

ROLE PROFILES

Ward Councillor

1. To participate constructively in the good governance of the borough of Enfield.
2. To contribute actively to the formation and scrutiny of the Authority's policies, budget, strategies and service delivery.
3. To represent effectively the interest of the Ward for which the Councillor was elected and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the Council on outside bodies, such as charitable trusts or neighbourhood associations.

Key Duties

1. To fulfil the statutory and locally determined requirements of an elected member of the Council, including compliance with all relevant codes of conduct and in the decision making process and activities reserved to the full Council (e.g. setting budget, overall priorities, strategy).
2. To participate effectively as a member of any committee or Panel to which the Councillor is appointed, including related responsibilities for the services falling within the Committee's (or Panel's) terms of reference, human resource issues, staff appointments, fees and charges and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of any outside body to which the Councillor is appointed, providing effective two-way communications between the organisations. To develop and maintain a working knowledge of the Authority's policies and practices in relation to those bodies and of the community's needs and aspirations.
4. To participate in the scrutiny performance review of the services of the Authority including the scrutiny of policies and budget and their effectiveness in achieving corporate priorities.
5. To participate in the area and service-based consultative processes with the community and other organisations.
6. To represent the Authority to the community and vice versa through the various forum available.

7. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To contribute constructively to the active encouragement of the community in participating 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 act as advocate, facilitator and representative of the local community, ensuring that all views are heard.
12. To work within their local communities to ensure equal access to the Council's decision-making process and those of other bodies, such as the Health Authority and the police.

Key Skills

1. A good understanding of the operation of the Council and other outside bodies.
2. Ability to communicate effectively with all concerned.
3. Ability to deal courteously with the public and to remain impartial to enable all points of view to be heard.
4. Ability to read and understand documents, reports and how they relate to the post-holder's responsibilities.
5. Ability to listen effectively to different and sometimes conflicting views within the local community and to take these views on board when representing local interest within the Council and outside.

Development Opportunities

The following are examples of personal development opportunities that individual Members might wish to consider to assist them in undertaking their roles as Ward Councillors:

- Member induction session and local seminars, briefing sessions, etc.
- Regional and national seminars, briefing sessions, etc.
- Mentoring by Council Officers, e.g. the Monitoring Officer and the Communications Team
- Professional customer care and communications
- Diversity, equality and inclusion
- Decision making

- Disability awareness
- Persuading and influencing
- Problem solving
- Personal effectiveness
- Time management
- Case management
- Financial management and analysis
- Microsoft Office and corporate systems
- New ways of working
- Foundation project management
- Political sensitivity

ROLE PROFILES

Cabinet Member

Purpose

1. To take responsibility within the Cabinet on an individual or collective basis, for particular services or functions of the authority.
2. To participate in the making of recommendations on major policy and resources matters for decision by the Council.
3. To ensure, collectively and individually, the delivery of the Community Plan.
4. To provide political accountability for the Council's performance to the Council and the scrutiny panels including performance on financial and human resource matters.
5. To give political direction and guidance to, plus monitor the performance of, the executive part of the Council.
6. To contribute to the fostering and improvement of the Council's performance as a partner with other bodies.

Duties and Responsibilities

Note – these duties and responsibilities are over and above those of a Member's role as Ward Councillor (see separate Role Profile)

1. To provide political leadership to the Council both collectively and individually within the portfolio area, including proposing the policy framework within which the Council will operate and to take such executive action as may be delegated by the authority.
2. Participate in matters requiring collective Cabinet consideration and which have implications across the Council as a whole, such as –
 - major policy matters affecting the Council.
 - prospective decisions with significant service implications
 - matters requiring collective political guidance
 - proposals or responses to recommendations raised by a scrutiny panel
3. Matters involving an individual Cabinet Member:-
 - Discussion on major policy matters affecting the functions within the Cabinet Member's portfolio such as prospective decisions with significant service, resource or performance implications

- To issue political guidance on major issues affecting the public or employee relations issues
 - Formal responses to consultation by other bodies on matters that affect the function concerned.
4. To be responsible individually for the Council's effective performance as a partner to other bodies where the partner body is primarily within the post-holder's portfolio.
 5. To apply the principles within the Cabinet model for fostering and improving the Council's performance as a partner within their own area of responsibility.
 6. To conduct the relationship with the scrutiny panels within the agreed principles and to participate in panel hearings as required.
 7. To actively support the effective implementation of the agreed process for reference of Cabinet decisions, to the Compliance Panel and to furnish the Compliance Panel with information necessary for the effective performance of this Panel.
 8. To present reports to the Cabinet as required under the existing rules for preparation and consultation on committee reports.
 9. To attend meetings of the Cabinet, Joint Consultative Groups, Staff Forum, Partnership Groups, Community Groups etc., as required.
 10. To represent the Council and Cabinet (or make recommendations on their behalf) to other bodies on matters that relate to the member's area of responsibility.
 11. To consult with other relevant councillors (particularly Cabinet members) and officers, where appropriate, on matters affecting the function concerned, prior to action being taken.
 12. To be responsible for formal responses to consultation by other bodies on matters affecting the function concerned.

