

ROLE DESCRIPTION – COUNCILLORS

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;
- 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;
- To support the development of an effective working relationship with other Elected Members and Officers of the Council; and
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services.

Key Tasks/Accountabilities

- To represent and act as an advocate for the interests of your Ward;
- 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's terms of reference;
- 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;
- 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; and
- To undertake appropriate training and development.

ROLE DESCRIPTION – LEADER OF THE OPPOSITION

In addition to the roles, tasks and responsibilities expected of Councillors, 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 procedures and performance where appropriate;
- To develop and encourage effective working relationships between Members and Officials of the Council;
- To act as the spokesperson for the Group and as a representative of the Council on partnerships, external bodies and organisations as appropriate, including the Convention of Scottish Local Authorities; and
- To develop and maintain partnership working with other bodies, agencies and service providers.

Key Tasks/Accountabilities

- To be responsible for and to the membership of the Group and promote good governance, Member development and discipline;
- To co-ordinate the role of the Group within the Council and participation in the business of the Council as appropriate;
- To promote and support open and transparent government;
- To keep up to date with national developments, risks and issues likely to affect the Council and Highland communities;
- To lead the Opposition Group in endeavouring to ensure that the Council works in the best interests of the local community; and
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services.

ROLE DESCRIPTION – STRATEGIC COMMITTEE CHAIR (HQ)

In addition to the roles, tasks and responsibilities expected of Councillors, 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, including the Video Conferencing and Web Casting Protocols, Scheme of Delegation to Committees and Code of Conduct;
- 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 develop and maintain effective working relationships between Members and Officials;
- To champion the Service(s) and ensure delivery in alignment with national and Council priorities;
- To develop and maintain effective relationships with partner organisations, agencies and service providers in relation to the work of the Committee as appropriate; and
- To be the spokesperson for the Committee and services within its remit.

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 legislation and 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 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 partnerships and external bodies as required;
- To comply with statutory legislation, regulations and procedures in relation to the work of the Committee; and
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services.

ROLE DESCRIPTION – CHAIR OF PLANNING APPLICATIONS COMMITTEE AND CHAIR OF LICENSING COMMITTEE/LICENSING BOARD

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of a Chair of a Planning Applications Committee and a Chair of the Licensing Committee/Licensing Board (and in their absence the Vice Chair of the Committee) –

Key Purpose/Role

- To chair meetings of the Committee and ensure that they are undertaken in line with the relevant legislation, Council's Standing Orders Relating to the Conduct of Meetings, including the Video Conferencing and Web Casting Protocols, Scheme of Delegation to Committees and Code of Conduct;
- To provide leadership and direction;
- To develop and maintain partnership working with other bodies and agencies;
- To comply with statutory legislation, regulations and procedures in relation to the work of the Committee; and
- To be spokesperson for the Committee and the business of the Committee.

Key Tasks/Responsibilities

- To ensure that arrangements for 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 legislation and advice and with impartiality and fairness;
- To consider the learning and development needs of Members and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms;
- To ensure that partnership working, co-ordination of activities and meaningful negotiations with interested parties are undertaken appropriately and in accordance with agreed procedures and protocols in order to maximise effectiveness; and
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services.

ROLE DESCRIPTION – CHAIR OF THE AUDIT AND SCRUTINY COMMITTEE

In addition to the roles, tasks and responsibilities expected of Councillors, 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, including the Video Conferencing and Web Casting Protocols, Scheme of Delegation to Committees and Code of Conduct;
- To provide leadership and direction for the Committee;
- To develop and maintain effective working relationships between Members and Officials;
- To demonstrate an objective and evidence based approach to scrutiny of the Council's vision, policies and procedures;
- To develop and maintain effective relationships with other agencies in relation to the work of the Committee as appropriate e.g. Audit Scotland; and
- To be spokesperson for the Committee and the business of the Committee.

