

## **Cabinet Support Member Role Profile**

### **Accountable to:**

- Full Council
- The Leader
- Cabinet Members
- The public

### **Role Purpose**

The role of Cabinet Support Member is specifically recognised in the statutory guidance issued by the Government under the Local Government Act 2000 for local authority executive arrangements. That guidance suggests that such a role might help provide an effective link between the Cabinet and other Members and also an effective developmental role for the Members involved.

### **Activities**

To support the Cabinet as a whole or an individual Cabinet Member with his or her portfolio workload including:

- Assist in the development with partners, of a clear vision for what the County needs and develop policies and take decisions which respond to local people's needs and aspirations;
- Have an input on strategic decisions on competing priorities affecting the portfolio and the Council as a whole;
- Provide support in championing the vision and interests of the Council and the County on the regional and national stage;
- Help build and nurture local and thematic partnerships;
- Help provide direction within the Council for designated portfolio areas;
- Work with senior officers within the Council in monitoring the performance of services, including performance from the perspective of customers and citizens;
- Assist to develop financial and investment strategies to fulfil the Council's commitments to the sustainable community strategy for the County, working with partners in the public, business, voluntary and community sectors;
- Assist in providing appropriate liaison with and support for frontline Councillors in their various roles, responding to them when they raise issues and ensuring that their local knowledge is taken into account when developing Council policies;
- Develop a clear understanding of the portfolio, the scope and range of the areas of responsibility and Council policies in respect of those areas;
- Act as an advocate for those services within the portfolio;

- Attend Improvement and Scrutiny Committees as appropriate on matters relating to the portfolio; and
- In general terms and relation to all of the above: attending/chairing relevant internal meetings; reading and commenting on papers and undertaking research; liaising with relevant officers; drafting press releases; carrying out interviews and representing the Council on appropriate external groups.
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.