

DEPUTY CABINET MEMBER

Role specification

Deputy Cabinet Members will provide Portfolio support and assist Cabinet Members in undertaking their allocated duties, as determined from time to time by the Leader of the Council.

Deputy Cabinet Members will also be accountable to the Leader, the Cabinet and to full Council. Deputy Cabinet Members will be accountable to the Cabinet Member and the Leader of the Council for the specific responsibilities delegated to him/her.

In undertaking delegated responsibility for the allocated area of activity, Deputy Cabinet Members will:

- Attend and address Cabinet meetings in the absence of the Cabinet Member to inform of the Cabinet Member's position on an issue;
- Deputise for the Cabinet Member at Cabinet Briefings and like meetings;
- Deputise for the Cabinet Member at formal and informal functions, other than at functions where the Cabinet Portfolio holder would have a specified role, in which case it falls to the Leader of the Council to determine the attendance (if required);
- Be a member of Overview and Scrutiny provided that the matter/s under consideration do not relate to their Cabinet Member's Portfolio;
- Accompany the Cabinet Portfolio holder to events, in receiving deputations etc or may at the direction of the Cabinet Member attend such matters on the Cabinet Member's behalf;
- Present reports or answer questions on behalf of the Cabinet Member at Council;
- Maintain an overview of the efficiency and effectiveness of the Portfolio;
- Maintain awareness of national and local issues and matters relating to the Portfolio;
- Promote and support the development of policies and strategies relating to the area of activity;
- Ensure that the Portfolio's forward work programme is designed to achieve the Council's priorities and objectives and is kept up to date.

Relationships:

- To report to the relevant Cabinet Member and the Leader of the Council on performance management issues, including recommending options to amend policy, actions or strategies where objectives or outcomes are consistently underperforming;

- To work constructively and openly with other Members and Officers;
- To participate with any local partners in the pursuit of common aims and priorities in all matters relating to the Cabinet Members' Portfolio;
- To work through the Council's management structure and with the Council's staff in relation to policy objective and strategic direction.