

Ward Councillor Role Description

The City of Lincoln Council recognises the crucial role of elected members in the life of both the city and the council. This role description sets out a framework of duties, qualities and values for elected members in their work for the residents of Lincoln and the City of Lincoln Council.

1. Accountabilities

- To the City of Lincoln Council
- To the electorate of your ward

2. Purpose and Action

- **Representing and supporting communities**
 - To represent individual residents and local organisations, undertaking casework on their behalf and serving all fairly and equally
 - To represent ward interests
 - To be an advocate for the Council in the ward and its communities
 - To be a channel of communication to the community on Council strategies, policies, services and procedures
 - To liaise with executive members, other Council members, Council officers and partner organisations to ensure that the needs of local communities are identified, understood and supported
 - To promote tolerance and cohesion in local communities
- **Making decisions and overseeing Council performance**
 - To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
 - To participate in balanced and informed decision making on committees and panels
 - To adhere to the principles of democracy and collective responsibility in decision making
 - To promote and ensure efficiency and effectiveness in the provision of Council and other public services
 - To contribute to the scrutiny process in the development of policy and the monitoring of performance.
- **Representing the Council (subject to appointment)**
 - To represent the Council on local outside bodies as an appointee of the Council
 - To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs

- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Personal and role development**

- To participate in opportunities for development provided for members by the Council
- To gain an understanding of how the Council works.
- To build a knowledge of the Council structure, key officers and services
- To develop a knowledge of the political decision-making structures.

3. Values

- To be committed to the values of the Council and the following values in public office:
 - Selflessness – serving only the public interest.
 - Honesty and integrity – not allowing these to be questioned; not behaving improperly.
 - Objectivity – taking decisions on merit.
 - Accountability – to the public; being open to scrutiny.
 - Openness – giving reasons for decisions.
 - Personal judgement – reaching one's own conclusions and acting accordingly.
 - Respect for others – promoting equality; avoiding discrimination; respecting others (member/member, as well as member/officer).
 - Duty to uphold the law – not acting unlawfully.
 - Stewardship – ensuring the prudent use of the Council's resources.
 - Leadership – acting in a way which inspires public confidence.

Portfolio Holder for Corporate Management and Customer Services (Leader) Role Description

in addition to the duties and responsibilities detailed in the councillor role description, the Leader of the Council shall:

- provide overall political leadership and direction for the Council and Executive
- assume overall responsibility for guiding the development and formulation of corporate priorities and strategic policy direction and for presenting those policies to the Council and the wider community, acting as the principal political spokesperson on corporate and strategy issues
- provide political guidance to the Chief Executive and the Council's Corporate Management Team on the implementation of the Council's priorities, objectives, revenue and capital budgets
- chair meetings of the Council's Executive, ensure a co-ordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant, and taking into account any advice from the Chief Executive, or the Council's Monitoring Officer or Finance Officer, ensure that proposals are made to the Council for decision within appropriate timescales
- oversee the work of members of the Executive - particularly where such Members have been authorised by the Council to exercise responsibility for a particular service area or development, reflecting the Council's commitment to good value for money and co-ordinating the work of the Executive in:
 - developing corporate policies and programmes;
 - delivering high quality services to the people of Lincoln;
 - monitoring performance;
 - preparing and monitoring revenue and capital budgets;
 - reviewing the effectiveness of the Council's organisation and management processes;
 - developing policies to promote the social, economic and environmental well being of the people of the City of Lincoln.
- represent the Council at all levels, liaise with Government and other relevant agencies where appropriate and act as the principal ambassador for the Council in advocating and explaining its roles and functions, and promoting it as a listening and accessible organisation
- contribute to and encourage the training and development of members

The Leader shall have specific portfolio responsibilities for the following matters:

- | | |
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| • Corporate Issues (Corporate Policy/Strategic Plan/ Financial Strategy/ Establishment Policy) | • Specific Major Projects |
| • Community Strategy/LAA | • Local Strategic Partnership |
| | • Corporate Communications and media relations |

- Overall financial position of the Council
- Human Resources
- Improvements in the culture of the Council
- Emergency planning;
- Corporate Support Services Operational Work;
- Asset Management;
- Trade union relations
- Democracy related services
- Risk management and governance
- Regional government
- Performance Management
- Corporate reviews
- Annual report
- Procurement;
- Performance IT systems/ E-Government
- Overall Corporate Performance Issues
- Audit focus
- Customer Services
- Contact Centre
- Customer Care (except customer services)
- Corporate complaints handling
- Benefit Advice and take up campaigns
- Benefits processing
- Housing Benefits and Revenues

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Attend meetings with relevant officers and key stakeholders.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
 - have major resource implications
 - be contentious or politically sensitive.

