

A p p e n d i x

Member Role Descriptions 2017/2018

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Role Description for Scrutiny Board Chair

Corporate Responsibilities:

1. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough. To work towards the shared Partnership priorities, vision and key actions.
 2. To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the scrutiny panel function.
 3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members.
 4. To support all partnership working within the scope of the scrutiny panel function.
 5. To ensure the full involvement of local people and communities in the decision making process of the Council, as necessary.
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Duties:

6. To contribute to the management, co-ordination and development of overview and scrutiny in Sandwell.
7. Through the scrutiny function contribute to the development of service policy.
8. To liaise with the Statutory Scrutiny Officer and the designated Scrutiny Officer supporting the panel.

9. To ensure that the scrutiny board carries out the functions set out in the Constitution.
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Responsibilities:

12. To present findings of scrutiny board work to the Executive and/or at meetings of the Council.
 13. To read relevant papers and reports and to attend meetings with the Cabinet Member, Director and officers as appropriate.
 14. To be briefed on all matters affecting the relevant service(s) and the forward plan.
 15. To attend as necessary Executive meetings when items relevant to the board are being discussed.
 16. To manage and guide the board's work to scrutinise relevant issues relating to service delivery and decisions taken by the Executive.
 17. To chair meetings of the board, including any convened to consider any items that have been called-in or referred under Call for Action.
 18. To engage partner agencies in the work of the scrutiny board and promote a constructive approach to scrutiny work.
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Role Description for Chair of a Committee/Panel

This role description is relevant for the undermentioned committees/panels:-

Planning Committee; Audit and Risk Assurance Committee; Licensing Committee and Sub Committee; Licensing Panel; General Purposes and Arbitration Committee.

Corporate Responsibilities:

1. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
 2. To contribute to the corporate duty of well-being, good community relations and the promotion of sustainability within the scope of the committee/panel function.
 3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members.
 4. To support all partnership working within the scope of the committee/panel functions.
 5. To ensure the full involvement of local people and communities in the decision making process of the Council, as necessary.
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Duties:

6. To foster and maintain a disciplined approach by the committee/panel members having regard to high standards of behaviour and ethics including any necessary protocols or procedures pertinent to the committee/panel.
 7. To be aware of legislation and ongoing local and national developments on matters relevant to the committee/panel and their implications.
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Responsibilities:

8. To chair the committee/panel in accordance with its terms of reference.
 9. To represent the Council, where necessary, in all dealings with the public, media and other bodies in respect of the work of the committee/panel.
 10. Where not already in its terms of reference, to submit a periodic report to Council on the performance of the committee/panel at a frequency to be agreed by the Council.
 11. To be briefed on all relevant matters.
 12. Applicable to the Chair of the Planning Committee:
To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure.
 13. Applicable to the Chairs of the Licensing (Miscellaneous) Committee, Licensing Panels and the General Purposes and Arbitration Committee:
To ensure that contributions by appellants and any other parties to meetings are facilitated and controlled in accordance with the agreed procedures.
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Role Description - Chairman of Ethical Standards and Member Development Committee

1. To lead the relevant standards function of the Council, ensuring the overall co-ordination and management of the process.
2. To chair meetings of the Ethical Standards and Member Development Committee.
3. To ensure the efficient carrying out of the standards process and keep under review the standards process.
4. To promote high standards of conduct by all elected members.
5. To assist elected members observe the Council's Code of Conduct.
6. To monitor and review the Code of Conduct and arrangement of appropriate training for all elected members to ensure its proper application.
7. To keep yourself and the Committee fully up to date with all relevant legislation and good practice relating to the Ethical Standards and Member Development Committee.
8. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
9. To comply with the Member/Officer protocol as set out in the Constitution.
10. To ensure members of the committee abide by the Member/Officer protocol.
11. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.

12. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.

Role Description - Member of the Ethical Standards and Member Development Committee

1. To assist the Chairman of the Committee in the discharge of the key duties of that position as set out above.
2. To participate actively and effectively as a member of the Committee and its Sub-Committees.
3. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
4. To comply with the Member/Officer protocol as set out in the Constitution.
5. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
6. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
7. Members need to be mindful that decisions made by the Committee and its Sub Committees should be impartial and without regard to party loyalty. Elected members should not be subject to the party whip.

