

# **PART 6**

## **MEMBERS' ALLOWANCES SCHEME AND MEMBERS' COMPETENCIES**



## **MEMBERS' ALLOWANCES AND EXPENSES SCHEME 2021/22**

### **Introduction**

The scheme has been made in exercise of the powers conferred on the Council by the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended.

In this scheme the term 'year' means the 12 months ending 31 March.

The scheme will be reviewed before the beginning of each year and may be amended at any time during the course of the financial year by resolution of the Council after having regard to the recommendations of the Independent Remuneration Panel.

### **Basic Allowance**

For each `year' the Basic Allowance specified in Schedule 1 shall be paid to each elected member of the Borough Council.

### **Special Responsibility Allowance**

For each year councillors who hold the special responsibilities that are specified in Schedule 1 will be paid the Special Responsibility Allowance stated in the Schedule.

With the exception of the allowance payable to Group Leaders no member will be entitled to more than one special responsibility allowance.

### **Co-optees' Allowance**

A Co-optees' Allowance may be paid to independent members and parish/town representatives of the Audit and Governance Committee as specified in Schedule 1.

### **Dependant Carers' Allowance**

Members are able to claim the Childcare and Dependants' Carers' Allowance stated in Schedule 2 for any `Approved Duty' specified in Schedule 3.

The definition of a dependant for the purpose of payment of an allowance should be that used in S57A (3) of the Employment Right Act 1996. This is a spouse, a child, a parent, a person who lives in the same household but who is not an employee, tenant, lodger or boarder.

Additionally the secondary carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the member or the member's spouse or any member of the member's family who lives at the same address as the member. Nor should it be an employee, tenant, lodger or boarder who lives at that address.

Payment of Dependant Carers' Allowances will be on the production of invoices.

## **Travelling and Mileage Allowances**

Members, including co-opted members, will be reimbursed travel expenses, including car parking, as stated in Schedule 2 for the Approved Duties specified in Schedule 3.

Members will be reimbursed car mileage from their home to place of duty and return in respect of attendance at approved duties, in accordance with the rates specified in Schedule 2.

For longer journeys outside the Borough the standard rail fare will normally be paid (irrespective of whether the member chooses to use a car), together with taxi fares, parking charges and underground fares incurred.

However, where it is impractical for a member to travel by train because the venue is difficult to get to by train or within the time allowed, or extra passengers/luggage have to be taken, car mileage will be allowed at the appropriate rate specified in Schedule 2.

## **Subsistence**

Actual costs necessarily incurred in undertaking Approved Duties specified in Schedule 3 will be reimbursed subject to the maximum subsistence allowances set in Schedule 2. Receipts should be obtained and submitted.

## **Internet Access for Council Business**

The Basic Allowance is inclusive of internet access costs.

## **Approved Duties**

Travelling and Subsistence and Dependants' Carers' Allowances are payable in respect of the duties set out in the regulations. These include attendance at meetings, undertaking duties on behalf of the Council and other duties approved by Council in connection with discharging the duties of the Council or its committees or sub-committees.

Approved Duties are specified in Schedule 3.

## **Forgoing Allowances**

A member may, by completing the form available on the intranet or from the Finance Director, elect to forgo all or part of his/her entitlement to an allowance under this scheme.

## **Part Year Entitlements**

Entitlement to Basic and Special Responsibility Allowances will be calculated to reflect a part year's membership of the Council and the holding of special responsibilities.

This would apply where, in the course of a year, this scheme is amended, where the term of office of a councillor begins or ends other than at the beginning or end of a year, or where a councillor accepts or relinquishes a special responsibility during part of, but not throughout, a year.

Where payment of any allowance has already been made in respect of any period during which the councillor ceases to be a councillor, or is in any other way not entitled to receive the allowance in respect of that period, the authority may require that such part of the allowance as relates to any such period be repaid.

These provisions relating to part year entitlements shall apply similarly to independent members of any of the Council's committees.

### **Payments**

Allowances will be paid in installments of one-twelfth of the amounts specified (except where a lesser amount is due) by BACS transfer on the 15th of the month. Travel and subsistence will be paid subject to a claim being received.

Any overpayment will be reclaimed.

### **Claims**

Claims for the reimbursement of expenses may only be made in respect of the Approved Duties in Schedule 3.

Claims may only be made for travel by car if the claimant has insurance cover for business use.

Claims must be accompanied by receipts for out-of-pocket expenses. Claims for travel by car must be accompanied by VAT fuel receipts sufficient to cover the value of the fuel used on all journeys to which the claim relates.

Claims cannot be made for reimbursement of expenses from more than one authority in respect of the same duties. This would only apply to members of the Borough Council who are also members of Kent County Council and/or a parish/town council.

Claims should be submitted on a monthly basis and must be made no later than two months from the date on which the expense was incurred.

### **Restriction of Payment**

The Finance Director may restrict any allowance claimed and members are advised to seek advice before making a claim that they are unsure of whether it is appropriate or within the scheme.

