

## **Council Constitution**

### **Part 3c – Job Profiles**

The Council has a comprehensive set of job profiles for Council Members as part of modern Local Government. These are set out in a way that reflects the Council's political management arrangements, based on the Leader with Cabinet model of Constitution. Tameside has had job profiles for Councillors for several years and those with Executive responsibilities have "Warrants of Office". Members produce annual reports of their activities. The job profiles and annual reports are published on our website.

All Councillors have a job profile. The following job profiles are included in this section:

#### **Speakers Panels**

- Chair
- Deputy Chairs

#### **Scrutiny Panels**

- Chair
- Deputy Chair

#### **Council**

- Civic Mayor
- Chair of Council

#### **Overview Panel**

- Chair

#### **Frontline Councillors**

## **Part 3c - Job Profiles**

### **Civic Mayor**

The Civic Mayor, and in his/her absence, the Deputy Mayor, shall preside over the first and opening part of each Council meeting.

The Civic Mayor and Deputy Mayor will be elected by the Council annually in accordance with the agreed criteria. The Civic Mayor will act in accordance with the Mayoral protocol and will have the following responsibilities:

1. To promote public involvement in the Council's activities;
2. To be the conscience of the Council;
3. As the First Citizen of Tameside to deal with his/her ambassadorial role both inside and outside the Borough;
4. To market Tameside in a positive manner.
5. To attend such civic and ceremonial functions as the Council or she/he determines appropriate.

### **Chair of Council Business**

The Chair of Council Business is responsible for the effective management and running of the business agenda at Council meetings.

1. 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.
2. To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members, who are not on the Executive, are able to hold the Executive to account.
3. To serve as a Member of the Overview Panel.
4. To attend meetings of the Executive Board as appropriate.
5. To receive decisions and relevant papers from the Cabinet.
6. To receive decisions and relevant papers from Scrutiny Panels.
7. To carry out the duties identified in the job profile for Frontline Councillors.

## **Part 3c - Job Profiles**

### **Frontline Councillors**

#### **Purpose**

1. To participate constructively in the good government of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the Ward for which the Councillor was elected and deal with the constituent's enquiries and representations.
4. To champion the causes which best relate to the interest and sustainability of the community and campaign for improvement in the quality of life of the community in terms of equity, economy and environment.
5. To represent the Council on an outside body, such as a neighbourhood association, governing body or charitable trust.

#### **Key Tasks**

1. To fulfil the statutory and locally determined requirements of an elected Member of a local authority and the authority itself, including compliance with all relevant codes of conduct and participation in those decisions and activities reserved to Full Council (e.g. setting budget, overall priorities, strategy).
2. To participate effectively as a Member of any, panel or forum to which the Councillor is appointed.
3. To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between organisations; and to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and function.
4. To participate, as appointed, in the scrutiny of the services and policies of the authority and their effectiveness in meeting the strategic objectives of the authority and the needs of its residents.
5. To participate in the consultative processes with the community and other organisations.
6. To represent the Authority to the community and the community to the authority, through the various forum available.
7. To develop and maintain a working knowledge of the Authority's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant Officers of the Authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's wellbeing and identity.
9. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.

10. To participate in the activities of any political group of which the Councillor is a Member.
11. To uphold the Council's Constitution and ethical standards.
12. To be aware of how and when to refer child welfare concerns to Children's Services/Police and how, after the referral has been registered, that there are subsequent constraints on staff sharing information as set out in the Council's Political Conventions.
13. To be aware of their responsibilities as "corporate parents" of Looked After Children.

## **Part 3c - Job Profiles**

### **Chair of Overview Panel**

The Chair has the responsibility to bring the Executive and non-Executive elements of the Council together, to ensure there is proper consideration of the Council's future agenda and deliberation of issues that affect both elements.

1. To chair meetings of the Overview Panel and the Audit Panel.
2. To receive decisions and relevant papers from the Cabinet.
3. To receive decisions and relevant papers from Scrutiny Panels.
4. In conjunction with the Executive Leader, to draw up an annual work programme for the Overview Panel to be approved by the Council.
5. To carry out the duties identified in the job profile for Frontline Councillors.
6. In the absence of the Chair of Council Business to chair the business part of the Council Meeting.
7. To examine all requests received for the convening of a meeting of the Call In Panel, such action not to over-ride the ability of a Scrutiny Panel Chair to make a statement at a relevant Council Meeting or the ability of five Members to call for an Extraordinary Council Meeting to discuss a particular subject matter in accordance with Standing Orders.

## **Part 3c - Job Profiles**

### **Chair of Scrutiny Panel**

The Chair of a Scrutiny Panel is responsible for the effective management and running of the Panel's business. This involves directing the Panel's business agenda and the effective management of Panel deliberations and maintaining a public image of effective scrutiny of the Council's business and other matters brought before it.

The Chair is expected to identify areas for inclusion in the Panel's work programme and ensure that Scrutiny Panel Members are taking part at all stages in deliberations.

