

## EXECUTIVE (CABINET) MEMBER

In addition to the duties of a councillor the following applies:

Role	Duties and Responsibilities
Purpose	<ul style="list-style-type: none"><li>• Lead on all aspects of your portfolio.</li><li>• Help develop and provide strategic direction for the council.</li><li>• Contribute effectively towards the council's delivery of high quality, value for money services.</li></ul>
Leadership/ Strategic Direction	<ul style="list-style-type: none"><li>• Champion your portfolio and develop policy for the services within it.</li><li>• Be accountable for the services in your portfolio and drive forward high performance within budget and in line with council policies.</li><li>• Help shape and develop the strategic priorities and vision of the executive and the council.</li><li>• Work with officers to provide briefings to Council Members on developments within your portfolio.</li></ul>
Good Governance	<ul style="list-style-type: none"><li>• Work to the highest standards of probity and corporate governance for the wellbeing of the borough</li><li>• Promote adherence to the relevant codes of conduct in the interest of achieving the highest standards of behaviour in public office.</li><li>• Exercise delegated powers in accordance with the council's Constitution.</li><li>• Ensure that the interests of the borough and its citizens are taken into account when developing policy and strategies.</li></ul>
Representation	<ul style="list-style-type: none"><li>• Represent the executive and the council on external bodies, as appointed and feed back to the Cabinet any issues of relevance/importance.</li><li>• Be the representative voice of the executive and the council in relation to your portfolio</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Develop necessary skills and knowledge in order to effectively carry out your role.</li><li>• Develop and maintain your knowledge of policies related to your portfolio at national, regional and local level.</li></ul>
Relationships	<ul style="list-style-type: none"><li>• Build effective and respectful relationships with Members, officers and representatives of outside organisations and work with them in developing policy and strategic direction.</li><li>• Be aware of issues of importance to residents of the borough and other stakeholders concerning services within your portfolio.</li></ul>