### Schedule 1 - Members' Allowances applicable to 31 March 2023

Type of Allowance	2019/20	Est. No
Basic Allowance	5,500	48
<b>Special Responsibility Allowances</b>		
Minority Group Leaders		
Per member (including Leader)	275	19
Leader	19,250	1
Cabinet Member	11,000	5
Chair of:		
Overview and Scrutiny Committee	1,375	1
Licensing	1,375	1
General Purposes	1,375	1
Joint Transportation Board	1,375	1
Audit and Governance Committee	1,375	1
Planning Committee	5,500	1
Vice Chair of:		
Overview and Scrutiny Committee	0	n/a
Cabinet Advisory Boards	0	n/a
Licensing	0	n/a
General Purposes	0	n/a
Joint Transportation Board ***	0	n/a
Audit and Governance Committee	0	n/a
Planning Committee	1,320	1
<b>Other Allowances</b>		
Non Borough Council Members of Audit and Governance Committee	800	5

\*\*\* Payable only when TWBC member is Chairman (chairmanship alternates annually between TWBC and Kent County Council).

## Schedule 2 – Members’ Expenses applicable to 31 March 2023

### Childcare Allowance and Dependants Carers' Allowance for Members

Members are able to claim the Childcare and Dependants’ Carers’ Allowance as stated in Schedule 2.

This is to assist with the financial loss incurred in paying for care of a child / dependant relative, while attending any ‘Approved Duty’ specified in Schedule 3, plus travel time.

- a) The allowance will cover the paid care of a child (under the age of 16) or dependant that lives with the claimant, per hour pro-rata, per child/dependant.
- b) Definition of a dependant is a spouse, civil partner or partner, a child, a parent, a person who lives in the same household but who is not an employee, tenant, lodger, or boarder.
- c) The paid carer must not be a member of the claimant's immediate family i.e., spouse or partner, other children of the member or the Member’s spouse or any member of the Member’s family who lives at the same address as the Member.
- d) The allowance will be paid at the National Living Wage, hourly rate (irrespective of the amount actually paid by the Member).
- e) Childcare and Dependants’ Carers’ Allowance claims should be made through expenses using the ‘Allowance’ expense type. Members should include on the claim:
  - Date, time, and duration of ‘Approved duty’ including travel time
  - Attach a copy of invoice/receipt for paid childcare or carers for dependant.
  - Attach a copy of Council Tax bill for Members claiming for carers allowance.
  - Attach a copy of the child’s birth certificate, documented Child Benefit number or Child Benefit award notice for Members claiming for childcare.
- f) Childcare and Dependants’ Carers’ Allowances will be paid through payroll as a pecuniary liability and will be subject to Tax and NI if applicable.

### Motor Mileage Allowances

The current motor vehicle mileage rates will be paid in accordance with the official rates published by HM Revenues and Customs, the current rates are as follows:

Type of Vehicle	First 10,000 miles	Above 10,000 miles
Cars and Vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

**Passengers** – for each named passenger authorised or eligible to attend an approved duty an addition of 5 pence per mile.

**Travel by Bus** – the actual fare paid.

**Travel by Rail** – the actual fare paid (limited to standard class).

**Travel by Taxi** – the actual fare paid where alternative transport not available or appropriate.

**Travel by any other non-motorised form of transport** – to be agreed.

### **Subsistence and Overnight Accommodation Expenses**

Actual expenditure necessarily incurred will be reimbursed subject to the maximum allowances set out below. All receipts should be produced to enable the Council to reclaim VAT where appropriate.

**Day Subsistence** – Paid at the maximum rates published by South East Employers, unless the Borough Council decides otherwise. . The current approved rates are as follows:-

- (1) **Breakfast allowance** (only where an overnight stay is necessary) - **£6.88**
- (2) **Lunch allowance** (away from normal place of residence between 12 noon and 2pm and prevented from following normal lunch arrangements- **£9.50**
- (3) **Evening meal allowance** away from normal place of residence between 7pm and 10pm and prevented from following normal evening meal arrangements or an overnight stay away from home is necessitated - **£11.76**

### **Overnight Accommodation**

- (1) In the case of absence overnight from the usual place of residence – **£ reasonable actual costs.**
- (2) For such an absence overnight in London or, for the purposes of attendance at an annual conference of the Local Government Association - **£ reasonable actual costs.**

These rates will apply for re-imburement of claims where the need for overnight accommodation was unforeseen.

If accommodation for meetings, conferences and seminars is required it should be booked in advance at the most appropriate rate available having regard to the location and the place of the meeting and duration of the required stay. For the purposes of keeping up to date training records please notify Democratic Services if any bookings are made. Where the need for accommodation arises please contact Democratic Service if further advice is required.