Key Tasks/Responsibilities

- To maintain the highest standards of conduct and ensure public confidence in the Council and its 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 partnerships and 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; and
- To ensure that all decisions are taken based on relevant legislation and advice and with impartiality and fairness.

ROLE DESCRIPTION – VICE CONVENER OF HIGHLAND COUNCIL

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of the Vice Convener (in the absence of the Convener) –

Key Purpose/Role

- To represent the Council on civic and ceremonial occasions;
- To contribute to the effective governance of the Council;
- 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 Highland Council and ensure that this is undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings and Scheme of Delegation to Committees; and
- To develop and maintain partnership working with UK and Scottish Governments, other public agencies and the private and voluntary sectors.

Key Tasks/Accountabilities

- To ensure that decisions are taken properly, openly and, where appropriate, publicly;
- To provide an external focus for media and press enquiries relating to civic issues;
- To ensure that Members of the Council are treated with respect and courteously 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, encourage and maintain effective working relationships between Members and Officials;
- To have an overview of civic risks and 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.

ROLE DESCRIPTION – LEADER OF THE COUNCIL

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of the Leader of the Council (and, in their absence, the Depute Leader of the Council) –

Key Purpose/Role

- To provide 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 strategic, political and cultural leadership for the Council, working with the Chief Executive;
- To develop, encourage and maintain effective working relationships with Members and Officials;
- To provide strategic leadership and clear political direction and guidance to promote the and improve the quality of life, social, economic and environmental wellbeing of Highland communities;
- To provide leadership for campaigning and for the political administration of the Council;
- To act as the Council representative in discussions and negotiations with the UK and Scottish Governments, national bodies and the Convention of Scottish Local Authorities;
- To represent, and strongly advocate the views of, the Council at the Convention of Scottish Local Authorities (COSLA), COSLA Leaders' Meetings and the Convention of the Highlands & Islands; and
- To ensure that effective working relations are developed throughout the Council and with external partners in order to promote the best interests of Highland communities.

Key Tasks/Accountabilities

- To have an overview of corporate and cross cutting policy formulation, strategy development, financial planning and risk management;
- To promote partnership working with partner organisations and other service providers;
- To promote and support open and transparent government;
- To ensure that the political decision making structures of the Council operate effectively with appropriate delegation to Chairs;
- To take responsibility for and promote policy and political decisions taken by the Council;
- 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 provide an external focus for media and press enquiries on strategic issues affecting the Council; and
- To maintain the highest standards of conduct and ensure public confidence in the Council and its Services.

ROLE DESCRIPTION – CONVENER OF HIGHLAND COUNCIL

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

Key Purpose/Role

- To represent the Council on civic and ceremonial occasions;
- To provide leadership for the effective governance of the Council;
- 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 Highland Council and ensure that this is undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings, including the Video Conferencing and Web Casting Protocols, and Scheme of Delegation to Committees;
- To develop, encourage and maintain effective working relationships between Members and Officials; and
- To develop and maintain partnership working with UK and Scottish Governments, other public agencies and the private and voluntary sectors.

Key Tasks/Accountabilities

- To ensure that decisions are taken properly, openly and, where appropriate, publicly;
- To provide an external focus for media and press enquiries relating to civic issues;
- To ensure that Members of the Council are treated with respect and courteously at all times;
- To maintain and promote the highest standards of conduct in the Council's affairs; and
- To have an overview of civic risks and issues as they impact on the Council and the community.

ROLE DESCRIPTION – PROVOST OF INVERNESS

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of the Provost of Inverness (and Depute Provosts as appropriate) –

Key Purpose/Role

- To represent the City on civic and ceremonial occasions as the Provost of Inverness, including on the occasion of visits by Ambassadors and Consul Generals;
- To promote the City by hosting civic events and raising the profile of the City of Inverness;
- To promote the profile of Inverness and area to the wider community through public appearances at social, community, cultural and business events and through the media;
- To work closely with the Leader of the City in terms of the civic role and its relationship with the functions delegated by Council to the City Committee;
- To help develop and maintain effective relationships with partner organisations and other agencies as appropriate;
- To represent the Council at events where the presence of the Provost would be relevant to enhancing the reputation of the City and the Highlands;
- To maintain the highest standards of conduct and ensure public confidence in the functions of the Provostship; and
- To work in conjunction with the Convener of Highland Council, where appropriate.

