

West Suffolk Shadow Council

Section 5 - Member Job Descriptions

Leader of the Shadow Council

1. General

The Leader of the Shadow Council will represent the Shadow Council and provide political leadership for the Shadow Executive (Cabinet) and the Shadow Council.

2. Specific Responsibilities will be to:-

- (a) Assign portfolio responsibilities to members of the Shadow Executive where they consider it appropriate to do so;
- (b) Chair the meetings of the Shadow Executive;
- (c) Agree the schedule and venue for Shadow Executive meetings and make arrangements for special meetings;
- (d) Enable preparation of the Decisions Plan;
- (e) Have an overview of, and advise on, the policy making of the Shadow Council
- (f) Act as lead Member on overall strategy;
- (g) Monitor the overall performance of the Shadow Council in securing an effective transition to West Suffolk Council;
- (h) Co-ordinate and manage members of the Shadow Executive;
- (i) Represent Shadow Council policy to other members, the community and partners;
- (j) Work closely with the Interim Head of Paid Service on strategic matters to ensure the co-ordination, consistency and delivery of Council services;
- (j) Consult with the Interim Head of Paid Service on strategic or policy matters where an urgent decision or action must be taken;
- (k) To proactively work alongside with the Leaders of Forest Heath District Council and St Edmundsbury Borough Council (unless also leader of either Council) to secure an effective transfer of functions and responsibilities;
- (l) Where necessary consult with Group Leaders of other political groups to expedite the efficient and effective delivery of shadow council business;

Deputy Leader of the Shadow Council

1. General

- 1.1 The Deputy Leader of the Shadow Council is responsible for supporting the Leader in providing political leadership for the Shadow Council and Shadow Executive.

- 1.2 In the absence of the Leader, the Deputy Leader is authorised to act on his/her behalf in accordance with the Shadow Council's Constitution, in particular:-
- (a) Chairing Shadow Executive meetings;
 - (b) Enabling the preparation of the Decisions Plan;
 - (c) Consulting with the Interim Head of Paid Service on strategic or policy matters where an urgent decision or action must be taken; and
 - (d) Where necessary, consulting with Group Leaders of other political groups and take such other action as is necessary to expedite the efficient and effective delivery of Council business.

2. Specific duties include:

- 2.1 In the absence of the Leader, to chair Shadow Executive meetings, conduct the Shadow Executive's business and present reports to the Shadow Council.
- 2.2 In the absence of the Leader, to perform any other duties of the Leader, as set out in the Constitution and the Job Description for the Leader.
- 2.4 On behalf of the Leader, to represent Shadow Council policy to the community, partners and the media.
- 2.5 To carry out the duties identified in the job descriptions for Shadow Executive Members

General Roles and Responsibilities of all Shadow Executive Members

1. Accountability and Leadership

- 1.1 Shadow Executive members shall support the Leader and Deputy Leader in providing political leadership for the work of the Shadow Executive, and, where provided specific areas of responsibility, to take leadership in these areas.

Shadow Executive members will be expected to demonstrate leadership in those areas of work that relate to their Cabinet Portfolio for Forest Heath District Council and St Edmundsbury Council, and shall be considered the "relevant member" for the purpose of liaison with Officers where the matter is pertinent to their Cabinet Portfolio.

In that regard, Shadow Executive members shall lead on the development of policies, budgetary proposals and procedures for Shadow Executive approval where relevant to their Cabinet Portfolios, and members of Forest Heath District Council and St

Edmundsbury Borough Council shall work collaboratively to secure an effective and consistent approach for West Suffolk.

Shadow Executive members shall also lead on liaison and presentation of matters relevant to their Cabinet Portfolios with the Shadow Council, and attend and liaise with Scrutiny bodies as appropriate.

Members of the Shadow Council

All members of the Shadow Council will be expected to support the Council in ensuring the efficient and effective transfer of functions from Forest Heath District Council and St Edmundsbury Borough Council.

In addition to their roles on Forest Heath District Council and St Edmundsbury Borough Council, members are expected to gain reasonable insight and knowledge in to the challenges and opportunities within communities across the West Suffolk area to enable them to effectively represent the community, and make decisions relevant to it.

Members can play a key role in helping the public understand the Shadow Council arrangements, and how services will be provided by West Suffolk Council in the future. Members are expected to actively engage, supporting their communities through the transition and highlighting any gaps in understanding and knowledge.