### Schedule 3 – Approved Duties for the Payment of Expenses

1. A meeting of the Cabinet
2. A meeting of a committee of the Cabinet or a formally constituted working party, task group or board
3. A meeting of the Council
4. A meeting of a committee or sub-committee of the Council or a formally constituted working party, task group or board
5. A meeting of some other body to which the Council make appointments or nominations, or
6. A meeting of a committee or sub-committee of a body to which the Council make appointments or nominations
7. A meeting which has **both** been authorised by the Council, a committee, or sub-committee of the Council or a joint committee or board of the Council and one or more other authorities, or a sub-committee of a joint committee or board **and** to which representatives of more than one political group have been invited
8. A meeting of a local authority association of which the Council is a member
9. Duties undertaken on behalf of the Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened
10. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the council to inspect or authorise the inspection of premises
11. Any other duty approved by the Council in connection with discharging the duties of the Council or its committees or sub-committees – **SEE BELOW.**

#### Other Approved Duties

1. Agenda briefing meetings for Cabinet Members, Chairmen and Vice-Chairmen of committees, sub-committees, joint committees, working parties, task groups and boards
2. Planning site visits.
3. Interviews for the appointment of staff.
4. Special briefing meetings called by the Chief Executive, a Director, Finance Director (S.151 Officer) or the Monitoring Officer.
5. Meetings with outside bodies or individuals at the request of Chief Executive, a Director, the Finance Director (S.151 Officer) or the Monitoring Officer.
6. Conferences and seminars approved by the Council, Cabinet, Committee or the Chief Executive.
7. Training and induction.
8. Pre-arranged meetings with an officer in respect of matters relevant to their Cabinet portfolio responsibilities, and to committees or a formally constituted working party, task group or board, or external bodies to which they have been appointed by the Leader or the Council but excluding meetings in connection with ward business.

## **ROLE DESCRIPTION AND COMPETENCIES FOR A COUNCILLOR**

### **1. PURPOSE**

- 1.1 To participate constructively in the good governance of the Council, through the formation and scrutiny of the Council's policies, plans, strategies, budget and service delivery.
- 1.2 To represent effectively the interests of the constituents and stakeholders of the Borough.

### **2. DUTIES & RESPONSIBILITIES**

#### **2.1.1 As a Councillor:**

- (a) To fulfil the statutory and locally determined requirements of an elected member with the Council, including:
  - compliance with all relevant codes of conduct, protocols, the Local Government Acts and the Constitution
  - participation in the decisions and activities of Full Council (e.g. setting budget, developing and agreeing policies, plans, strategies, service delivery levels and priorities).
- (b) To participate in the scrutiny or performance review of the services of the Council (e.g. policies and budget, and their effectiveness in achieving the strategic objectives of the Council)
- (c) To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints, and to develop good working relationships with officers.
- (d) To act in the interests of the ward's constituents you represent and all the Borough's stakeholders.
- (e) To represent and champion the Council to the community, and the community to the Council. To act as a channel of communication between the community and the Council. To act as an ambassador for the Council.
- (f) To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity. Develop partnership working and promote effective relationships with these individuals or organisations.
- (g) To encourage the involvement of local people in policy development, service planning and decision making.
- (h) To contribute constructively to open government and democratic renewal through active encouragement to the community. To participate generally in the government of the area.
- (i) To be the Council's link with the Town/Parish Councils where appropriate.
- (j) To seek and participate in training and development opportunities to help improve your role as an effective councillor.

#### **2.1.2 As a Member of Full Council and a Committee/Working Party/Panel**

- (a) To participate effectively in Full Council meetings and as a member of any

committee or working party or panel to which the councillor is appointed:

- Have a working knowledge of the Constitution and/or terms of reference
- Have an awareness of the strategic position on the issues being discussed
- Prepare by reading all relevant agendas, reports, minutes and background information and seek officer and/or fellow councillor advice.
- Participate constructively in the debate and discussion. Actively listen and question. Reach and make informed and balanced decisions, and overseeing performance.

### **2.1.3 Representing the Council on an external organisation**

(a) To participate effectively in the activities of an outside organisation to which the Councillor is appointed:

- To develop and maintain a working knowledge of the Council's policies and practices in relation to that organisation and of the community's needs and aspirations in respect of the organisation's role and functions.
- Provide two way communication between the Council and the external organisation working knowledge of the Constitution and/or terms of reference

