

8. Member Procedures

(a) Teignbridge District Councillor Role Definition

Responsible to: Teignbridge District Council and the local community

Role purpose: To represent the views of the communities of the Teignbridge District within and outside the Council.

Main Role:

1. Collectively to be the ultimate policy-makers and carry out a number of strategic and corporate, decision-making functions;
2. Represent the community and bring their views into the Council's decision-making processes, and become an advocate of and for your community;
3. Consider different interests within your Ward and represent the Ward as a whole.
4. To represent the interests of the district as a whole by contributing to the strategic representation and decision-making that affects Teignbridge;
5. Contribute to the good governance of Teignbridge and actively encourage community participation and citizen involvement in decision-making. Local people can expect to be informed about:
 - a. services in their area;
 - b. decisions that affect them;
 - c. the reasons why decisions are taken by the Council;
 - d. the rights of constituents of Teignbridge;
 - e. how decisions are made and what access is available to the public.
6. Deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
7. Be available to represent the Council on outside bodies; and
8. ~~Every Councillor~~ will have the opportunity to take part in Overview and Scrutiny Committees reviews if members of the group feel their specialist experience would positively contribute to the review- even if they are not an Overview and Scrutiny Member. serve on either the Executive or a scrutiny committee. Part of the process is to undertake reviews and Councillors will be expected to participate fully in reviews they are selected to be involved in. these.
9. Note that the main Council bodies are set out in Section 3 of the Constitution and comprise:
 - a. Executive;
 - b. Scrutiny Committees; and
 - c. Regulatory Committees.
10. Maintain the highest standards of conduct and ethics.

Role Definition for Leader of the Council

Primary Role

To have overall responsibility for the Vision and Corporate Objectives of the Council and for ensuring their achievement.

To be the principal political spokesperson for the Council and have overall responsibility for representing its views to the public and all organisations with whom the Council has contact.

To provide community leadership.

Main Responsibilities

Lead the work of the Executive, its programmes and priorities.

Represent the Executive, as appropriate, to the Overview and Scrutiny Committees. To act in the absence of any Executive Member.

As the principal political spokesperson for the Council, to effectively communicate with appropriate media, organisations, etc. the policies of the Executive and Council.

To have overall responsibility for the development, implementation, monitoring and review of the Council's Corporate Objectives.

To have political responsibility for effective corporate governance of the Council.

Other responsibilities will also include oversight of:-

Representing the Council on matters of corporate and strategic policy to Government, other authorities, agencies and organisations relevant to the Council's business.

Regular liaison with the Managing Director, Senior Leadership Team, Business Leads and other relevant officers to provide informal policy guidance and support.

Regular liaison with other Group Leaders.

Monitoring and managing the performance of individual Executive Members assist with the identification of training and development needs of Executive Members and other Members.

Undertaking periodic reviews of portfolios and their allocation to Members of the Executive

The above activities are in addition to the responsibilities set out in the Councillor, Group Leader and Executive Member Role Descriptions.

Role Definition for the Deputy Leader of the Council

Primary Role

To carry out the responsibilities of the Leader in their absence. To assist the Leader in their duties.

To be a Member of the Executive with particular oversight of a Portfolio.

Main responsibilities

Carry out those responsibilities assigned to the Leader in their absence.

Participate in the decision-making process on matters within the Executive remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the Senior Leadership Team, Business Leads and relevant officers responsible for the activities within the Portfolio and to provide informal policy guidance and support.

Work closely with the other Members who will support them with the Portfolio. Particular responsibilities will also include:-

- Presentation of reports to the Executive
- Attendance at Overview and Scrutiny Committees
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Executive's position where appropriate

Regular liaison with other Group Leads on portfolio issues.

The above activities are in addition to the responsibilities set out in the Councillor and Executive Member Role Descriptions.

Role Definition for Executive Members

Primary Role

To be a Member of the Executive with particular responsibility for a Portfolio to be decided by the Leader of the Council.

Main Responsibilities

Participate in the decision-making process on matters within the Executive's remit in accordance with Council policy.

Adopt corporate responsibility for all such decisions.

Close liaison with the relevant Director and/or Business Leads and relevant officers responsible for the activities within the Portfolio.

