

# Job Descriptions

**Job title:** Elected Member (to apply to all members)

**Responsible to:** Torbay Council and the local people

**Role purpose:** To represent the views of his/her local community within and outside the Council.

## Main Duties and Responsibilities

1. To represent the individual constituents within their Wards , undertaking casework on their behalf and serving all equally.
2. To liaise with the Leader of the Council, Cabinet members, other council members, officers and other service providers in ensuring that local community needs are considered and identified.
3. To be a channel of communication for the local communities about the decisions of Council and Council procedures.
4. Acting as community leader, to represent the views, aspirations and concerns of the people of Torbay as a whole, providing the focus for local democracy.
5. To participate in Council meetings to carry out the functions of Council meetings as set out in Article 4 of the Constitution.
6. To participate as a member of the Cabinet, committee, advisory panel or other body to which the member is appointed.
7. If appointed, to represent the Council on outside organisations.
8. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints and to develop good working relationships with the relevant officers of the Council.
9. To develop and maintain a good knowledge of the corporate policies of the Council.
10. To uphold the Council's Constitution and to promote high ethical standards. To act in accordance with the Members' Code of Conduct and the Protocols as set out in the Council's Constitution.
11. To establish and maintain effective working relations with other members (including independent members and those who are members of different political groups).
12. To promote and enhance the Council's reputation through participating constructively in the governance of Torbay.
13. To undertake in a constructive manner such training and development as the Council, the Standards Committee or the member's own group (if applicable) may recommend from time to time and to disseminate learning from attendance at conferences with their colleagues where appropriate, including feedback to all members.

14. To be aware and understand his/her duties as a corporate parent and act to promote positive outcomes for all children looked after by Torbay Council.
15. To ensure that relevant health and safety responsibilities are taken into account when undertaking all aspects of the role.

## **Job Description**

**Job title:** The Leader of the Council

**Responsible to:** Torbay Council and local people.

**Role purpose:** To represent the aspirations of the people of Torbay and to provide overall strategic leadership to the Council.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To appoint the Cabinet and Deputy Leader.
2. To manage and lead the work of the Cabinet including deciding the scheme of delegation for Cabinet functions.
3. To lead on decision making and to make individual decisions in relation to Cabinet functions.
4. To work closely with other Cabinet members to ensure the development of effective Council policies, and the delivery of high quality services (reflecting the principles of Best Value) to local people.
5. To represent the Council on the Torbay Together Partnership and on such other outside organisations he/she is appointed.
6. To lead the Cabinet's work in:
  - (a) providing strategic direction to the Council by identifying a vision, corporate objectives and priorities for services;
  - (b) providing a lead on the development of corporate policies and strategies;
  - (c) using the Council's objectives and priorities to drive the development of services and budget process;
  - (d) seeing continuous improvement by establishing the appropriate culture within the Council and associated systems;
  - (e) monitoring performance;
  - (f) ensuring probity and financial monitoring;
  - (g) keeping under review the organisation and management processes of the Council, including the democratic structures; and
  - (h) developing, in consultation and partnership with others, a strategy for providing the social, economic and environmental well-being of the Borough of Torbay.
7. In consultation, with the Chief Executive, draw up a forward plan of Cabinet business and to keep it under review.

8. To represent the Council at events which relate to the promotion of the business of the Council or Torbay.
9. To act as an ambassador for the Council:
  - (a) promoting its work and acting as its principal political spokesperson;
  - (b) participating in consultation;
  - (c) listening to, and taking account of, the views of organisations, the public and businesses; and
  - (d) representing the Council at all appropriate levels.
10. To appear before the Overview and Scrutiny Board, its sub-committees or any working parties of the Board.
11. To liaise with the Chief Executive on a regular basis in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.
12. To liaise with the Group Leaders to ensure the effective and proper management of the Council's business in the best interests of local people.
13. To assist in the delivery of training and development as identify within the Members' Development Programme.
14. So far as it is an Executive function, to make (or delegate the making of) appointments to outside organisations.
15. To use his/her best endeavours to work constructively with the Group Leaders to ensure that the Council sets a lawful budget and adopts (and keeps under review) an appropriate policy framework.