## **3. COMPETENCIES**

<p><b>The role of a Councillor</b></p>	<ul style="list-style-type: none"> <li>• Understanding of the role of the Councillor, the key activities and the commitment required.</li> <li>• Understanding of the ethical framework and the local Code of Conduct.</li> <li>• Understanding of the Constitution and how it affects the Councillor.</li> <li>• Knowledge of the Council officer responsibilities and contact points.</li> <li>• Knowledge of the protocols for working with officers.</li> <li>• Knowledge of the facilities and services available to councillors and how to access them.</li> <li>• Ability to develop effective partnerships – with the Council and other organisations.</li> <li>• Ability to scrutinise information and make informed decisions.</li> </ul>
<p><b>Political skills</b></p>	<ul style="list-style-type: none"> <li>• Understanding of the local, national and party politics.</li> <li>• Understanding of how local government works.</li> <li>• Understanding of the national agenda for local government.</li> </ul>
<p><b>Community leadership</b></p>	<ul style="list-style-type: none"> <li>• Understanding the concerns of the community and being able to focus on them and articulate them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of the ward, community groups and organisations.</li> <li>• Understanding of the diverse nature of the local community.</li> <li>• Ability to engage with the community and voluntary groups, especially hard to reach groups and supporting community projects.</li> <li>• Understanding of the Council's approach to community development and social inclusion.</li> <li>• Ability to influence local opinion and Council policy.</li> </ul>
<b>Tunbridge Wells Borough Council</b>	<ul style="list-style-type: none"> <li>• Knowledge of how the Council interrelates with Parish and Town Councils, County and Central Government.</li> <li>• Understanding of the structure of the Council and how it operates.</li> <li>• Knowledge of the direction of the Council in the short, medium and long term, in particular its strategic direction and priorities.</li> <li>• Understanding of the core processes, for example, business planning, financial planning and performance management.</li> <li>• Understanding of local policies and procedures, for example, Complaints procedure, and Customer Service Standards and Competencies.</li> <li>• Understanding of the financial position of the Council and where monies are obtained.</li> <li>• Understanding of and the commitment to, the legislation that affects the Council and therefore the role of the Councillor – Local Government Act, Equalities, Health and Safety.</li> </ul>
<b>Managing information and making decisions</b>	<ul style="list-style-type: none"> <li>• Understanding the processes behind data presented, for example, the budget cycle and performance management.</li> <li>• Ability to read quickly and maintain understanding.</li> <li>• Understanding of the Access to Information legislation and the Council's approach.</li> <li>• Knowledge of the Council's research and consultation processes and results.</li> <li>• Knowledge of how decisions are made.</li> <li>• Ability to use creative thinking skills.</li> <li>• Ability to present a logical argument.</li> </ul>
<b>ICT skills</b>	<ul style="list-style-type: none"> <li>• Awareness of systems and what a computer can do – communicate and interpret information.</li> <li>• Ability to use e-mail – create, send and receive e-mails and manage personal distribution lists and message folders.</li> <li>• Ability to create, save, edit, print and format Word documents.</li> <li>• Ability to use the Internet to carry out research.</li> <li>• Ability to deal with minor problems with the IT hardware and software.</li> </ul>

<b>Communication skills</b>	<p style="text-align: center;"><b>Written</b></p> <ul style="list-style-type: none"> <li>• Ability to produce letters and reports in plain English.</li> <li>• Knowledge of the Corporate style for letter and report writing.</li> </ul> <p style="text-align: center;"><b>Verbal</b></p> <ul style="list-style-type: none"> <li>• Ability to present and speak in public to a variety of audiences.</li> </ul> <p style="text-align: center;"><b>With the Media</b></p> <ul style="list-style-type: none"> <li>• Understanding of the corporate guidance on interacting with the media.</li> <li>• Ability to work effectively with the media.</li> </ul> <p style="text-align: center;"><b>Interpersonal skills</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out two-way communication.</li> <li>• Ability to successfully negotiate, mediate, persuade and influence.</li> <li>• Ability to handle conflict and offer solutions.</li> <li>• Ability to campaign on behalf of constituents and local organisations.</li> <li>• Ability to network effectively.</li> <li>• Ability to work effectively in a team.</li> </ul>
<b>Meeting skills</b>	<ul style="list-style-type: none"> <li>• <b>Knowledge of the meeting format, timetable and location.</b></li> <li>• Knowledge of the protocol(s), the Council's Constitution and meeting conventions.</li> <li>• Ability to make the public/media/visiting speakers feel welcome and part of the meeting.</li> <li>• Ability to prepare for meetings and use research skills.</li> <li>• Ability to actively and constructively participate in meetings – listening, questioning, debating, discussing, scrutinising, presenting and voting.</li> </ul>
<b>Personal skills</b>	<p style="text-align: center;"><b>Development</b></p> <ul style="list-style-type: none"> <li>• Ability to identify gaps in knowledge, skills and/or experience.</li> <li>• Ability to seek out opportunities for development.</li> <li>• Ability to reflect on learning and identify ways to further develop.</li> </ul> <p><b>Life balance</b></p> <ul style="list-style-type: none"> <li>• Knowledge of key personal activities and responsibilities.</li> <li>• Knowledge of who to contact for help and support.</li> <li>• Ability to plan, organise and manage time effectively.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Understanding of the responsibilities for health and safety as an individual.</li> <li>• Understanding and operation of personal safety strategies.</li> </ul>

**If the councillor sits on the Planning Committee then the following competencies are applicable:**

<b>Planning and development control</b>	<ul style="list-style-type: none"> <li>• Ability to understand the planning legislation and regulations and their application in determination of planning applications.</li> <li>• Ability to understand the effects of the Committee's decisions in relation to the Council's priorities and Strategies/Plans (e.g. the Local Plan) and the needs of the community.</li> <li>• A working understanding of the Planning Protocol and the Constitution in relation to planning issues.</li> </ul>
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**If the councillor sits on the Licensing Committee and /or Sub Committee then the following competencies are applicable:**

