

Part 5D

MEMBERS' ROLE PROFILES

The role descriptors set out below are not exhaustive and aim to describe the outline responsibilities of each role, rather than being an extensive description of all functions and responsibilities.

A. Ward Member

66 Members of the Council, are elected by a ward.

Role

- To champion the Borough and their Ward; working collectively in the best interests of Wirral and their constituents, communities and other stakeholders.
- To develop and understand their area and work to ensure needs and priorities within their wards are met.
- To lead and encourage participation and engagement in consultation to inform policy and decision making within their local area and Council.
- To work with local communities to identify solutions and broker partnerships; balancing different views and interests and mediating where appropriate.
- To ensure the very best level of service possible for their constituents; by holding services to account.
- To listen to constituents, and be responsive; making sure enquiries are dealt with in a timely , fair and impartial manner.
- To promote good community relations and strengthen community cohesion through taking and encouraging steps to eliminate unlawful discriminatory practices and attitudes within and outside the Council.
- To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.
- To be an advocate of and for the interests of the ward, individual electors, community groups and other stakeholders. To represent the interests of those individuals and groups to the Council, and deal with enquiries and representations from constituents.

Duties

- i. Individually, and with other representatives of the same and other wards, to effectively represent the interests of the ward, individual and groups of constituents in the policy formulation and decision making processes of the Council and to other local and national bodies.
- ii. To lead and actively encourage community involvement and engagement in consultation in policy formulation and decision making by the Council.
- iii. To respond to constituents enquiries and representations fairly and impartially.
- iv. To promote good community relations and take and encourage steps to eliminate unlawful discriminatory practices and attitudes within and outside the Council.
- v. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.
- vi. To work individually and collectively in the interests of the ward and the Borough.
- vii. To support the Corporate Parenting Strategy in ensuring outcomes fulfil the Council's responsibilities towards children in care

Entitlement

- i. All Members receive a basic allowance under the Scheme of Members' Allowances which is detailed in Part 6(ii) of this Constitution, in part, remuneration for time and expense spent on these duties. These duties will not normally give rise to recoverable subsistence or travel expenses.
- ii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.
- iii. The extensive legal and constitutional provisions which regulate Members' rights to attend meetings and access information necessary to the discharge of their duties is set out in the Access to Information Procedure Rules in the Constitution.

B. Member of Full Council

All 66 Members of the Council are Members of the Full Council. There are restrictions on the Mayor and Cabinet Members participating in the Overview and Scrutiny and Standards and Constitutional Oversight Committee functions of the Full Council.

Role

Collectively, to determine the Budget and Policy Framework of the Council and to effectively discharge the functions which are the Responsibility of the Full Council under Part 3 of the Constitution.

Duties

- i. Participate in the setting by the Full Council, following proposals from the Cabinet, of the Budget and Policy Framework of the Council, following the procedures in the Budget and Policy Framework Procedure Rules.
- ii. Collectively, as a Full Council, to directly discharge or arrange for the discharge of the functions set out in Part 3 of the Constitution which are the responsibility of the Full Council. This may include the delegation of functions to Committees, Sub- Committees or Officers and/or to joint arrangements with other Councils.
- iii. To be appointed by the Full Council as Chair, Vice Chair or Member of such Committees, Sub-Committees or joint arrangements and collectively with other Members of those bodies directly discharge or arrange for the discharge of functions delegated to them.
- iv. To promote the economic, social and environmental well-being of the Borough and to have regard to the Corporate Strategy when doing so.
- v. When participating in decision making, to ensure that decisions are lawful, reasonable, proportionate and contribute to the vision, mission, core values, strategic objectives and deliver and are within the Policy and Budget Framework of the Council. To also consider how each decision can assist in the reduction of crime and the elimination of inequality and discrimination.
- vi. When participating in decisions which have a direct impact on the rights and freedoms of individuals, ensure that proper processes are followed and that obligations under the principles of natural justice and human rights legislation are met.
- vii. To be available to be appointed to outside bodies and;
 - Where appointed as the Council's representative, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non-decision making capacity, to represent the Council without becoming involved in decision making by the outside body.
- viii. To participate in Overview and Scrutiny Reviews as required by the Council.
- ix. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.

Entitlement

- i. The basic allowance includes recognition of the work undertaken by Members in relation to Full Council meetings.
- ii. The detail of how Members can participate in debates, submit motions and vote are set out in the Council Procedure Rules.
- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

C. Chair of the Council / Mayor

It is the duty of the annual meeting of the Full Council to elect one of its Members to be Chair of the Council. The Chair is entitled to the title of Mayor and is entitled, on appropriate ceremonial occasions to bear the title of Civic Mayor.

Role

The Mayor of the Council has a formal responsibility to chair meetings of the Full Council and an historic traditional ceremonial role. The Mayor of the Council is the First Citizen of the Borough and is entitled to take precedence at civil events.

