

## Supplementary Role Profile for a Deputy Cabinet Member

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

This document summarises the main features of working as a Deputy Cabinet Member 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 Deputy Cabinet Member

1. To provide the Leader of the Council and the appropriate Cabinet Member(s) with strong supportive and focused support and advice on the specific given area of responsibility.
2. To be responsible for working with senior officers and the relevant Cabinet Member(s) in developing policies and proposals for that area of responsibility.
3. To be a 'go to' councillor for other councillors, officers, members of the public and organisations outside the Council in relation to specific policies within their area of responsibility.
4. To act for, or on behalf of, the appropriate Cabinet Member(s) in their absence with their acknowledgment and approval.

### Key Relationships:

1. Relevant Cabinet Member(s) and Cabinet as a collective.
2. Leader of the Council.
3. Chief Executive, Corporate Directors and Assistant Directors.
4. Political Group members.
5. Relevant organisations, partners and individuals outside the Council.

### Main Activities and Responsibilities:

1. To work alongside and support relevant Cabinet Member(s) to devise and develop policies within their area of specialism within the portfolio.
2. To work directly with the relevant service directors and other officers to discuss and ensure the effective implementation and delivery of the given areas of responsibility.
3. To review and adjust (if required) the impact of existing policies and provide constructive challenge to ensure delivery of intended outcomes, and that unintended consequences are managed.
4. To be a focal point, alongside any relevant Cabinet Member(s) in relation to their area of responsibility, for all councillors and officers, for existing policy or proposals for change.

5. To support the relevant Cabinet Member(s) when working with the Leader of the Council and other Cabinet Member(s) to agree a set of policy objectives and priorities for the given remit.
6. To work directly with the relevant Cabinet Member(s), service director(s) and senior officers to ensure the effective implementation of those policy decisions.
7. To liaise with the Cabinet when relevant issues are to be discussed, attending at least four formal Cabinet meetings per annum.
8. To chair any Policy Development Panel established within their area of responsibility.
9. To speak to papers in Cabinet and Full Council meetings when proposals are being discussed and decisions required in relation to their areas of responsibility.
10. To fulfil a broader corporate role as part of the extended Cabinet, participating in general strategic and pre-decision discussions and being an advocate for Cabinet decisions and policies.

#### **Additional Responsibilities:**

Maintain awareness of the Council's transformation programmes and input to these as appropriate.

#### **Estimated average monthly time spent on the role:**

60 hours per month.

#### **Any other comments**

The role necessitates working with and through people, officers and members of the County and District and Borough Councils, and all relevant stakeholders including third sector providers, local community groups, parish councils and members of the public.

The role is intended to provide development opportunities for the postholder, for progression to a Cabinet Member should future opportunities arise.

Annually, the relevant Cabinet Member, in consultation with the Leader, will agree a set of objectives for the postholder. The Cabinet Member will review the performance of the postholder against these objectives.