



<b>REPORT FOR DECISION</b>
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Agenda Item	
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**MEETING:** COUNCIL

**DATE:** 8 FEBRUARY 2006

**SUBJECT:** ROLE SPECIFICATIONS FOR EXECUTIVE MEMBERS

**REPORT FROM:** THE LEADER OF THE COUNCIL

**CONTACT OFFICER:** JAYNE HAMMOND  
DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

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**TYPE OF DECISION:** COUNCIL

**REPORT STATUS:** FOR PUBLICATION

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**PURPOSE/SUMMARY:** This report proposes amendments to the Role Specifications of Portfolio holding Executive Members, for approval. This follows the review of the remit of Portfolio holders to align their roles more with the Corporate priorities and ambitions.

**OPTIONS AND RECOMMENDED OPTION:** To approve the attached Role Specifications as areas of responsibility for the Leader, Deputy Leader and Portfolio holding Members of the Executive and that the Council Constitution be amended accordingly..

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**IMPLICATIONS -**

**Financial Implications and Risk Considerations** None

**Corporate Aims/Policy Framework:** The recommended revisions to the Role Specifications support all of the Corporate Aims.

Do the proposals accord with the Policy Framework? Yes  
Previously approved Role Specifications will be amended and this will involve changes to the Constitution.

Are there any legal implications? No

**Considered by Monitoring Officer:** Yes

All Members of the Council have important roles under the Constitution and the Executive and its Members have wide-ranging leadership roles. It is therefore important to have a clear description of the focus, priorities and key tasks for Executive Members.

**Statement by Director of Finance and E-Government:** There are no financial implications arising directly from this report.

**Staffing/ICT/Property:**

**Wards Affected:** All

**Scrutiny Interest:** All

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**TRACKING/PROCESS DIRECTOR:** Director of Legal & Democratic Services

Chief Executive/ Management Board	Executive Member/ Chair	Ward Members	Partners
Chief Executive		(Leaders of all Groups)	
Scrutiny Panel	Executive	Committee	Council

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**1.0 INTRODUCTION**

1.1 The Council has made significant changes to its democratic arrangements since the Constitution was approved in November 2001. Role Specifications were approved in July 2003. Significant changes were made in July this year to reshape the Executive and Scrutiny Portfolios. As a result a review of the existing Role Specifications has been undertaken.

1.2 The Executive and its Members have wide-ranging leadership goals including:-

leading the community planning process with input and advice from Overview and Scrutiny Committees and Panels, Area Committees and any other persons as appropriate;

leading the preparation of the Council's policies and budget;

to take in – year decisions on resources and priorities, together with other stakeholders and partners in the local community and to deliver and implement the budget and policies decided by the Full Council;  
and

be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.

- 1.3 Portfolios are allocated to individual Executive Members and these are considered and reviewed to ensure that the specific briefs and responsibilities involved are allocated. Broadly thematic portfolios help to ensure Executive capacity for tackling cross cutting issues. They also assist Members in identifying the most appropriate development for them in their work for the Council.
- 1.4 The performance, role and responsibilities of portfolio holding Executive Members have been reviewed by the Leader and Deputy Leader. This process has included some reallocation of workloads and enabled clearer links to be made between the portfolios and the Council's Corporate priorities and ambitions.
- 1.5 Given the need for a clear description of focus, priorities and key tasks, the role specifications at Appendix 1 have been revised.

## **2.0 RECOMMENDATION**

That the Role Specifications attached at Appendix 1 be approved and that the Council Constitution be amended accordingly.

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### **List of Background Papers:-**

#### **Contact Details:-**

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