

ROLE PROFILE

Cabinet (Executive) Member/Portfolio Holder

This is a Special Responsibility role profile.

1. Who is a Cabinet Member/Portfolio Holder accountable to?

- South Holland District Council;
- The Leader; and
- The Cabinet (collectively).

2. Role, Purpose and Activity

- **Providing Portfolio leadership**
 - To give political direction and support to officers working within the Portfolio;
 - To provide leadership within the Portfolio;
 - To liaise with the appropriate Overview and Scrutiny Panel Chairman and receive Overview and Scrutiny reports as required;
 - To be accountable for choices and performance within the Portfolio;
 - To have an overview of the performance management, efficiency and effectiveness of the Portfolio;
 - To actively assist the Member Services Team in identifying training needs that would actively increase councillors knowledge of their portfolio (this would be especially important when significant changes to government policy or guidance have taken place); and
 - To make executive decisions within the Portfolio in line with Council procedures.
- **Contributing to the work programme of the Portfolio**
 - To work with officers to create policy documents, both strategic and statutory, ensuring that the political will of the majority is carried to and through the Cabinet and/or Council;
 - To provide assistance in creating and delivering a strategic work programme, both political and statutory;
 - To carry out consultations with external partners, as required; and
 - To represent the Portfolio.
- **Reporting and accounting**
 - To report, as appropriate, to the Leader, Cabinet, full Council, appropriate Chairman of Overview and Scrutiny, and external partners;
 - To be the main political spokesperson for the Portfolio;
 - To appear before Overview and Scrutiny Panels in respect of matters within the Portfolio; and
 - To be available to respond to councillors' concerns and queries.

- **Participating in Cabinet meetings and making decisions**
 - To take part in Cabinet meetings and ensure that the decisions made take into account local considerations and policy recommendations;
 - To make informed and balanced decisions, within the terms of reference of the Cabinet, in line with the Council's meeting procedures;
 - To show an interest in and support for the Portfolios of others; and
 - To recognise and contribute to issues which cut across Portfolios or collective issues of responsibility.

- **Internal governance, ethical standards and relationships**
 - To develop the reputation and reliability of the Cabinet and its decision-making;
 - To understand the roles of councillors, officers and external parties operating on behalf of the Cabinet; and
 - To promote and support good governance of the Council.

3. Values

- To be committed to the Council's values and corporate priorities.

PERSON SPECIFICATION

Cabinet (Executive) Member/Portfolio Holder

To fulfil the role as laid out in the role profile, an effective Cabinet Member requires:

Providing Portfolio leadership

- Leadership skills;
- Knowledge of community strengths, areas of improvement and key issues;
- A good strategic awareness of issues facing the Council;
- An understanding of the way the Council operates;
- An understanding of decision making procedures; and
- An understanding of the roles and responsibilities of officers within the Portfolio.

Contributing to the work programme of the Portfolio

- An understanding of best practice;
- An awareness of national and local legislation;
- An understanding of the Council's performance management arrangements;
- Negotiation and questioning skills;
- The ability to act objectively and on the basis of evidence;
- A knowledge of local issues;
- An ability to work effectively and build relationships with councillors, officers and external partners; and
- Knowledge of the workings of the Council.

Reporting and accounting

- Knowledge of the Cabinet structure;
- The ability to convince others and act with integrity; and
- A knowledge of the relevant meeting procedures

Participating in Cabinet meetings and making decisions

- A knowledge of local issues; and
- The ability to work as part of a team.

Internal governance, ethical standards and relationships

- A knowledge of the relevant regulatory meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol