

### **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.

### **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.

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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.