Portfolio Holder for Recreation Services and Health (Deputy Leader)
Role Description

The Deputy Leader of the Council shall in the absence of the Leader and in addition to those duties and responsibilities detailed in the councillor role description:

- provide overall political leadership and direction for the Council and Executive
- assume overall responsibility for guiding the development and formulation of corporate priorities and strategic policy direction and for presenting those policies to the Council and the wider community, acting as the deputy for the Leader as the principal political spokesperson on corporate and strategy issues
- provide political guidance to the Chief Executive and the Council's Corporate Management Team on the implementation of the Council's priorities and objectives and revenue and capital budgets
- chair meetings of the Council's Executive, ensure a co-ordinated and coherent approach is taken to policy development and the delivery of services and also, where relevant, and taking into account any advice from the Chief Executive or the Council's Monitoring Officer or Finance Officer, ensure that proposals are made to the Council for decision within appropriate timescales
- oversee the work of other members of the Executive - particularly in respect of services within their portfolio areas to enable it to be co-ordinated within the work of the Executive in:-
 - developing corporate policies and strategies;
 - delivering high quality services to the people of Lincoln;
 - monitoring performance;
 - preparing and monitoring revenue and capital budgets;
 - reviewing the effectiveness of the Council's organisation and management processes;
 - developing policies to promote the social, economic and environmental well being of the people of the City of Lincoln.
- represent the Council at all levels, liaise with Government and other relevant agencies where appropriate and act as the principal ambassador for the Council in advocating and explaining its roles and functions and promoting it as a listening and accessible organisation
- contribute to and encourage the training and development of members.

The Portfolio Holder for Recreation Services and Health shall have specific portfolio responsibilities for the following matters:

- Parks and Recreation (including playgrounds and pavilions);
- Public open space;
- Leisure/Sports and facilities
- Health and wellbeing
- Cultural activities (including the Cultural Quarter)

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
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Portfolio Holder for Environmental Services and Public Protection Role **Description**

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Environmental Services and Public Protection shall have specific portfolio responsibilities for the following matters:

- Fleet Management;
- Environmental Contracts, including refuse, cleansing, highways and open space
- maintenance;
- Recycling
- Climate change
- LA21
- Air Pollution
- Cemeteries/crematorium
- Public Toilets
- Crime and disorder reduction especially alcohol related crime
- Anti social behaviour and noise nuisance
- Community safety/safer streets agendas including CCTV and Rangers
- Street scene liaison
- Licensing
- Public Protection such as:
 - (1) Environmental Health
 - (2) Food Safety
 - (3) External health and safety

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
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Portfolio Holder for Housing Role Description

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Housing shall have specific portfolio responsibilities for the following matters:

- Homelessness prevention
- Housing Repairs & Maintenance and Investment
- Tenants (including rent collection) / participation
- Estate Management
- Housing Stock Options
- Housing Investment/ Decent Homes
- Lettings/ Allocations
- Private sector housing enforcement, grants and improvements
- Housing enabling role with respect to registered social landlords
- Delivery of property related goods and services for Council's
- Supporting People

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
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Portfolio Holder for Planning Policy and Economic Regeneration Role **Description**

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Planning Policy and Economic Regeneration shall have specific portfolio responsibilities for the following matters:

- Regional, Sub-Regional and Local Planning Policies and Strategies
- Planning (excluding roles undertaken by Planning Committee)
- Heritage (linked with Heritage Champion)
- Local Development Framework
- Design Champion
- City Centre Master Plan
- City Growth Strategy
- Economic Development
- Inward Investment
- Business Support
- Commercial Development
- Building Control
- Transport including car parks etc
- Contaminated Land
- Tourism development services and marketing

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy

- have major resource implications
- be contentious or politically sensitive.