Duties

- i. To chair meetings of the Full Council neutrally preserving order, ensuring that the Council Procedure Rules are followed and allowing different opinions to be fully and fairly presented and debated.
- ii. The Mayor will attend and host such civic and ceremonial functions as the Council and the Mayor shall determine, within the approved budget.
- iii. To determine any questions about the interpretation of the Constitution.
- iv. To respond to constituents enquires and representations fairly and impartially.
- v. To discharge procedural functions under the Constitution.
- vi. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.

Entitlement

- i. The Chair of the Council is entitled to bear the title of Mayor.
- ii. The Mayor receives support in managing civic and ceremonial duties from the Office of the Mayor of the Council.

- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

D. The Leader

The Leader is elected by all the members of the Council (see Article 7 of the Council Constitution).

Role

The Leader has responsibility to give political leadership and direction to the Council.

Duties

- i. To appoint between 2 and 9 cabinet Members and determine their portfolios
- ii. To appoint a Deputy Leader
- iii. To determine a scheme of delegation
- iv. To call cabinet meetings and determine the agenda
- v. To take personal responsibility for the delivery, or the arrangements for the delivery through delegations, of the Budget and Policy Framework and the functions of the Council which are the responsibility of the Cabinet.
- vi. To work closely and constructively with Overview & Scrutiny Members in leading the development of the Budget and Policy Framework, in reviews of policy and in the scrutiny of decision making.
- vii. To record and make publicly available any decision taken personally
- viii. To attend, answer questions, and lead debates at meetings of the Full Council
- ix. To attend meetings of Overview & Scrutiny Management Committee and Sub Committees when requested to do so.
- xi. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee Relations.

Entitlement

- i. The Leader receives a special responsibility allowance and, subject to the scheme of allowances will receive subsistence and travel expenses detailed in Part 6 of this Constitution.

- ii. The Leader is entitled to attend, speak and vote at meetings of the Council and its Committees (except Overview and Scrutiny and Standards and Constitutional Oversight Committees).
- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

E. Cabinet Members

Between 2 and 9 Cabinet Members are appointed by the Leader.

Role

The Cabinet have collective and individual responsibility to propose the Budget and Policy Framework to the Council, and to discharge or arrange for the discharge of those functions which are the responsibility of the Cabinet under Part 3 of the Constitution.

Cabinet Members have a personal responsibility for taking decisions in relation to, and discharging those Cabinet functions delegated to them by the Leader. The delegations to Cabinet Members are known as their portfolio.

Duties

- i. Collectively and individually to propose the Budget and Policy Framework, following consultation with Overview and Scrutiny Members and others as appropriate.
- ii. Personally to take decisions and discharge directly, or arrange for the discharge, of those parts of the Cabinet's functions which are delegated to the Cabinet Member by the Leader as part of their portfolio. To record, and make publicly available, any decision taken personally.
- iii. To be available to be appointed by the Cabinet to outside bodies; and
 - Where appointed as the Council's representative, or delegate, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the relevant law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non-decision making capacity to represent the Council without becoming involved in decision making by the outside body.
- iv. To undertake Ward and Full Council Members duties.
- v. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.

Entitlement

- i. All Cabinet Members, as Members of Full Council, receive a basic allowance. In addition to this basic allowance, Cabinet Members also receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. The Council will provide secretarial and administrative support for Cabinet Members. Support is also provided by Strategic Directors, Directors and Heads of Service.
- iii. Cabinet Members have the same rights to information as the leader of the council.
- iv. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

F. Assistant Portfolio Members

An Assistant Portfolio Member (APM) may be appointed to support a Portfolio Holder or Portfolio Holders in carrying out their duties in a variety of ways. For example:

- One or more APMs may be appointed to assist a Portfolio Holder in all their duties or to assist in a particular specific area.
- An APM may be appointed to assist several Portfolio Holders in a particular specified area which is covered by more than Portfolio Holder.
- An APM may be appointed to assist two or more Portfolio Holders in different specified areas.

On appointment the specific duties of the APM must be specified and will be subject also to the following general considerations. APMs have no decision-making powers. Within their specified duties APMs will:

- Keep abreast of best national practice and new initiatives and brief the Portfolio Holder accordingly.
- Assist the Portfolio Holder in establishing and maintaining professional, effective and efficient working relationships with opposition groups, chairs of committees and with other Councillors.
- Undertake such responsibilities as may arise or be required from time to time in line other than decision-making.
- Deputise as required for the Portfolio Holder within the limits or conditions set by the Portfolio Holder where this does not require direct Cabinet decision taking.

- Assist the Portfolio Holder to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed with them.
- Develop direct, effective working contacts with Corporate Directors, Directors and Heads of Service and their staff and external partners, and assist the Portfolio Holder with maintaining effective policy and management links with them.
- Act as a point of contact for the Portfolio Holder with the relevant political group.
- Advise and support the Portfolio Holder on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues.
- Help to promote specific media opportunities relating to key projects, with regular feedback to the Portfolio Holder.

