



ASSISTANT CABINET MEMBER ROLE DESCRIPTION

1. Accountabilities

- To the public
- To the Leader
- To the Cabinet (through collective responsibility)
- To the Cabinet Member they assist
- To Full Council

2. Role Purpose

- To assist the substantive Cabinet Member in being responsible for developing and implementing Council policies, strategies and service delivery within allocated Cabinet portfolios.
- To assist the substantive Cabinet Member in giving leadership and political direction to officers and to be accountable for choices and performance of relevant portfolio.
- To act as a spokesperson in consultation with the substantive Cabinet Member both within and outside the authority on matters covered by their portfolio.

3. Duties & Responsibilities

- To assist in taking responsibility for a specific Cabinet portfolio and share in undertaking executive responsibility for developing and progressing overall strategy, budget, policies, service delivery and priorities.
- To work in consultation with the substantive Cabinet Member to give direction on, and ensure the development of the vision for, those services within their portfolio so that they are consistent with the overall strategic approach of the Council.
- To work as a team with their substantive Cabinet Member, other Cabinet Members and their Assistant Cabinet Members and to recognise and contribute towards issues which cut across portfolios or are issues of collective responsibility.
- To liaise with the Chief Executive and Heads of Service to ensure the effective management of the delivery of those services within the portfolio throughout the district.
- To support the substantive Cabinet Member and to assist as necessary to speak on behalf of the Council in relation to portfolio responsibilities including representing the portfolio at Full Council, representing the Council

to the media and on relevant external bodies, and to develop and maintain effective working relationships with the public, local businesses, the media, and voluntary and community groups in the area.

- To encourage public participation and consultation and to ensure effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders to ensure they are widely understood and positively promoted.
- To participate in Committee meetings of the Council eg Overview & Scrutiny Committee and other Committees where requested to do so, **and to support the substantive Cabinet Member.**
- To have a thorough knowledge of the Constitution and the decision-making processes within the Council.
- To be called to account for decisions made on behalf of the Cabinet or as an individual Cabinet Member, **assisting the substantive Cabinet Member.**

These duties and responsibilities are in addition to those detailed in the role description for an Elected Member.

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