<b>Licensing</b>	<ul style="list-style-type: none"> <li>• Ability to understand the legislation related to the Committee and sub-committees and apply it in determining licensing applications.</li> <li>• Ability to understand the effects of the Committee's decisions in relation to the Council's priorities and Strategies/Plans and the needs of the community.</li> <li>• A working understanding of the Licensing Protocol and the Constitution in relation to licensing issues.</li> </ul>
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**If the councillor is the Chairman of a Committee, Sub Committee, Board or Working Party then the following competencies are applicable:**

<b>Chairing skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Constitution/terms of reference and code of conduct and protocol for the meeting being chaired</li> <li>• Understanding of the role of the chairman, the members of the committee and support officer(s)</li> <li>• Ability to provide leadership and direction to the meeting – developing a work plan, setting priorities, for instance, where required.</li> <li>• Ability to communicate effectively – listening, questioning, paraphrasing</li> <li>• Ability to ensure meetings are focussed, appropriate debate takes place, members are able to contribute and effective decisions are made.</li> <li>• Ability to effectively represent the Council and the Committee to the media.</li> <li>• Involve members of the public in a courteous and professional way, following the Council's procedures</li> </ul>
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## **ROLE DESCRIPTION OF COMMITTEE CHAIRMAN/VICE CHAIRMAN**

### **1. PURPOSE**

#### 1.1 A Committee Chairman will:

- (a) provide leadership and direction for the Committee;
- (b) chair and manage the business of the Committee, ensuring effective engagement by all committee members;
- (c) request such additional meetings of the Committee as may be considered necessary or appropriate;
- (d) promote the role of the Committee both within and outside the Council;
- (e) represent the Council and the Committee on relevant external bodies as required;
- (f) guide members through those functions delegated by the Council to the Committee;
- (g) be consulted on matters of business between meetings;
- (h) ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness;
- (i) ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- (j) ensure that Committee decisions are properly recorded with full justifications;
- (k) liaise and consult with relevant officers wherever appropriate; and
- (l) consider learning and development needs of members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms.

#### 1.2 A Committee Vice-Chairman will:

- (a) provide a full deputising role in the absence of the Chairman;
- (b) in the absence of the Chairman, to chair meetings of the Committee;
- (c) undertake specific tasks and responsibilities as requested by the Chairman;
- (d) share and support in general the full workload range of the Chairman; and



- (e) work actively with the Chairman to co-ordinate the work of the Committee.

## **ROLE DESCRIPTION AND COMPETENCIES FOR THE LEADER OF THE COUNCIL**

### **1. PURPOSE**

- 1.1 To provide visible political leadership and direction in relation to the Council and its citizens, stakeholders and partners in the overall coordination of Council policies, strategies and service delivery.

### **2. DUTIES AND RESPONSIBILITIES**

- (a) To manage the reputation of the Council effectively and act as spokesperson for the Council.
- (b) To represent the Council in the community and in discussions with regional, national and international organisations and others to pursue matters of interest to the Council and its communities.
- (c) To lead in promoting the aims and core values of the Council.
- (d) To allocate Cabinet portfolios and in discussion with the leader(s) of other political groups, nominate the chairing and membership of Committees.
- (e) To chair meetings and manage the business/work programme of the Cabinet and to provide a political lead in proposing new policy, strategy, budget and service standards.
- (f) To ensure that decisions are taken properly, openly and, where appropriate, publicly and that key decisions are properly programmed and subject to effective public consultation.
- (g) To ensure a coordinated and coherent approach is taken to policy development and the delivery of services and, taking into account any advice from the Chief Executive, the Council's Monitoring Officer or Chief Finance Officer, ensure that proposals are made to the Council for decision within appropriate timescales, and in accordance with the Budget and Policy Framework of the Council and all legislative and procedural requirements.
- (h) To liaise regularly with the Chief Executive – giving and receiving advice on the management of the Council and its operation.
- (i) To challenge the status quo, thinking creatively and taking advantage of opportunities, and to help create an organisational culture which can enable this approach.
- (j) To develop and maintain effective relationships with the officers, other councillors, the public, local businesses and voluntary and community groups in the area.
- (k) To be consulted on any matter in relation to which consultation with the Leader is required under the Constitution.

