

Supplementary Role Profile for an Opposition Spokesperson

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

This document summarises the main features of working as an Opposition Spokesperson and for which a Special Responsibility Allowance is paid under SCC Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'.

Main Purpose of the Role of Opposition Spokesperson:

To be the Group Spokesperson for of a portfolio designated by the Group Leader.

Key Relationships:

1. Group Leader
2. The Group
3. Relevant Cabinet member
4. Council officers relevant to the portfolio for which you are spokesperson
5. County Council's Communications Team
6. Relevant Scrutiny bodies
7. Relevant cross party working groups
8. Cross Councils both in Suffolk and the Ass. of Councillors relevant to the portfolio for which you are spokesperson

Main Activities and Responsibilities:

1. Shadow the relevant Cabinet Member to maintain a close knowledge of the County Council's position and policies on the relevant services.
2. Attend relevant meetings in Suffolk, appropriate to Opposition Spokesperson's remit, to shadow the Cabinet Member's role.
3. Meet with (or correspond with) relevant officers in order to keep abreast of the performance of services and where possible of the administration's intentions
4. Meet with (or correspond with) relevant members of the public, service users, service providers etc. and act as public liaison for the Opposition Group on those services
5. Act as default spokesperson to the media for the Opposition Group on the relevant service areas, and undertake interviews, respond to requests and write letters
6. Flag up relevant media reports and where appropriate lead preparation of an Opposition response
7. Read Cabinet reports with careful focus on the relevant services, attend relevant Cabinet meetings, and act as lead for any Opposition questions at Cabinet, and any press or other publicity arising from them

8. Liaise closely with Opposition councillors on the relevant Scrutiny committee(s), identify issues to promote for Scrutiny agendas, steer preparation of any opposition evidence, propose possible questions, attend relevant Scrutiny committees
9. Act as lead Opposition councillor in deciding when and on what grounds to call in a relevant Cabinet decision to Scrutiny, and take lead role in preparing case for such a call-in
10. Undertake research and commission research by the political researcher on behalf of the Group.
11. Prepare motions for Full Council, in cooperation with the Group Leader and Deputy Leader, and act as lead for preparation of case, gathering of evidence, allocation of relevant points to other members of the group, and issuing of media releases and other publicity
12. Prepare relevant questions for Full Council, in cooperation with the Group Leader and Deputy Leader
13. Act as first choice Opposition representative on relevant Panels and outside bodies
14. Produce regular updates for Opposition members at Group meetings and if necessary at other times
15. Lead Group discussions about Group policy on the relevant issues, and take a lead in inaugurating Opposition campaigns, including in preparation for the next Opposition Manifesto, and in conveying those policies to the general public
16. Attend relevant Conferences, Seminars and other events in order to learn about policy or practice, and in order to engage in dialogue about the Opposition Group's policy position.

Additional Responsibilities:

The Spokesperson will also:

- Attend Constituency Meetings across Suffolk representing the County Group to speak on their Spokesperson area, and at the request of the Leader, to represent the Group.
- Attend regional and national political meetings as required.

Estimated average monthly time spent on the role:
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Varies according to specific role and to group priorities.

Any other comments

None.