Work closely with the other Members who will support them with the Portfolio. Responsibilities will also include:-

- Presentation of reports to the Executive
- Attendance at Overview and Scrutiny Committees
- Development of a personal training Plan, and its implementation.
- Attendance at outside bodies to represent the Council and the Executive's position where appropriate.

Regular liaison with the Directors and/or Business Leads to provide informal policy guidance and support.

Regular liaison with other Group Leads on portfolio issues.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.

Role Definition of the Chair of Council

Primary Role

To be the Civic Head of the District Council. To chair Council Meetings.

Main Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To initiate activities designed to recognise and encourage civic awareness in the community.

To attend briefings for Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To chair meetings of the Council ensuring among other things that all points of view have a fair opportunity to be heard, that Procedure Rules are applied and observed, with fairness and impartiality and that debate is guided towards clear and relevant decisions.

To promote good relationships between councillors, between political groups and between councillors and officers.

To ensure that the Civic hospitality budget is spent prudently and to the best advantage of the whole District.

To ensure that the Vice-Chair is kept informed of all relevant civic matters and has a useful civic role during their period of office.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.

Role Definition of the Vice-Chair of Council

Primary Role

To support the Chair of the Council in their role and in their absence.

To chair Council Meetings in the absence of the Chair of Council.

Duties and Responsibilities

To represent the Council in the District and elsewhere on occasions where a civic representative is invited or otherwise required.

To participate in activities initiated by the Chair designed to recognise and encourage civic awareness in the community.

To attend briefings for the Council meetings and to be proactive in making proposals for the effective conduct of the meeting.

To promote good relationships between councillors, between political groups and between councillors and officers.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.

Role Definition of Group Leaders

Primary Role

To provide clear political leadership for the Group represented.

Main Responsibilities

When in Opposition, to provide credible checks and balances, challenges and alternatives to the ruling Group.

To canvass a range of views within the Group in the formulation of policy.

To integrate and represent the Group policy at a local level.

To co-operate with other Groups where appropriate, particularly in matters of a non-party political nature.

To chair and/or attend meetings where appointed to a representative role within the Council.

To liaise with other local and regional representatives of the party if appropriate.

To monitor the performance of the Council against its budget, policy and performance plan.

To represent the views of their Group in relation to any matter on which Officers seek consultation and guidance.

To provide effective leadership and management of and communications within their own Group.

To ensure that members of their Group comply with local and national Codes of Conduct and protocols governing Member conduct and behaviour and, where necessary, to deal with any breaches of these codes or protocols.

If appropriate, to 'shadow' one or more service of corporate area of the District Council's activity.

If appropriate, to appoint members of their Group to 'shadow' particular service or corporate areas of the Council's activity.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.

Role of the Chair of Committees

Note – this role definition applies equally to all Chair of meetings, ie the Council, the Executive, all Scrutiny Committees, Planning Committee, Licensing and Regulatory Committee, Audit and Governance Committee.

Primary Role

Preside over meetings ensuring proper order in the way in which business is conducted.

To attend briefings for committee meetings and to be proactive in making proposals for the effective conduct of the meeting.

Inform self of the intended business and objectives of meetings. Ensure decisions taken are in the remit of the Committee. Determine that meetings are properly constituted and quorate.

Decide points of order, whether proposed motions and amendments are in order, taking advice, as appropriate, from the Managing Director, Senior Leadership Team, Monitoring Officer or their representatives and the Democratic Services Team.

Adjourn meetings if appropriate.

Close meetings at the conclusion of business.

Manage public participation at meetings in accordance with the Council's published scheme in this regard.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.

Role of the Deputy Chair of Committees

Note – this role definition applies equally to all Deputy Chair of meetings, ie the Council, the Executive, all Scrutiny Committees, Planning Committee, Licensing and Regulatory Committee, Audit and Governance Committee.

Primary Role

To support the Chair of the Committee in their role and in their absence.

To chair the Committee in the absence of the Chair.

To attend briefings for the Committee meetings and to be proactive in making proposals for the effective conduct of the meeting.

The above activities are in addition to the responsibilities set out in the Councillor Role Description.