ROLE DESCRIPTION – LEADER OF AREA/CITY

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of the Chair of an Area/City Committee –

Key Purpose/Role

- To chair meetings of the City/Area Committee and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings, Scheme of Delegation to Committees and Code of Conduct;
- To provide leadership and direction in relation to the vision and priorities of the Council, budgets, strategies and service delivery in specific areas of responsibility;
- To develop and maintain effective working relationships between Members and Officials; and
- To develop and maintain effective relationships with partner organisations, other agencies and service providers as appropriate.

Key Tasks/Responsibilities

- To ensure that an overall corporate approach is taken in the development of policies and the provision of services in the City/Area;
- 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 represent the Council on relevant partnerships and external bodies as required;
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services; and
- To ensure that all decisions are taken based on relevant legislation and advice and with impartiality and fairness.

Role Description – Depute Leader of the City

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

Key Purpose/Role

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

Key Tasks/Responsibilities

- To ensure that an overall corporate approach is taken in the development of policies and the provision of services in the City/Area;
- 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 between Members and Officials;
- To represent the Council on relevant partnerships and external bodies as required;
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services;
- To ensure that all decisions are taken based on relevant legislation and 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 appropriate.

Role of Depute Provost/Depute Leader of the City

In addition to the roles, tasks and responsibilities expected of Ward Members the following is expected of the Depute Provost/Depute Leader of the City;

To undertake the duties of the Post of Depute Provost/Depute Leader of the City as described below, in the event of being so required by the incumbent Provost/Leader of the City and to act as Depute Provost/Depute Leader of the City only during such period or periods.

Post Duties;

Role Description – Depute Provost of Inverness

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

Key Purpose/Role

- To represent the City on civic and ceremonial occasions as the Provost of Inverness, including on the occasion of visits by Ambassadors and Consul Generals;
- To promote the City by hosting civic events and raising the profile of the City of Inverness;
- To promote the profile of Inverness and area to the wider community through public appearances at social, community, cultural and business events and through the media;
- To work closely with the Provost/Leader of the City in terms of the civic role and its relationship with the functions delegated by Council to the City of Inverness Area Committee;
- To help develop and maintain effective relationships with partner organisations and other agencies as appropriate;
- To represent the Council at events where the presence of the Provost would be relevant to enhancing the reputation of the City and the Highlands;
- To maintain the highest standards of conduct and ensure public confidence in the functions of the Provostship; and
- To work in conjunction with the Convener of Highland Council, where appropriate.

Scrutiny Lead for Police and Fire Service

Outline of Role

Under the Police and Fire Reform (Scotland) Act 2012 which created Police Scotland and the Scottish Fire and Rescue Service, Local Authorities were given a new duty to engage with and scrutinise the performance of Police and Fire and Rescue Services, with new roles for elected members.

Highland Council will scrutinise services at both local and strategic level with the move to greater local scrutiny by local committees, and the strategic scrutiny role resting with meetings of the full Council. To support this, it is also necessary to appoint a Strategic Lead for Police and Fire matters.

The Strategic Lead for Police and Fire will:

- be the spokesperson for the Council on matters relating to Police and Fire and Rescue Services;
- be the liaison point for senior officers from the emergency services locally and also with services nationally;
- on behalf of the Council, take forward issues raised either strategically or within Local Committees;
- represent the Council on regional and national forums specifically set up to discuss Police and Fire matters. This currently includes: the H&I scrutiny leaders group; the North Forum for Police and Fire Services Scrutiny and the COSLA Police Scrutiny Conveners meeting.