

ROLE DESCRIPTION – WARD MEMBER

Key Purpose/Role

- To represent the views and interests of your Ward and its individual constituents and to deal with all enquiries and representations fairly and without prejudice;
- To contribute actively, within the Council's Strategic Committee structures, to the formation and scrutiny of the Council's policies, budgets, strategies and service delivery; and
- To promote the best interests of the Council and the community as they relate to the improvement of the quality of life of the community and its citizens in terms of social, economic and environmental wellbeing.

Key Tasks/Accountabilities

- To represent and act as an advocate for the interests of your Ward both individually and in liaison with other Ward Members and the Ward Manager;
- To be available to represent and deal effectively with constituents' enquiries and representation on individual and community interests;
- To liaise and work with local organisations and representative groups to further the interests of the Ward and its individual constituents within the overall Council Programme;
- To participate effectively and objectively as a Member of any Committee to which appointed, including related responsibilities for the services and resources falling within the Committee terms of reference;
- To participate effectively and objectively as a member of any Joint Board to which appointed by the Council;
- To support the development of an effective working relationship with other Elected Members and Officers of the Council;
- To participate in the activities of any outside body or partnership forum to which appointed by the Council and to develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations in relation to that body's role and functions whilst also recognising and effectively managing any potential conflicts of interest;
- To fulfil the statutory and locally determined codes of conduct and standards for Elected Members;
- To observe and comply with the Council's Standing Orders Relating to the Conduct of Meetings and the Scheme of Delegation and Administration to Committees, Sub Committees and Officers;
- To undertake appropriate training and development; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – CONVENER OF HIGHLAND COUNCIL

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Convener –

Key Purpose/Role

- To represent the Council on civic and ceremonial occasions;
- To provide joint leadership in relation to policy formulation, implementation and monitoring of the Council's policies, budgets, strategies and service delivery and to contribute to the effective governance of the Council;
- To provide joint strategic leadership and clear political direction and guidance to promote the best interests of the Council and the community and improve the quality of life, social, economic and environmental wellbeing of the community and its citizens;
- To chair meetings of the full Council and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees;
- To represent the Council at the Convention of Scottish Local Authorities and the Highlands & Islands Convention; and
- To develop and maintain partnership working with other agencies, including chairing the Community Planning Partnership Performance Board.

Key Tasks/Accountabilities

- To ensure that decisions are taken properly, openly and, where appropriate, publicly;
- To act jointly with the Leader of the Council's Administration as the principal Council representative in discussions and negotiations with national bodies;
- To act jointly with the Leader of the Council's Administration to provide an external focus for the views of the Council in handling media and press enquiries;
- To ensure that Members of the Council are treated responsibly and responsively at all times;
- To maintain and promote the highest standards of conduct in the Council's affairs;
- To promote and support open and transparent government;
- To develop and maintain effective working relationships with Members and Officials;
- To have an overview of corporate and cross cutting risks/issues as they impact on the Council and the community; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – LEADER OF THE COUNCIL’S ADMINISTRATION

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Leader of the Council’s Administration –

Key Purpose/Role

- To provide leadership for campaigning and the political administration of the Council;
- To provide joint leadership in relation to the political vision and priorities for the Council, budgets, strategies and service delivery and to contribute significantly to the effective governance of the Council;
- To provide joint strategic leadership and clear political direction and guidance to promote the best interests of the Council and the community and improve the quality of life, social, economic and environmental wellbeing of the community and its citizens;
- To represent the Council at the Convention of Scottish Local Authorities and the Highlands & Islands Convention; and
- To ensure that effective working relations are developed throughout the Council and with external partners in order to promote the best interests of all its communities.

Key Tasks/Accountabilities

- To provide jointly with the Convener, strategic, political and cultural leadership for the Council in partnership with the Chief Executive;
- To have an overview of corporate and cross cutting policy formulation, strategy development and financial planning;
- To promote partnership working with partner organisations and other service providers;
- To act jointly with the Convener as the Council representative in discussions and negotiations with the UK and Scottish Governments, national bodies and the Convention of Scottish Local Authorities;
- To promote and support open and transparent government;
- To ensure that the political decision making structures of the Council operate effectively;
- To take responsibility for and promote policy and political decisions taken by the Council;
- To develop and maintain effective working relationships with Members and Officials;
- To keep up to date with national developments likely to affect the Council and to work with the Chief Executive to assess and respond to their possible impact;
- To act jointly with the Convener to provide an external focus for the views of the Council in handling media and press enquiries;
- To maintain the highest standards of conduct and ensure public confidence in Council services; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – LEADER OF THE OPPOSITION

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Leader of the Opposition -

Key Purpose/Role

- To provide leadership for the largest Opposition Group within the Council;
- To provide strong, clear political leadership in the constructive challenge and scrutiny of the Council's, vision, policies and procedures where appropriate;
- To act as the spokesperson for the political group and as a representative of the Council on external bodies and organisations as appropriate, including the Convention of Scottish Local Authorities; and
- To develop and maintain partnership working with other bodies and agencies.