Portfolio Holder for Social Inclusion and Community Cohesion Role **Description**

in addition to the duties and responsibilities detailed in the councillor role description the Portfolio Holder for Social Inclusion and Community Cohesion shall have specific portfolio responsibilities for the following matters:

- Neighbourhood Management
- Community Cohesion
- Social Inclusion
- Asylum Seekers
- Adult Learning
- Domestic Violence
- Young People
- Older People
- Safeguarding children
- Vulnerable adults
- Community Centres

In addition to specific portfolio responsibilities, all members of the Executive shall:

- Individually and collectively, ensure the implementation of agreed Council policies.
- Provide strong and fair leadership and clear political guidance to members and officers.
- Ensure the delivery of good value for money and continuous improvement in services and implementation of best practice in the Council.
- Respond within an agreed timescale to the recommendations of relevant Scrutiny Committees on a regular basis setting out what action is proposed or has been taken.
- Meet with Chairs of relevant Scrutiny Committees on a regular basis to discuss progress in their area of responsibility, responses to concerns raised and future work programmes.
- Ensure all relevant members are briefed at the appropriate time on significant issues i.e. those that may:
 - result in a change of policy
 - have major resource implications
 - be contentious or politically sensitive.

Mayoral Role Description

In addition to the duties and responsibilities detailed in the councillor role description, the Right Worshipful Mayor of Lincoln shall:

- Act as a symbol of the Council's democratic authority
- As the ceremonial head of the Council, be non-political and uphold the democratic values of the Council
- Represent the Council at civic and ceremonial functions
- Preside over meetings of the Council, so that its business can be carried out efficiently
- Ensure the Council conducts its meetings in line with the Council's Standing Orders
- Uphold and promote the Council's Constitution
- Ensure the Constitution is adhered to and, if necessary, rule on the interpretation of the Constitution within meetings
- Have regard to internal governance, ethical standards and relationships
- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

The Deputy Mayor shall support the work of the Mayor in meeting the requirements of this role, including deputising for the Mayor in his or her absence.

Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor role description, committee chairs shall:

- Preside over committee meetings so that the committee's business can be carried out efficiently
- Ensure the committee conducts its meetings in accordance with the Council's Standing Orders
- Uphold and promote the Council's Constitution
- Ensure the Constitution is adhered to and, if necessary, rule on the interpretation of the Constitution within meetings
- Have regard to internal governance, ethical standards and relationships
- Promote and support good governance of the Council and its affairs
- Promote and support open and transparent government
- Support and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- Facilitate the effective conduct of business at the meeting by attending pre-meetings with officers to discuss matters relating to an agenda as necessary
- Be aware of the need and potential for member development, and actively seek opportunities to develop their own knowledge and skills as well as those of committee members.

In addition to these general roles, in which vice-chairs will support the chair in their role, vice-chairs shall also deputise for the chair in his or her absence.

Regulatory Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor and committee chair role descriptions, regulatory committee chairs' roles, including within Full Council where relevant, incorporate the following responsibilities:

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

- To act as an ambassador for the regulatory committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- To promote and support good governance by the Council
- To have consideration for the position of members of the public participating in meetings.

Scrutiny Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor and committee chair role descriptions, scrutiny committee chairs' roles incorporate the following responsibilities:

Providing leadership and direction

- To promote the role of scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
- To demonstrate an objective and evidence based approach to scrutiny
- To evaluate the impact and added value of scrutiny activity, and identify areas for improvement
- To recognise the different role of each scrutiny committee and to ensure effective cooperation between them
- To maintain the focus of the committee upon matters within its terms of reference, and to refer any other matters for the attention of the relevant committee as appropriate

Managing the work programme

- To contribute to a balanced committee work programme which includes, as appropriate, pre-decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
- To ensure the work programme takes account of relevant factors such as the work programmes of the Executive and other committees, strategic priorities and risks, and relevant community issues
- To report on progress against the work programme to Council, and others as appropriate
- To liaise with officers, other members and community representatives to resource and deliver the work programme
- To ensure that the work programme is delivered

Holding the Executive to account

- As appropriate, to evaluate the validity of executive decisions and challenge inappropriate decisions through call in

Effective meeting management

- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- To ensure that all participants have an opportunity to make an appropriate contribution

Community leadership

- To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
- To build understanding and ownership of the scrutiny function within the community
- To identify relevant community based issues for scrutiny
- To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

- To encourage high performance from all committee members in both committee, and task and finish groups
- To assess individual and collective performance within the committee and facilitate appropriate development