**These duties and responsibilities are in addition to those detailed in the role description of a councillor.**

### **3. COMPETENCIES**

<b>Chairing skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Constitution/terms of reference and code of conduct and protocol for the meeting being chaired.</li> <li>• Understanding of the role of the chairman, the members of the committee and support</li> </ul>
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	<p>officer(s).</p> <ul style="list-style-type: none"> <li>• Ability to provide leadership and direction to the meeting – developing a work plan, setting priorities, for instance, where required.</li> <li>• Ability to communicate effectively – listening, questioning, paraphrasing.</li> <li>• Ability to ensure meetings are focussed, appropriate debate takes place, members are able to contribute and effective decisions are made.</li> <li>• Ability to effectively represent the Council and the Committee to the media.</li> <li>• Involve members of the public in a courteous and professional way, following the Council's procedures.</li> </ul>
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<p><b>Being the Leader of the Council</b></p>	<ul style="list-style-type: none"> <li>• The ability to lead, be visionary, inspire, influence, develop and motivate others, inspiring trust in others and gaining commitment to decisions.</li> <li>• Act as a role model for appropriate behaviour, ethical practice and democratic processes.</li> <li>• The ability to troubleshoot and juggle conflicting responsibilities.</li> <li>• The ability to build strong relationships with senior officers and Cabinet, based on open communication, co-operative working and trust.</li> <li>• Understanding of the role and responsibilities of being a leader.</li> <li>• Act as a public face of the Council and champion Council needs in local, regional and national debates.</li> <li>• Encourage co-operation and communication across political and Council boundaries.</li> <li>• Work towards a culture of excellence.</li> <li>• Committed to learning, developing others and sharing best practice.</li> <li>• In depth knowledge of the business of local government.</li> </ul>
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**These competencies are in addition to those of the competencies of a councillor.**

## **ROLE DESCRIPTION AND COMPETENCIES FOR A PORTFOLIO HOLDER**

### **1. PURPOSE**

- 1.1 To be responsible for developing and implementing Council policies, strategies and service delivery within their Cabinet Portfolio, and making key decisions on a wide range of issues.

### **2. DUTIES & RESPONSIBILITIES**

- (a) To take responsibility for a specific Cabinet Portfolio and share in undertaking executive responsibility for developing and progressing overall strategy, budget, policies, service delivery and priorities.
- (b) To give direction on, and ensure the development of the vision for, those services within their Portfolio so that they are consistent with the overall strategic approach of the Council.
- (c) To liaise with the appropriate Corporate Managers, Heads of Service and other officers to progress Council business.
- (d) To work as a team with other Cabinet Members.
- (e) To liaise with the Chief Executive and senior officers to ensure the effective management of the delivery of those services within the Portfolio throughout the borough.
- (f) To speak on behalf of the Council in relation to Portfolio responsibilities including representing the Portfolio at Full Council, representing the Council to the media and on relevant external bodies, and to develop and maintain effective working relationships with the public, local businesses, the media, and voluntary and community groups in the area.
- (g) To encourage and participate in partnership working with the County Council, Parish/Town Councils and external organisations involved in the provision of services linked to those provided by the Council.
- (h) To facilitate and encourage public participation and consultation and to ensure the effective communication of Council policies and strategies to all councillors, employees, residents, partner organisations and other stakeholders.
- (i) To attend committee meetings of the Council, e.g. Overview and Scrutiny Committee, and others where requested.
- (j) To have a thorough knowledge of the Constitution and the decision making processes within the Council.

**These duties and responsibilities are in addition to those detailed in the role description of a councillor.**

### 3. COMPETENCIES

<p><b>Being a Cabinet Member</b></p>	<p style="text-align: center;"><b>Thinking skills</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically</li> <li>• Ability to develop a clear vision</li> <li>• Ability to think creatively, challenge and generate innovative and effective solutions</li> <li>• Ability to scrutinise and respond positively to feedback, challenges and ideas.</li> </ul> <p style="text-align: center;"><b>Ambassadorial skills</b></p> <ul style="list-style-type: none"> <li>• Ability to manage the reputation of the Council, especially that of your Portfolio, as well as interacting with officers, stakeholders, partners and the community.</li> <li>• Ability to identify and exploit opportunities to promote the Council, to achieve corporate and community priorities.</li> </ul> <p style="text-align: center;"><b>Business management skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of the business of local government, especially budgets, corporate planning and performance management</li> </ul> <p style="text-align: center;"><b>Team working skills</b></p> <ul style="list-style-type: none"> <li>• Ability to be part of a team, working together for the success of the Council</li> <li>• Ability to share responsibility for success and non-achievement</li> </ul> <p style="text-align: center;"><b>Decision making skills</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse complex and often conflicting information</li> <li>• Ability to make decisions linked to the strategic direction and priorities of the Council.</li> <li>• Ability to ensure that the 'right' information and the 'right' people are involved in the decision making process.</li> </ul>
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**These competencies are in addition to those detailed in the competencies for a councillor.**

## **ROLE DESCRIPTION AND COMPETENCIES FOR THE CHAIRMAN OF THE PLANNING COMMITTEE**

### **1. PURPOSE**

1.1 To chair the Planning Committee and to take a lead on behalf of the Committee on planning legislation and planning issues coming before the Committee.

### **2. DUTIES & RESPONSIBILITIES**

- (a) To chair meetings of the Planning Committee.
- (b) To receive a briefing from officers regarding the items coming forward for the Committee to ensure he/she is fully briefed to be able to give a lead to members on how to deal with these issues.
- (c) To keep up-to-date with all National Planning Legislation and be able to give to the Committee a 'lay-person's' view of the legislation's effect on applications being determined by the Committee.
- (d) To keep up-to-date with all Local Planning Policies, at Regional, County and Borough levels and to give a lead to the Committee on how these policies should be applied to the decisions of Committee.
- (e) To act as a main point of contact for public and media enquiries relating to the work of the Committee. To ensure that members of the public are welcomed and given the right to participate.
- (f) To encourage Committee members to deal with the issues placed before them in an unbiased manner and in accordance with the code of conduct for dealing with planning applications.