Skills Required

1. Knowledge/understanding of legislation, National and Local Policy.
2. To understand complexities of service within individual portfolio.
3. Ability to communicate effectively with individuals and groups – both friendly and hostile.
4. Ability to plan and think strategically and corporately.
5. Experience of managing senior staff

6. Ability to work effectively within a team environment.
7. Effective leadership skills.

Development Opportunities

The following are examples of personal development opportunities that an individual Member might wish to consider to assist them in undertaking their role as a Cabinet Member, over and above those identified for Ward Councillors (see separate Role Profile):

- Regional and national seminars, briefing sessions, etc.
- Mentoring by Director and Senior Officers in relevant department
- Contract management
- Negotiation
- Chairing of meetings
- Media and presentation skills
- Leadership
- Managing staff
- Recruitment and selection
- Advanced project management

ROLE PROFILES

Chairman of Committee/Sub Committee/Panel

Purpose

To lead the work of the Committee and ensure that it carries out its functions effectively and within its terms of reference.

Duties and Responsibilities

Note – these duties and responsibilities are over and above those of a Member's role as Ward Councillor (see separate Role Profile)

1. To chair the committee/sub-committee/panel concerned and be responsible for ensuring that it fulfils its purpose and terms of reference.
2. To chair the meetings impartially and in such a way as to facilitate open discussion from members on both sides of the Council.
3. To be responsible of the efficient transaction of business at meetings.
4. To ensure that the committee/sub-committee/panel carries out its functions properly and effectively, complying with statutory regulations/procedures and the procedures with the Council's Constitution.
5. To agree agendas, reports and minutes of the meetings concerned.
6. To liaise with the community, Council partners, outside organisations (including Central Government and the Local Authority Associations) and the general public on matters within the terms of reference of the commit/sub-committee/panel.
7. To represent the Council at meetings outside the authority which fall within the terms of reference of the committee/sub-committee/panel.
8. To act as the spokesperson for the committee/sub-committee/panel with the media, the public and outside organisations.
9. In conjunction with Council officers, to regularly monitor and review the work of the committee/sub-committee/panel to ensure that its targets and objectives are being met.
10. To take the lead in proposing, developing and implementing new policies and strategies within the terms of reference of the committee/sub-committee/panel.

Skills Required

1. The ability to chair meetings, to facilitate open discussion, to work in a cross party environment and to ensure that the business on the agenda is dealt with properly.
2. To have a good understanding of the operation of the Council, the social and economic situation in Enfield and an understanding of Local Government generally.
3. Good interpersonal skills, with the ability to communicate effectively to all sections of the community.
4. Ability to deal courteously with the public and to maintain impartiality.
5. To have a good understanding of statutory and financial frameworks within local, central and European government.
6. To have a clear understanding of the Council's key partners and players in the service area within the post-holder's responsibility.
7. Effective leadership skills

Development Opportunities

The following are examples of personal development opportunities that an individual Member might wish to consider to assist them in undertaking their Chairmanship role, over and above those identified for Ward Councillors (see separate Role Profile):

- Regional and national seminars, briefing sessions, etc.
- Mentoring by Director and Senior Officers in relevant department
- Negotiation
- Chairing of meetings
- Media and presentation skills
- Leadership
- Advanced project management

ROLE PROFILES

Leader of the Council

Purpose

1. To provide effective political leadership and the strategic direction for the Council.
2. To chair the Cabinet and ensure that it achieves its terms of reference.

Duties and Responsibilities

Note – these duties and responsibilities are over and above those of a Member’s role as Ward Councillor (see separate Role Profile)

1. To provide the political leadership to the Council, including proposing the policy framework within which the Council will operate and to take such executive action as may be delegated by the authority.
2. To lead the Cabinet and be responsible for the Council’s corporate and resource strategy.
3. To ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders.
4. To ensure the effective integration of roles, responsibilities and functions within the Cabinet membership.
5. As Leader of the Council, to be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners) and the Council’s Management Team. To Chair the Enfield Strategic Partnership.
6. To be the representative voice of the Council, for example, in its dealings with Central Government, local MPs and other Local Authorities and their Associations.
7. To act as the political spokesperson for the authority.

Skills Required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council, including the economic and social situation within Enfield.

5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills
7. Excellent political knowledge and awareness
8. The ability to chair meetings and facilitate open discussion
9. The ability to work effectively with Council officers, the public, the media and outside organisations.

Development Opportunities

The following are examples of personal development opportunities that an individual Member might wish to consider to assist them in undertaking their role as Leader of the Council, over and above those identified for Ward Councillors (see separate Role Profile):

- Regional and national seminars, briefing sessions, etc.
- Mentoring by Director and Senior Officers in relevant department
- Contract management
- Negotiation
- Chairing of meetings
- Media and presentation skills
- Leadership
- Managing staff
- Recruitment and selection
- Advanced project management

ROLE PROFILES

Opposition Leader

Purpose

To lead the Opposition Party on the Council and ensure effective scrutiny and opposition to the Majority Group's administration.

Duties and Responsibilities

Note – these duties and responsibilities are over and above those of a Member's role as Ward Councillor (see separate Role Profile)

1. To lead the Council's formal opposition, including the scrutiny of the majority group's administration of the authority and to act as spokesperson for the Opposition Group.
2. To chair and lead the Shadow Cabinet.
3. To ensure effective opposition to the Majority side.
4. To participate in the effective scrutiny of the Council's Executive.
5. To ensure that the Opposition Group presents an alternative vision and policies to the electorate.

Skills Required

1. Good communication and interpersonal skills.
2. To have ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Enfield.
5. Effective leadership skills.
6. Excellent political knowledge and awareness.

Development Opportunities

The following are examples of personal development opportunities that an individual Member might wish to consider to assist them in undertaking their role as Opposition Leader, over and above those identified for Ward Councillors (see separate Role Profile):

- Regional and national seminars, briefing sessions, etc.
- Mentoring by Director and Senior Officers in relevant department

- Negotiation
- Chairing of meetings
- Media and presentation skills
- Leadership
- Recruitment and selection
- Advanced project management