

## **MEMBER ROLE PROFILE 2011/2012**

### **SPOKESPERSON**

#### **Portfolio Support:**

1. As the principal political Spokesperson for a Portfolio as determined from time to time by the Leader of the Council, to be accountable to the Leader, the Executive and to Full Council.
2. To provide support in respect of the Portfolio.
3. To maintain an overview of the efficiency and effectiveness of the Portfolio.
4. To maintain awareness of national and local issues and matters relating to the Portfolio.
5. To promote and support good governance of the Council and its affairs in the development of policies and strategies.
6. To promote and support open and transparent Government
7. To ensure that the Portfolio's forward work programme is designed to achieve the Council's priorities and objectives, and is kept up-to-date.

#### **Decision Making:**

8. To recognise and contribute to issues which cut across Portfolios or are issues of collective responsibility.
9. To represent the Council as required on issues relating to the Portfolio, in consultation with appropriate officers, including dealing with the media as appropriate.
10. To develop and maintain effective consultation with all members of the Council, partner bodies and outside organisations and to take account of their views when recommending action.
11. To appear before any overview and scrutiny body where relevant in respect of matters within the Portfolio as required.
12. To attend briefings with relevant officers and to accompany them at internal and external meetings related to the Portfolio, as required, and to report back to the Leader and/or Executive Member as appropriate.

**Relationship:**

13. To liaise with the Leader of the Council and Executive Portfolio holder in performance of the role.
14. To co-ordinate their work with that of other spokespersons who contribute to a Portfolio, and to ensure that all spokespersons are working towards the achievement of Council Policy.
15. To participate with any local partners in the pursuit of common aims and priorities in all matters relating to the Portfolio.
16. To work through the Council's management structure and with the Council's staff in relation to the policy objectives and strategic direction with regard to the Portfolio.
17. To support and adhere to respectful, and appropriate relationships with employees of the Council.