**These duties and responsibilities are in addition to those detailed in the role description of a Councillor.**

### **3. COMPETENCIES**

<b>Chairing skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Constitution/terms of reference and code of conduct and protocol for the meeting being chaired.</li> <li>• Understanding of the role of the chairman, the members of the committee and support officer(s).</li> <li>• Ability to provide leadership and direction to the meeting – developing a work plan, setting priorities, for instance, where required.</li> <li>• Ability to communicate effectively – listening, questioning, paraphrasing.</li> <li>• Ability to ensure meetings are focussed, appropriate debate takes place, members are able to contribute and effective decisions are made.</li> <li>• Ability to effectively represent the Council and the Committee to the media.</li> <li>• Involve members of the public in a courteous and professional way, following the Council's procedures.</li> </ul>
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<b>Planning and development control</b>	<ul style="list-style-type: none"><li>• Ability to understand the planning legislation and regulations and their application in determination of planning applications.</li><li>• Ability to understand the effects of the Committee's decisions in relation to the Council's priorities and Strategies/Plans(e.g. the Local Plan) and the needs of the community.</li><li>• A working understanding of the Planning Protocol and the Constitution in relation to planning issues.</li></ul>
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**These competencies are in addition to those detailed in the competencies for a councillor.**

**ROLE DESCRIPTION AND COMPETENCIES FOR THE CHAIRMAN OF THE LICENSING COMMITTEE AND LICENSING SUB-COMMITTEES**

**1. PURPOSE**

- 1.1 To chair the Licensing Committee and Licensing Sub-Committees and to take a lead on behalf of the Committee/Sub-Committees on Licensing legislation and Licensing issues coming before the Committee/Sub-Committees.

**2. DUTIES & RESPONSIBILITIES**

- (a) To chair the Licensing Committee/Sub-Committees.
- (b) To receive a briefing from officers regarding the items coming forward for the Licensing Committee/Sub-Committees to ensure he/she is fully briefed to be able to give a lead to members on how to deal with these issues.
- (c) To keep fully aware of all National Licensing Legislation and be able to give to the Committee/Sub-Committees a 'lay person's' view of the effect of the legislation on applications being determined by the Committee/Sub-Committees.
- (d) To keep abreast of all Local Licensing Policies to give a lead to the Committee/Sub-Committees on how these policies should be applied to the decisions of Licensing Committee/Sub-Committees.
- (e) To act as a main point of contact for public and press enquiries relating to the work of the Committee/Sub-Committees.
- (f) To encourage Committee/Sub-Committee members to deal with the issues placed before them in an unbiased manner and in accordance with the code of conduct for dealing with licensing applications.

**These duties and responsibilities are in addition to those detailed in the role description for a councillor.**

**3. COMPETENCIES**

<b>Chairing skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Constitution/terms of reference and code of conduct and protocol for the meeting being chaired.</li> <li>• Understanding of the role of the chairman, the members of the committee and support officer(s).</li> <li>• Ability to provide leadership and direction to the meeting – developing a work plan, setting priorities, for instance, where required.</li> <li>• Ability to communicate effectively – listening, questioning, paraphrasing.</li> <li>• Ability to ensure meetings are focused, appropriate debate takes place, members are able to contribute and effective decisions are made.</li> <li>• Ability to effectively represent the Council and the Committee to the media.</li> <li>• Involve members of the public in a courteous and professional way, following the Council's procedures.</li> </ul>
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<b>Licensing</b>	<ul style="list-style-type: none"><li>• Ability to understand the legislation related to the Committee and sub-committees and apply it in determining licensing applications.</li><li>• Ability to understand the effects of the Committee's decisions in relation to the Council's priorities and Strategies/Plans and the needs of the community.</li><li>• A working understanding of the Licensing Protocol and the Constitution in relation to licensing issues.</li></ul>

**These competencies are in addition to those detailed in the competencies for a councillor.**

**ROLE DESCRIPTION AND COMPETENCIES FOR THE CHAIRMAN OF OVERVIEW  
AND SCRUTINY COMMITTEE**

**1. PURPOSE**

The Chair of the Overview and Scrutiny Committee will:

- (f) chair meetings of the Overview and Scrutiny Committee;
- (g) provide strong, fair leadership and clear guidance to members and officers and in relation to scrutiny functions;
- (h) have overall responsibility for the direction of scrutiny in the Council, and for ensuring that an appropriate annual scrutiny work programme is set;
- (i) continuously monitor and evaluate the relevance of the annual Scrutiny Work Programme;
- (j) meet regularly with the Council's Overview and Scrutiny Officer in order to ensure that the annual Scrutiny Work Programme is continually updated and that objectives within the Work Programme are achieved;
- (k) ensure that the work of the Overview and Scrutiny contributes to the delivery of continuous improvement in services and implementation of best practice;
- (l) monitor the Forward Plan Work Programme;
- (m) review, challenge and question the implementation of agreed policy and service delivery, and make recommendations to the Cabinet and Council to improve policy, performance and service delivery;
- (n) ensure that Scrutiny fulfils an audit and review function;
- (o) seek to involve all Overview and Scrutiny Committee members in its work.
- (p) represent the views of the Overview and Scrutiny Committee at meeting of the Cabinet.