## Job Description

**Job title:** Deputy Leader

**Responsible to:** Torbay Council and local people.

**Role purpose:** To deputise for the Leader of the Council and to be the Council's main representative and spokesperson on their nominated areas of responsibility.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To deputise for the Leader of the Council, in his/her absence, but excluding any roles in relation to civic and ceremonial functions.
2. To represent the Leader of the Council, as required (but excluding any roles in relation to civic and ceremonial functions).
3. To support and assist the Leader of the Council in managing and leading the work of the Cabinet.
4. To participate in the Cabinet in respect of all areas of collective decision-making with particular emphasis on any areas for which he/she has been given a particular responsibility by the Leader of the Council.
5. To act as the spokesperson and advocate for the Council in respect of any areas of responsibility assigned to them by the Leader of the Council.
6. To lead the development of the Council's policy framework within his/her area of responsibility and make recommendations to the Council.
7. To provide guidance to the Leader of the Council on the management and implementation of functions in relation to activities within his/her area of responsibility.
8. To give guidance to the Leader of the Council on budget priorities within his/her area of responsibility.
9. To monitor through appropriate officers the Council's performance within his/her area of responsibility.
10. To respond to reports of the Overview and Scrutiny Board, its sub-committees or any working parties of the Board.
11. To appear before the Overview and Scrutiny Board, its sub-committees or any working parties of the Board.
12. To lead the process of continuous improvement and responsiveness of Council services within his/her area of responsibility.

13. To ensure that activities within his/her area of responsibility take proper account of the Council's vision, core values and guiding principles.
14. To represent the Council politically at national and local level, on outside organisations or in partnership with other agencies.

## Job Description

**Job title:** Group Leader

**Responsible to:** Torbay Council and local people.

**Role purpose:** To lead his/her political group and contribute to the effective and proper management of Council business

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To lead his/her political group in accordance with the law and the internal rules and procedures of that group.
2. To lead or facilitate the development of clear strategic priorities for his/her group and (if required) communicate these to the Chief Executive.
3. To use best endeavours to liaise with the Leader of the Council, the leaders of other political groups and the Chief Executive to ensure the effective and proper management of Council business.
4. To use best endeavours to work constructively with the Leader of the Council and other Group Leaders to ensure that the Council sets a lawful budget and adopts (and keeps under review) an appropriate policy framework.
5. By example (and by using all lawful powers available as group leader) to promote high ethical standards amongst the members of his/her political group and adherence to the Council's Protocols.
6. By example (and by using all lawful powers available as group leader) to encourage the members of his/her political group to participate constructively in such training as the Council or the Standards Committee may recommend from time to time. To include assisting in the delivery of training and development as identify within the Members' Development Programme
7. To use best endeavours to resolve disputes between any member of his/her group with any other member (of any or no political group) or any officer in accordance with the Council's Codes and Protocols.

## Job Description

**Job title:** Cabinet Member

**Responsible to:** Torbay Council and local people.

**Role purpose:** To be the Council's main representative and spokesperson on their nominated areas of responsibility as appointed by the Leader of the Council.