Role Description for Lead Members appointed under Section 41 of the Local Government Act 1985 [Section 41 Members]

This role description is relevant for members nominated by the Council to serve as the Section 41 Member on the following joint authorities:

West Midlands Fire and Rescue Authority
West Midlands Integrated Transport Authority

Corporate Responsibilities:

1. To support all partnership working relevant to Sandwell within the scope of the joint authority.
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Duties:

2. To have regard to high standards of behaviour and ethics including any necessary protocols or procedures pertinent to the joint authority.
 3. To be aware of legislation and ongoing local and national developments on matters relevant to the joint authority and their implications.
 4. To ensure that the joint authority responds to issues referred to it by the Council.
 5. To liaise with the appropriate Cabinet Member/s and officers of the Council on matters pertaining to the joint authority which affect Sandwell.
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Responsibilities:

6. To answer questions put to the Section 41 member at meetings of the Council relating to the discharge of the functions of the joint authority in accordance with paragraph 6 of the Procedural Standing Orders.
7. To report to the Council twice a year on important and contentious matters relating to the joint authority, and on any other occasion by exception, in accordance with paragraph 9 of the Procedural Standing Orders.
8. To represent the Council where appropriate in all dealings with the public, media and other bodies in respect of the matters relating to the joint authority which affect Sandwell.

Role Description for Town Chair and Vice-Chair

- (1) To undertake the responsibilities of Town Chair including:
 - ensuring effective working of the Neighbourhood Fora;
 - facilitating the role of ward members in representing their communities and constituents at Neighbourhood Fora and associated community meetings;
 - encouraging the participation of members of the public in Town/Ward meetings as necessary;
 - reporting to the Council on the activities of the Town.
- (2) To provide, in partnership with the Cabinet Member for Safer Neighbourhoods or Cabinet Member with portfolio responsibility for town working, political and community leadership and to represent the Council's interests in the Town.
- (3) To ensure, in partnership with the Cabinet Member for Neighbourhoods and Communities or Cabinet Member with portfolio responsibility for town working, that the views and interests of the Town and local community groups are promoted at Borough level.
- (4) To cascade information as appropriate to ward colleagues, particularly on issues affecting individual wards or neighbourhoods.
- (5) To encourage the full involvement of local people and communities in town working.
- (6) To keep abreast of current issues and developments in the Town area.

Town Chair

- (7) To ensure, in partnership with the Cabinet Member for Neighbourhoods and Communities or Cabinet Member with portfolio responsibility for town working, that town issues and developments are appropriately promoted and publicised.
- (8) To establish good working relationships with the Cabinet Member for Neighbourhoods and Communities or Cabinet Member with portfolio responsibility for town working and attend regular monitoring meetings.
- (9) To establish good working relationships with the Communities Manager and town-based Neighbourhood Manager and the Council's Executive Management Team nominee.
- (10) To ensure that all local avenues have been exhausted in resolving local issues before a Call For Action is instituted by a ward Councillor.
- (11) To be the first point of contact for local people wishing to submit petitions to the Council and to be responsible for progressing the petition through the Council's structures and to ensure that such petitions are formally recorded and monitored.
- (12) To actively promote community cohesion and associated initiatives in the town.
- (13) To attend regularly at town tasking meetings.
- (14) To undertake such other duties and roles as may from time to time be assigned to the position by the Leader or the Cabinet.

Special Conditions

Town Chair

1. Meetings of Town Chairs and Vice Chairs must take place bi-monthly, rotated around the six towns.
2. Town Chairs must regularly attend six monthly meetings for all Town Chairs with the Cabinet Member for Neighbourhoods and Communities or Cabinet Member with portfolio responsibility for town working.
3. Town Chairs must regularly attend meetings for all Town Chairs with the Leader and Cabinet.
4. Town Chairs must attend regular individual meetings with the Leader and the Cabinet Member for Neighbourhoods and Communities or Cabinet Member with portfolio responsibility for town working.
5. Town Chairs must commit to a bespoke personal development programme.

The Town Chair will provide political guidance and an informal steer to the strategic work of the Communities Unit based on their priority functions of Tasking, Community Engagement and Community Cohesion.

The Communities Manager is responsible for operational management of the Communities Unit.

The Communities Manager will ensure that all relevant information regarding activities for which the Communities Unit is responsible within the town is passed to the Town Chair in a timely manner.