<b>Chairing skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Constitution/terms of reference and code of conduct and protocol for the meeting being chaired.</li> <li>• Understanding of the role of the chairman, the members of the committee and support officer(s).</li> <li>• Ability to provide leadership and direction to the meeting – developing a work plan, setting priorities, for instance, where required.</li> <li>• Ability to communicate effectively – listening, questioning, paraphrasing.</li> <li>• Ability to ensure meetings are focused,</li> </ul>
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	<p>appropriate debate takes place, members are able to contribute and effective decisions are made.</p> <ul style="list-style-type: none"><li>• Ability to effectively represent the Council and the Committee to the media.</li><li>• Involve members of the public in a courteous and professional way, following the Council's procedures.</li></ul>
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**These duties and responsibilities are in addition to those detailed in the role description for a councillor.**

## **ROLE DESCRIPTION OF AN OVERVIEW AND SCRUTINY COMMITTEE MEMBER**

### **1.**

#### **PURPOSE**

- (a) to regularly attend meetings of the Overview and Scrutiny Committee as appropriate;
- (b) play a major role in policy development and review;
- (c) to hold the Cabinet to account as appropriate, to ensure continuous improvement in services by:
  - (i) reviewing and scrutinising the decisions made by and performance of the Cabinet and/or committees and Council officers;
  - (ii) reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas; monitoring performance against strategy;
- (d) scrutinise the effectiveness and performance of partnerships;
- (e) scrutinise the performance as appropriate of the third sector (voluntary and community) as a service provider;
- (f) respond to community calls for action where required;
- (g) contribute to regional scrutiny arrangements as appropriate, such as NHS, regional agencies;
- (h) to evaluate whether the policies, strategies and plans the Council has adopted are, over time, actually delivering the outcomes intended for local people;
- (i) to actively engage with the community and local organisations to obtain their views on issues or proposals affecting the area, and if appropriate encourage their attendance at Scrutiny meetings;
- (j) to ensure that the Scrutiny process contributes to the promotion of community well being and that public services are responsive to the needs of the people;
- (k) to review and scrutinise the performance of external agencies, by developing a partnership approach through collaborative scrutiny methods;
- (l) to identify areas of policy or under-performance in need of improvement, seek expert support, and provide evidence, advice, recommendations and proposals for consideration by the Council or Cabinet;
- (m) to respond to any public questions (as and when) required at “open government” sessions of the Council; and
- (n) any other related duties, as assigned by the Chair of the Overview and Scrutiny Committee.

**These duties and responsibilities are in addition to those detailed in the role description for a councillor.**

## **MAYOR OF THE COUNCIL**

### 1. **PURPOSE**

The Mayor of the Council will:

- 1.1 provide strong, fair and visible civic and ceremonial leadership to the Council and in relation to citizens, stakeholders and partners;
- 1.2 attend or be represented at such civic and ceremonial functions as the Council or he/she determines appropriate;
- 1.3 be an ambassador for the Council and the Borough, both at home and abroad;
- 1.4 promote public involvement in the Council's activities;
- 1.5 uphold and promote the Council's Constitution and interpret the Constitution when necessary;
- 1.6 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;
- 1.7 request such additional meetings of the Council as may be considered necessary or appropriate;
- 1.8 ensure the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members who are not on the Cabinet can hold the Cabinet to account;
- 1.9 be consulted on any matter in relation to which consultation with the Chairman of the Council is required under the Constitution; and
- 1.10 determine any matter referred to him/her under the urgency provisions of the Access to Information Procedure Rules or the Budget and Policy Framework Procedure Rules in the Council's Constitution.

## **DEPUTY MAYOR OF THE COUNCIL**

### 1. **PURPOSE**

The Deputy Mayor of the Council will:

- (a) undertake a full deputising role in the absence of the Mayor;
- (b) preside over meeting of the Council in the absence of the Mayor;
- (c) undertake specific tasks and responsibilities as requested by the Mayor; and
- (d) share and support in general the full workload range of the Mayor.

## **ROLE OF NON-ELECTED MEMBERS**

1. The Audit and Governance Committee has elected and non-elected members sitting on it. A brief description of the non-elected member role is set out below:

### **2. PURPOSE**

2.1 To help the Audit and Governance Committee meet its responsibilities to advise the Council and the Cabinet on audit, governance and final accounts issues and provide independent assurance over the adequacy of the Council's risk management framework and the associated control environment. The Council appoints non-voting Co-opted Members and Independent Members (with no connection to any Elected Members or employees) to the Committee to help increase public confidence in the Council by promoting high ethical standards. Independent Members also bring a wider perspective from their outside experiences.