Links to Members' Skills Framework: Cabinet Member

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To participate in the Cabinet in respect of all areas of collective decision-making with particular emphasis on any areas for which he/she has been given a particular responsibility by the Leader of the Council.
2. If required, to deputise for the Leader of the Council and/or Deputy Leader.
3. To act as the spokesperson and advocate for the Council in respect of any areas of responsibility assigned to them by the Leader of the Council.
4. To lead the development of the Council's policy framework within their areas of responsibility and make recommendations to the Leader of the Council.
5. To provide guidance to the Leader of the Council on the management and implementation of functions in relation to activities within their areas of responsibility.
6. To give guidance to the Leader of the Council on budget priorities within their areas of responsibility.
7. To monitor through appropriate officers the Council's performance within their areas of responsibility.
8. To respond to reports of the Overview and Scrutiny Board, its sub-committees or any working parties of the Board.
9. To appear before the Overview and Scrutiny Board, its sub-committees or any working parties of the Board.
10. To lead the process of continuous improvement and responsiveness of Council services within their areas of responsibility.
11. To ensure that activities within their areas of responsibility take proper account of the Council's vision, core values and guiding principles.
12. To represent the Council politically at national and local level, on outside organisations or in partnership with other agencies.



## Job Description

**Job title:** Civic Mayor

**Responsible to:** Torbay Council and the local people

**Role purpose:** To chair meetings of the Council and carry out such traditional and civic and ceremonial duties of the Council as requested by the Leader of the Council.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

#### Chairing the Council meeting

1. To uphold and promote the purposes of the Constitution and in particular the Local Protocol for Civic and Ceremonial.
2. To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.
3. To ensure that the Council meeting is a forum for debate of matters of concern to the local community and the place at which members who are not on the Cabinet are able to hold the Cabinet to account.
4. To promote public involvement in the Council's activities.

#### Civic Role

5. To be the first citizen of the Borough and to take precedence as he/she deems appropriate and undertake such civic and ceremonial duties as he/she considers appropriate. (Note: the Deputy Civic Mayor or an appropriate ward or other Member shall act as the Civic Mayor's deputy in relation to civic and ceremonial functions at the Civic Mayor's request. The Leader of the Council (where invited by the event organiser) will also attend those civic and ceremonial events which promote the business of the Council and the Bay.) To conduct themselves such a manner as prescribed in the Local Protocol for Civic and Ceremonial when undertaking civic and ceremonial duties.

#### Deputy Civic Mayor

The Deputy Civic Mayor shall undertake the role and functions of the Civic Mayor in his/her absence or at his/her request.

(Note: The Civic Mayor shall not be a member of any committee, sub-committee or working party)

## Job Description

**Job title:** Overview and Scrutiny Co-ordinator

**Responsible to:** Torbay Council and local people

**Purpose of role:** To co-ordinate and take a lead role in the effective overview and scrutiny of policies, budget, strategies, and service delivery within Torbay with a view to ensuring public accountability and continuous improvement.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To Chair meetings of the Overview and Scrutiny Board, having particular regard to the Council's Overview and Scrutiny Standing Orders.
2. To ensure the work of the Overview and Scrutiny Board (and any sub-committees and working parties it establishes) is conducted at all times in a positive, balanced, independent and non-partisan manner, and in the best interests of local people.
3. To ensure Overview and Scrutiny is an open, transparent process that informs, consults, and engages with local people, particularly traditionally excluded groups.
4. To establish a critical friend relationship with the Leader of the Council, Cabinet members, senior officers, and key partners.
5. To lead the development and delivery of an annual overview and scrutiny work programme.
6. To ensure the effective operation of an overview and scrutiny function that:
  - (a) examines and reviews decisions made by, and the performance of, the Leader of the Council, members of the Cabinet, other appropriate committees, officers, and the Council's partners;
  - (b) questions the Leader of the Council, members of the Cabinet, other appropriate committees, senior officers, and partner organisations about their decisions and performance;
  - (c) assists in policy development and proposes evidence-based recommendations to relevant decision-makers;
  - (d) assists, examines, and challenges the formulation of the Council's annual budget, and ensures the budget setting process is efficient and transparent and that outcomes accord with the Council's plans and priorities;
  - (e) reviews the performance of partnerships and other public bodies in the area, including requesting them to address the Overview and Scrutiny Board, its sub-committees, or any working parties; and
  - (f) ensures adequate scrutiny of external reports on the Council's performance and that of its partners.

