

Supplementary Role Profile for a Cabinet Member

This document builds on the general role profile for Suffolk County Councillors.

This profile summarises the main features of the role of Cabinet Member and for which a Special Responsibility Allowance is paid under the Council's Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'.

Main Purpose of the Role of Cabinet Member:

1. To be the publicly-accountable figure for a given area of the Council's work, as determined by the Leader of the Council.
2. To provide strategic leadership for issues within his/her remit.
3. To take key decisions, affecting Suffolk in general and the County Council in particular, collectively with other Cabinet members and also under delegated powers should these be given.
4. To set policy priorities relating to his/her remit and work closely with the relevant service director(s), to ensure their delivery.

Key Relationships:

1. Leader of the Council.
2. Other Cabinet members.
3. Chief Executive, Directors, Assistant Directors.
4. Political Group members.
5. Parallel leaders in partner organisations, including counterparts in neighbouring councils.
6. Key stakeholders within his/her area of responsibility.
7. Local media.

Main Activities and Responsibilities:

1. To work closely with the relevant service director(s) to agree and develop a set of policy priorities for his/her given remit.
2. To work with the Leader of the Council and fellow Cabinet members to ensure the smooth implementation of policies through the democratic functions of the Council.
3. To be the publicly accountable person for his/her remit, including liaising with other councils, public sector bodies and other partners, as well as MPs, the media and wider public.
4. To work closely with the relevant service director(s) to ensure that any policy decisions are well communicated and implemented, providing leadership and direction.
5. To play an active role in ensuring the Cabinet remains a cohesive and effective decision-making body, with a well-developed set of values and priorities.
6. To embody these values and priorities and help communicate these to external partners and Suffolk residents.

7. To attend formal Cabinet meetings and take key decisions, both within the formal Cabinet setting, and under delegated powers as a Cabinet member if these are given.
8. To uphold the Principles of Decision Making as defined in the Constitution.
9. To attend and participate in Full Council meetings.
10. To present a report to each Full Council meeting, detailing his/her activities and decisions over the previous period of time.
11. At Cabinet and full Council meetings, to answer formally submitted, and supplementary, questions, both from the public and from councillors.