications for mineral extraction or waste disposal, significant applications by Wiltshire Council and applications that depart from the policies of the statutory development plan. It also considers documents relating to the Local Development Framework.

- Make strategic planning decisions
- Have up to date knowledge of planning , law and regulations and appropriate planning policies
- Have up to date knowledge of local and national planning policy (including Local Development Plans, Code of Good Practice for Planning and the National Planning and Policy Framework)
- Have an understanding of Wiltshire Core Strategy
- Have an understanding of Minerals and Waste Policy

Staffing Policy Committee Members

The Staffing Policy Committee determines, monitors and reviews staffing policies and practices to secure the best use and development of the Council's staff including consideration of terms and conditions. The Committee also appoints sub committees to consider dismissal or disciplinary action against individual members of staff and staff grievances.

- To determine, monitor and review staffing policies and practices
- Have a basic understanding of disciplinary and grievance procedures
- Have a basic understanding of the legal framework in respect of employment law
- Have a basic understanding of equalities legislation

Audit Committee Members

The Audit Committee considers matters relating to internal audit activity, external audit activity, the regulatory framework and financial management and accounts.

- Have knowledge of the code of conduct
- Have an understanding of the audit process

Wiltshire Pension Fund Committee Members

The Wiltshire Pension Fund Committee administers the Local Government Pension scheme and deals with all matters relating to the scheme.

- Administer the Local Government Superannuation Scheme as it relates to Wiltshire Council
- Have a basic understanding of Local Government Superannuation Act and Regulations
- Have a basic understanding of Pension funds investment

Area Board Members

The Area Boards promote stronger and more resilient communities across Wiltshire's community areas. The Boards make decisions relating to their local areas including community grant funding and funding of local transport schemes, shape delivery of local services, address local issues, promote local engagement and community leadership and work together with the public, voluntary and private sector partners to meet the aspirations of local people.

- Promote the development of stronger and more resilient communities to enable local decision making
- Promote the work of the Area Board in partnership with the community, voluntary, private and public sector and any other interested parties
- Encourage and facilitate public attendance and active participation at meetings
- Ensure that the Area Board operates in a manner that effectively represents the interests of the whole community
- Ensure that the Area Board works effectively with service providers to ensure that provision of services meets local needs
- Participate actively in development of the role of Area Boards
- Work effectively in partnership
- Have an understanding of the role of local partners and the services they deliver
- Have an understanding of the relationship between the role of the Council and the Area Board
- Have knowledge of local community needs and their priorities
- Promote and empower community engagement
- Interact with Officers, Partners, Community and fellow Councillors in accordance with Wiltshire Council's Behaviour framework

Health and Wellbeing Board

The Health and Wellbeing Board is responsible for providing strategic leadership in promoting integrated working between the local authority, the NHS and public health. It is the focal point for high level decision making

about the health and wellbeing needs of the local community and sets the direction and priorities for local commissioning arrangements. This includes the preparation of Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs).

- Participate effectively as a board member taking joint responsibility for all actions and be collectively accountable.
- Build good relationships, in accordance with Wiltshire's Behaviour Framework, with appropriate partners (such as commissioners of health related services, social care services, Clinical Commissioning Groups and Healthwatch) and officers and work with them in developing policy.
- Work with commissioners of health related services, social care services, Clinical Commissioning Groups and Healthwatch to improve the health and wellbeing of the local community.
- To take a proactive approach to the early engagement of overview and scrutiny to help in policy development and attend scrutiny committees as required.
- Ensure up to date knowledge of related developments and policies at national, regional and local level
- Be prepared to take part in learning and development opportunities to ensure that the role is undertaken as effectively as possible

Police and Crime Panel

The Police and Crime Panel is responsible for reviewing the draft police and crime plan, the annual report of the Police Commissioner and the proposed precept. It also considers, and can make recommendations on, the proposed appointment of the Chief Constable and any proposed senior appointments made by the Police and Crime Commissioner. The Panel reviews and scrutinises decisions made and actions taken by the Police and Crime Commissioner and makes recommendations as necessary.

- Assist with the development of an effective work programme.
- Lead the committee in prioritising its work so as to ensure effective review.
- Develop a constructive relationship with the Police and Crime Commissioner.
- Be responsible for outputs and outcomes of any reviews that are undertaken.
- Receive evidence and information in an impartial manner.
- Analyse information presented to the panel.
- Make recommendations based on the panel's deliberations.

Wiltshire and Swindon Fire Authority

The Fire Authority is a stand-alone, single purpose, precepting local authority which is responsible for the Wiltshire Fire and Rescue Service. It must make provision, through the setting of the service's budget and policy direction, for promoting fire safety, extinguishing fires, protecting life and property in the event of fires, rescuing people from road traffic accidents and protecting people from serious harm. One of the main tasks for the Authority is to approve a new Integrated Risk Management Plan (IRMP) to take effect in 2014.

- Champion the work of the Fire and Rescue Service
- Represent the community and have knowledge of its needs and priorities
- Be able to devote adequate time to the business of the Authority
- Participate in relevant training
- Be well-informed of and committed to the Authority's responsibilities
- Serve on committees, workstreams and other bodies
- Liaise with partner organisations and stakeholders
- Participate in rota visits to fire stations
- Act in accordance with the Authority's Code of Conduct for Members

Information about Wiltshire Council services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone 0300 456 0100,
by textphone 01225 712500,
or email customerservices@wiltshire.gov.uk

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊，敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：customerservices@wiltshire.gov.uk

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: customerservices@wiltshire.gov.uk

ولٹشائر کونسل (Wiltshire Council) کی سروسز کے بارے میں معلومات دوسری طرزوں میں فراہم کی جاسکتی ہیں (جیسے کہ بڑی چھپائی یا آڈیو ہے) اور درخواست کرنے پر دوسری زبانوں میں فراہم کی جاسکتی ہیں۔ براہ کرم کونسل سے 0300 456 0100 پر رابطہ کریں، ٹیکسٹ فون سے (01225) 712500 پر رابطہ کریں یا customerservices@wiltshire.gov.uk پر ای میل بھیجیں۔

يمكن، عند الطلب، الحصول على معلومات حول خدمات مجلس بلدية ويلتشير وذلك بأشكال (معلومات بخط عريض أو سماعية) ولغات مختلفة. الرجاء الاتصال بمجلس البلدية على الرقم ٠٣٠٠٤٥٦٠١٠٠ أو من خلال الاتصال النصي (تيكست فون) على الرقم ٧١٢٥٠٠ (٠١٢٢٥) أو بالبريد الإلكتروني على العنوان التالي: customerservices@wiltshire.gov.uk