

Senior Councillor Role Profile

Key Responsibilities

In addition to the responsibilities identified for all Councillors, Senior Councillors (Chairs of Committees/Strategic Spokespersons) are also responsible for the following:

1. Committee

- Act as Chair of a Committee and liaise with senior officers within their portfolio regarding committee business.
- Ensure Committee and working group meetings are conducted effectively in accordance with standing orders and encourage participation and debate.

2. Strategic/Corporate

- Contribute to the development of the Council's corporate strategies to help ensure the development of service policy within the corporate environment in relation to their portfolio.
- Providing regular reports on the areas of work for which they have responsibility, including reporting back on meetings with organisations and other events outside the Council.
- Take a corporate lead in the development of the Council as an organisation and the formulation and achievement of its strategic vision.

3. Spokesperson

- Promoting awareness of service strategies, achievements, and constraints in order to inform the public, government and other organisations.

- Act as spokesperson within and outside the Council in relation to the Committee's remit.
- Advocate within the local community, and with appropriate agencies and bodies, for the services within their area.

4. Governance

- Contribute to the effective governance of the Council.
- Ensure the overall co-ordination and management of the relevant Committee function and terms of reference.

5. Liaison

- Work closely with the Chief Officer and senior managers to provide clarity on political direction and assist in working through strategies and plans within their portfolio.
- Maintaining good communications with Council employees, providing a bridge between the Council and employees to provide a policy background for, and recognition of, their work.