7. To be fully aware of the Council's Forward Plan and ensure that overview and scrutiny is able to consider all relevant issues within the timescale set.
8. To ensure that the call-in process is managed by the Overview and Scrutiny Board.
9. To be responsible for the constitutional arrangements relating to the waiving of call-in where decisions are urgent.
10. To consult relevant decision makers in the preparation of overview and scrutiny reports and influence them to implement recommendations.
11. To ensure findings of overview and scrutiny are communicated to the Council, the Leader of the Council, partners, the press, and public as appropriate.
12. To ensure the Overview and Scrutiny Board reports annually to Council on the workings of overview and scrutiny at Torbay.
13. To represent Torbay at regional and national forums concerned with overview and scrutiny.
14. To ensure the implementation of overview and scrutiny recommendations is monitored.
15. To arrange and attend such meetings of the Overview and Scrutiny Board (and any sub-committees and working parties it establishes) as may be necessary for the effective and efficient operation of the overview and scrutiny function.
16. To liaise with Scrutiny Leads to help ensure effective co-ordination of the overview and scrutiny function.
17. To support and motivate members in the overview and scrutiny process.
18. To develop and maintain a working knowledge of the practices, procedures, services, and functions that fall within the Overview and Scrutiny Board's terms of reference.
19. To have an understanding and be aware of legislation that impacts on the Council.
20. To ensure overview and scrutiny have regard to overview and scrutiny good practice e.g. promoted by the Centre for Public Scrutiny.
21. To ensure member champions are invited to be contributors to any reviews that have a direct bearing on their interest, have an opportunity to contribute or comment on the overview and scrutiny work programme, and are engaged and consulted appropriately in the development of policy.
23. To keep the Deputy Overview and Scrutiny Co-ordinator and Scrutiny Leads briefed adequately on all relevant issues.

## Job Description

- Job title:** Deputy Overview and Scrutiny Co-ordinator (Vice-chair of the Overview and Scrutiny Board)
- Responsible to:** Torbay Council and local people
- Role purpose:** To assist, support, and deputise for the Overview and Scrutiny Co-ordinator.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. In the absence of the Overview and Scrutiny Co-ordinator, to Chair meetings of the Overview and Scrutiny Board, having particular regard to the Council's Overview and Scrutiny Standing Orders.
2. To assist and support the Overview and Scrutiny Co-ordinator in the delivery of his/her duties – as outlined the Overview and Scrutiny Co-ordinator's job description above.
3. To attend, and in the absence of the Scrutiny Co-ordinator arrange, such meetings of the Overview and Scrutiny Board (and any sub-committees and working parties it establishes) as may be necessary for the effective and efficient operation of the overview and scrutiny function.
4. To take responsibility for and to lead on specific issues which are within the remit of the Overview and Scrutiny Board but not necessarily in the remit of a Scrutiny Lead Member, as delegated by the Overview and Scrutiny Co-ordinator.
5. To develop and maintain a working knowledge of the practices, procedures, services and functions that fall within the Overview and Scrutiny Board's term of reference.
6. To have an understanding and be aware of legislation that impacts on the Council.