Key Tasks/Accountabilities

- To be responsible for and to the membership of the political group and promote good governance, Member development and discipline;
- To co-ordinate the role of the political group within the Council and participation in the business of the Council and Strategic Committees, Sub Committees, Joint Boards, Working Groups etc as appropriate;
- To promote and support open and transparent government;
- To develop and encourage effective working relationships with Members and Officials of the Council;
- To have an overview of corporate and cross cutting risks/issues as they impact on the Council and the community;
- To keep up to date with national developments likely to affect the Council;
- To lead the Opposition Group in endeavouring to ensure that the Council works in the best interests of the local community;
- To maintain the highest standards of conduct and ensure public confidence in Council services; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – STRATEGIC COMMITTEE CHAIR

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of a Committee Chair –

Key Purpose/Role

- To chair meetings of the Committee and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees;
- To provide leadership and direction in relation to the political vision and priorities for the Council, budgets, strategies and service delivery in specific areas of responsibility;
- To champion the Service(s) and ensure delivery in alignment with national and Council priorities; and
- To develop and maintain effective relationships with partner organisations and other agencies in relation to the work of the Committee as appropriate.

Key Tasks/Responsibilities

- To provide political leadership in the development of policy relevant to the remit of the Committee and ensure that balanced decisions are taken based on all relevant advice and always with impartiality and fairness;
- To ensure that an overall corporate approach is taken in the development of policies and provision of services;
- To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- To develop and maintain effective working relationships with Members and Officials;
- To consider the learning and development needs of Members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms;
- To represent the Council and the Committee on relevant external bodies as required;
- To comply with statutory regulations and procedures in relation to the work of the Committee;
- To maintain the highest standards of conduct and ensure public confidence in Council services;
- To act as spokesperson within and outside the Council in relation to the remit of the Committee; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – CHAIR OF PLANNING APPLICATION AND REVIEW COMMITTEES AND LICENSING COMMITTEES

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Chair of the Planning Application and Review Committees and Licensing Committees –

Key Purpose/Role

- To chair meetings of the Committees and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees;
- To provide leadership and direction; and
- To develop and maintain partnership working with other bodies and agencies.

Key Tasks/Responsibilities

- To ensure that arrangements within the geographical area of the Committee are fit for purpose, efficient, inclusive and sustainable;
- To oversee the arrangements for Hearings and Site Visits where necessary and to ensure that an opportunity is given to hear views directly;
- To ensure that decisions are taken based on all relevant advice and with impartiality and fairness;
- To liaise and consult with the appropriate Corporate Managers, Directors of the Council and other Officials as appropriate;
- To consider the learning and development needs of Members of the Committee;
- To ensure that partnership working, co-ordination of activities and meaningful negotiations with interested parties are undertaken appropriately in order to maximise effectiveness;
- To maintain the highest standards of conduct and ensure public confidence in Council services;
- To comply with statutory regulations and procedures in relation to the work of the Committee;
- To ensure that all Members of the Committee comply fully with the Videoconferencing Protocol for Meetings; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – BUDGET LEADER AND CHAIR OF THE BUDGET INFORMATION GROUP

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Budget Leader and Chair of the Budget Information Group –

Key Purpose/Role

- To provide political leadership on the budget strategy, financial planning and efficiency; and
- To chair the Council's Budget Information Group and ensure that meetings are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees.

Key Tasks/Accountabilities

- To provide strategic political leadership in relation to the Council's financial planning;
- To provide a political lead on Revenue and Capital budget formulation for the Council;
- To represent the Council politically at external meetings relating to strategic financial matters;
- To provide a political lead on the Council's Efficiency Agenda;
- To act as political lead on matters of financial governance;
- To promote and support open and transparent government;
- To develop and maintain effective working relationships with Members and Officials;
- To consider the learning and development needs of Members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms;
- To maintain the highest standards of conduct and ensure public confidence in Council services; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – CHAIR OF THE AUDIT AND SCRUTINY COMMITTEE

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Chair of the Audit and Scrutiny Committee:-

Key Purpose/Role

- To chair meetings of the Audit and Scrutiny Committee and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees;
- To provide leadership and direction for the Committee;
- To demonstrate an objective and evidence based approach to scrutiny of the Council's vision, policies and procedures where appropriate; and
- To develop and maintain effective relationships with other agencies in relation to the work of the Committee as appropriate.

Key Tasks/Responsibilities

- To develop and maintain effective working relationships with Members and Officials;
- To act as spokesperson within and outside the Council in relation to the remit of the Committee;
- To maintain the highest standards of conduct and ensure public confidence in Council services;
- To consider the learning and development needs of Members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms in order to enable the undertaking of the scrutiny role within the Council;
- To ensure that Committee members fully engage in the development of an effective scrutiny work programme;
- To represent the Council and the Committee on relevant external bodies as required;
- To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- To ensure that all decisions are taken based on relevant advice and with impartiality and fairness; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.

ROLE DESCRIPTION – PROVOST OF INVERNESS AND CHAIR OF INVERNESS CITY COMMITTEE

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Provost of Inverness and Chair of Inverness City Committee:-

Key Purpose/Role

- To represent the City on civic and ceremonial occasions as the Provost of Inverness;
- To chair meetings of the Inverness City Committee and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees;
- To provide leadership and direction in relation to the political vision and priorities of the Council, budgets, strategies and service delivery in specific areas of responsibility; and
- To develop and maintain effective relationships with partner organisations and other agencies as appropriate.

Key Tasks/Responsibilities

- To provide civic hospitality and promote the image and profile of the City of Inverness;
- To ensure that an overall corporate approach is taken in the development of policies and the provision of services in the City of Inverness;
- To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the City Committee;
- To develop and maintain effective working relationships with Members and Officials;
- To represent the Council on relevant external bodies as required;
- To maintain the highest standards of conduct and ensure public confidence in Council services;
- To ensure that all decisions are taken based on relevant advice and with impartiality and fairness; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appended.