The Chair of each Panel shall have responsibility for the agenda preparation of their Scrutiny Panel which shall be based upon their annual work programme submitted to Council for approval

1. To chair meetings of the Scrutiny Panel.
2. To serve as a Member of the Overview Panel.
3. To present to the Overview Panel reports of individual scrutiny reviews following the completion of such reviews.
4. To present and monitor progress in respect of the Scrutiny Panel's work programme.
5. To receive decisions and relevant papers from the Cabinet.
6. In conjunction with the Scrutiny Support Officers, to lead Members in drawing up terms of reference for individual scrutiny reviews.
7. In conjunction with the Deputy Chair to give initial consideration to first draft reports of the Panel's Scrutiny Review.
8. In conjunction with the Deputy Chair to determine appropriate means of inviting and involving public comment and representations on matters under scrutiny.
9. In conjunction with the Deputy Chair to ensure appropriate expert and specialist advice is made available to the Scrutiny Panel, including the use of advisory groups.
10. To commission appropriate research based on Scrutiny Panel decisions.
11. To determine, in accordance with the Council Constitution, arrangements for special meetings of the Scrutiny Panel.
12. To ensure Panel Members benefit from appropriate training and development to deal effectively with the Panel's business.
13. In conjunction with Scrutiny Support Officers, to monitor the budget of the Scrutiny Panel and authorise such expenditure.
14. To focus on external bodies in accordance with Government Guidance.
15. To carry out the duties identified in the job profile for Frontline Councillors.
16. The Chair of the Scrutiny Panel dealing with Children's Service together with other Members of the Scrutiny Panel to take all necessary steps to scrutinise the Council's arrangements for safeguarding children with particular reference to:-
  - the adequacy of funding
  - staff levels and morale

- the Department's performance, including unallocated cases
- the care, education, health and achievements of Looked After Children
- that protection is accessible to all communities

### **Deputy Chair of Scrutiny Panel**

The Deputy Chair of a Scrutiny Panel is responsible for supporting the Chair in the effective management and running of the Panel's business. In the absence of the Chair, the Deputy Chair will chair Panel meetings and conduct its business. This involves directing the Panel's business agenda and the effective management of Panel deliberations and maintaining a public image of effective scrutiny of the Council's business and other matters brought before it.

The Deputy Chair is expected to support the Chair in identifying areas for scrutiny and ensuring that Scrutiny Panel Members are taking part at all stages in deliberations

1. To support the Chair of the Scrutiny Panel and, in the absence of the Chair, chair meetings, conduct the Panel's business and present scrutiny reports to Council.
2. To receive decisions and relevant papers from the Cabinet.
3. In conjunction with the Chair and Scrutiny Support Officers, to lead Members in drawing up terms of reference for individual scrutiny reviews for submission to the Scrutiny Panel.
4. In conjunction with the Chair, to determine appropriate means of inviting and involving public comment and representations on matters under scrutiny.
5. In conjunction with the Chair, to give initial consideration to first draft reports of the Panel's Scrutiny Review
6. In conjunction with the Chair, to ensure appropriate expert and specialist advice is made available to the Scrutiny Panel, including the use of advisory groups.
7. In conjunction with the Chair, to commission appropriate research based on Scrutiny Panel decisions
8. To carry out the duties identified in the job profile for Frontline Councillors.

## **Part 3c - Job Profiles**

### **Chair of Speakers' Panel**

The Chair of a Speakers' Panel is responsible for the effective management and running of the Panel's business. This involves directing the Panel's business agenda, the effective management of Panel deliberations and maintaining a public image of non-party political consideration of matters brought before it..

1. To chair meetings of the Speakers' Panel.
2. To have access to all relevant papers and necessary supporting documents and have the opportunity, with Members of the Speakers' Panel, to intervene on procedural issues.
3. To determine, in conjunction with the Democratic Services Unit, arrangements for special meetings of the Speakers' Panel and specific appeals hearings within the jurisdiction of the Panel.
4. To ensure Panel Members work in a co-operative and supportive manner.
5. To ensure Panel Members benefit from appropriate training and development to deal effectively with the Panel's business.
6. To ensure the Panel conducts its business in a manner consistent with the requirements of the Council and the Standards Committee.
7. To carry out the duties identified in the job profile for Frontline Councillor.

### **Deputy Chair of Speakers' Panel**

The Deputy Chair of a Speakers' Panel is responsible for supporting the Chair in the effective management and running of the Panel's business. In the absence of the Chair, the Deputy will chair Panel meetings and conduct its business. This involves directing the Panel's business agenda and the effective management of Panel deliberations and maintaining a public image of non-party political consideration of matters brought before it.

1. To support the Chair of Speakers' Panel.
2. To have access to all relevant papers and supporting documents and have the opportunity with Members of the Speakers' Panel to intervene on procedural issues.
3. To ensure Panel Members work in a co-operative and supportive manner.
4. To ensure Panel Members benefit from appropriate training and development to deal effectively with the Panel's business.
5. To ensure the Panel conducts its business in a manner consistent with the requirements of the Council and the Standards Committee.
6. To carry out the duties identified in the job profile for frontline Councillor.