## Job Description

**Job Title:** Overview and Scrutiny Lead

**Responsible to:** Torbay Council and local people

**Role purpose:** To lead the effective overview and scrutiny of policies, budget strategies, and service delivery within the area(s) for which they have particular responsibility as Scrutiny Lead.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To chair meetings of overview and scrutiny sub committees and working parties in the areas for which they have particular responsibility as Scrutiny Lead, having particular regard to the Council's Overview and Scrutiny Standing Orders.
2. To ensure the work of the Overview and Scrutiny Board (and any Sub-Committees and Working Parties it establishes) is at all times conducted in a positive, balanced, independent and non-partisan manner and in the best interests of local people.
3. To ensure overview and scrutiny is an open, transparent process that informs, consults and engages with local people, particularly traditionally excluded groups.
4. To take overview and scrutiny into the locality and community as appropriate.
5. To support the Overview and Scrutiny Co-ordinator in the development and delivery of an annual overview and scrutiny work programme, especially in the area(s) for which they have particular responsibility as Scrutiny Lead.
6. To establish a critical friend relationship with appropriate Cabinet members, senior officers and key partners.
7. To support the Overview and Scrutiny Co-ordinator, especially in the areas for which they have particular responsibility as Scrutiny Lead, in ensuring the effective operation of an overview and scrutiny function that:
  - (a) examines and reviews decisions made by, and the performance of, the Leader of the Council, members of the Cabinet, other appropriate committees, officers and the Council's partners;
  - (b) questions the Leader of the Council, members of the Cabinet, other appropriate committees, senior officers and partner organisations about their decisions and performance;
  - (c) assists in policy development and proposes evidence-based recommendations to relevant decision-makers;
  - (d) assists, examines and challenges the development of the Council's annual budget and ensures the process is efficient and transparent and that outcomes accord with the Council's plans and priorities;

- (e) reviews the performance of partnerships and other public bodies in the area, including requesting them to address the Overview and Scrutiny Board, its sub-committees, or any working; and
  - (f) ensures adequate scrutiny of external reports on the Council's performance and that of its partners.
- 8. To be fully aware of the Council's Forward Plan, especially in the areas for which they have particular responsibility as Scrutiny Lead.
- 9. To keep under review and call-in as appropriate, decisions or actions taken, especially in the area(s) for which they have particular responsibility as Scrutiny Lead.
- 10. To consult relevant decision makers in the preparation of overview and scrutiny reports and influence them to implement recommendations.
- 11. To communicate the findings of overview and scrutiny reviews to the Council, the Leader of the Council, partners, the press and public as appropriate.
- 12. To lead in monitoring the implementation of overview and scrutiny recommendations in areas for which they have particular responsibility.
- 13. To attend such meetings of the Overview and Scrutiny Board (and any sub-committees and working parties it establishes) as may be necessary for the effective and efficient operation of the overview and scrutiny function.
- 14. To take responsibility for and to lead on overview and scrutiny in-depth reviews in areas for which they have particular responsibility as Scrutiny Lead, including the arrangement of such meetings as may be necessary for the effective and efficient operation of such reviews.
- 15. To support and motivate members to contribute actively to the Overview and Scrutiny process.
- 16. To develop and maintain a working knowledge of the practices, procedures, services and functions that fall within the Overview and Scrutiny Board's terms of reference, especially in the areas for which they have particular responsibility as Scrutiny Lead.
- 17. To ensure members champions are invited to contribute to relevant overview and scrutiny reviews.
- 18. To have an understanding and be aware of legislation that impacts on the Council, especially in the areas for which they have particular responsibility as Scrutiny Lead.

## Job Description

- Job title:** Chair of a Regulatory Committee
- Responsible to:** Torbay Council and the local people
- Role purpose:** To ensure that the regulatory responsibilities of the Council are undertaken in accordance with the Council's policies and procedures.

### **Main Duties and Responsibilities – *in addition to those duties of all elected members***

1. To chair meetings of one of the regulatory committees in accordance with the relevant terms of reference and the Council's Standing Orders and Constitution.
2. To assist the Chief Executive in selecting agenda items for committee meetings.
3. To consider the submission of late items and to determine whether or not these are sufficiently urgent to be considered by the Committee.
4. To arrange proper consideration of the issues presented to the Committee and ensure that it has all the necessary information before it to make informed decisions.
5. If appropriate, to represent the Council in all dealings with the public, media and other bodies in respect of regulatory matters.
6. To maintain awareness of national and local issues and regulations relating to the particular Committee.
7. To liaise with officers as to the training and development requirements for committee members.