

Part One: Chapter 16 – Code of Conduct

Appendix 5 - Role of an Executive Member

Main role

- A-5.1 To take collective responsibility for those issues determined by the Executive under its Terms of Reference and Scheme of Delegation.
- A-5.2 To take decisions where power to do so is delegated by the Executive

General responsibilities

- A-5.3 To act as spokesman and principal political adviser for the services included within the area of responsibility for which the Executive Member has been appointed.
- A-5.4 Within any constraints imposed by legislation, approved Council policy and budgets and the Council's Scheme of Delegation, to be responsible for: -
 - a) maintaining an understanding of the issues involved in the delivery of services
 - b) being aware of developing issues and policies at local and national levels
 - c) giving direction on, and ensuring the development of the vision for services, strategies and policies consistent with the overall strategic approach of the Council
 - d) promoting and improving the economic, social and environmental well-being of the Borough
 - e) balancing the social, environmental and economic components of sustainability in the development of services and their delivery
 - f) with regard to the preparation, amendment and revision of any statutory or non-statutory strategic, technical or service plans:
 - identifying the strategic or service objectives
 - promoting the principal policy issues to be included
 - ensuring adequate arrangements are in place to involve all members, employees where appropriate, residents and other interested parties in the preparation and reviews of any plans
 - making provision to disseminate the content and implications of any proposed or adopted plans throughout the Borough and, where appropriate, regionally and nationally;
 - ensuring implementation and regular reviews.
 - g) defining the standards of service, targets and budgets to include: -
 - the preparation of schemes for implementation or proposals for submission to the Executive and the Council as part of the expenditure plan process
 - monitoring service standards, performance and budgets and initiating action to meet service, performance and budget targets
 - the content and implementation of action programmes to achieve the aims of adopted strategies and service plans
 - being responsible for the efficient delivery of services
 - implementing changes to meet the requirements of relevant legislation

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- leading the process for the approval and review of the level of fees chargeable for Council services
 - the development of an annual process of policy and performance reviews
 - implementing arrangements for involving the Council, Executive, employees, residents and other interested parties in the preparation of strategies, policies and budgets
 - developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery
- h) with regard to Best Value, to ensure that: -
- the need for the development of new policies and strategies following reviews are identified
 - following reviews, that action plans with challenging targets for continuous service improvements are set
 - progress against those plans is regularly monitored
- i) ensuring the optimum use of resources and skills by recognising the benefits of formal and informal partnership working.
- j) working in partnership with relevant external organisations to encourage and facilitate the development of Community Planning arrangements throughout the Borough
- k) co-operating with the Scrutiny Panels in any reviews undertaken by those Panels.
- l) ensuring that prior to decisions being taken which affect a particular ward, the relevant ward members have been consulted.
- m) promoting the core values of the Council as set out in corporate plans.
- n) approving responses to consultation papers issued by the Government and outside organisations
- o) speaking on behalf of the Council
- p) representing the Council, or identifying or appointing in accordance with this Constitution other members to do so, on relevant external bodies.
- q) considering and developing proposals for the effective use of land and property.
- r) facilitating and encouraging public participation and consultation and ensuring the effective communication of the Council's policies and strategies to all members, employees, residents, partner organisations and other interested parties
- s) receiving representations from councillors acting in their capacity as ward members in relation to the provision of services to residents in their areas, as the Council's representative on outside bodies or as councillors with a specific interest in any topic.
- t) seeking appropriate officer advice when making decisions under delegated powers
- u) attending, and taking part in, such training sessions/courses as may be determined by the Council or the Executive Leader.
- v) complying with the provisions of The Members Code of Conduct (Part 4 of this Constitution) and, in particular, any provisions relating to the declaration of interests

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