G. Overview and Scrutiny Members

Overview and Scrutiny Members are the Chairs, Vice Chairs and Members of Overview and Scrutiny Committees, Standing and Ad Hoc Overview and Scrutiny Panels.

Members of the Cabinet cannot be Overview and Scrutiny Members.

There may be co-opted Overview and Scrutiny Members, including church and parent governor representatives where education functions are concerned and trade union representatives.

Role

With other Overview and Scrutiny Members to effectively and efficiently discharge the Council's Overview and Scrutiny Function under S21 Local Government Act 2000, including the management of resources allocated to the discharge of that function.

Duties

- i. To work closely and constructively with the Leader and Cabinet Members, participate in the formulation of the Budget and Policy Framework by responding to proposals from the Cabinet within timescales set by the Cabinet.
- ii. Drive and participate in programmes of policy review, both at the request of the Full Council and of the Cabinet, but equally at the initiative of Overview and Scrutiny Members. The programme of review to include consideration of

anything which is of interest to the area or its inhabitants, even where the issue is not the responsibility of the Council.

- iii. To effectively discharge its functions in respect of the Overview and Scrutiny of relevant partnership bodies and where there is a duty on partnership bodies to cooperate with Overview and Scrutiny e.g. authorities responsible for crime and disorder strategies, the NHS and relevant partners identified within the Local Strategic Partnership.
- iv. With other Overview and Scrutiny Members, to subject decisions of the Cabinet (including the Leader, Cabinet Committees, individual Cabinet Members and Officers taking key decisions) to appropriate but rigorous scrutiny. To evaluate and question Cabinet decision making in order to hold the Cabinet to account.
- v. As an individual, and in collaboration with other Overview and Scrutiny Members, to ensure that every decision by or on behalf of the Leader (including Officers taking decisions) is subject to sufficient and timely scrutiny. To participate in a decision to trigger the Call-In procedure where, in exceptional circumstances, it is required.
- vi. To ensure that the work of Overview and Scrutiny Members is available to the Cabinet and the Full Council, where appropriate, through the submission of reports and clear, concise recommendations.
- vii. In undertaking these duties to apply the Constitution of the Council, and particularly the Overview and Scrutiny Procedure Rules, the Access to Information Rules and the Budget and
- viii. Policy Framework Procedure Rules. To undertake additional functions such as required by the Council or by statute.
- ix. To respond to constituents enquiries and representations fairly and impartially.
- x. To declare any personal interest in issues being scrutinised and to take any action, including withdrawal from the Committee or Sub-Committee required to maintain impartiality.
- xi. To undertake Overview and Scrutiny functions in a constructive and non-partisan way.
- xii. To act in accordance with the Members' Code of Conduct and the Protocol on Member / Employee relations.

Entitlement

- i. The Chairs of Overview and Scrutiny Committees receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.

- ii. The Vice Chair of Overview and Scrutiny Management Committee do not receive a special responsibility allowance.
- iii. The Chairs of Overview and Scrutiny Sub Committees receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- iv. Overview and Scrutiny Members have additional rights to access information of relevance to their areas of responsibility. These rights are set out in the Overview and Scrutiny Procedure Rules.
- v. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

H. Deleted

I. Standards and Constitutional Oversight Committee

Standards and Constitutional Oversight Committee Members are appointed by the Full Council.

The membership comprises of 9 Elected Members, 4 Members (independent of the Council).

Role

The Standards and Constitutional Oversight Committee Members collectively have the duties of promoting high standards of conduct by elected and co-opted Members of the Council and assist those Members to achieve those high standards.

Duties

- i. To promote and maintain high standards of conduct by Members and Officers.
- ii. To grant dispensations to Councillors and Co-opted Members from requirements relating to interests set out in the members Code of Conduct, where not delegated to the Monitoring Officer.
- iii. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.
- iv. To monitor and review the Council's Whistleblowing policy.
- v. To monitor and review protocols for standards of behaviour for Members and Officers.
- vi. To monitor and review protocols for Members and Officers on relationships and dealings with outside organisations and individuals.

- vii. To monitor and review Member and Officer procedures relating to gifts and hospitality and disclosable pecuniary interests and other interests.
- viii. To monitor and review the mandatory training programme for Members and Officers.
- ix. To monitor and oversee the response by the Council to complaints to the Ombudsman.
- x. Dealing with complaints of alleged member misconduct referred to the Monitoring Officer under section 28(6) of the Localism Act 2011.
- xi. Granting and supervision of exemptions from posts being designated as politically restricted.

Entitlement

- i. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.
- ii. A special responsibility allowance is paid to the Chair of the Standards and Constitutional Oversight Committee, and a co-optee's allowance to Independent Members detailed in Part 6 of this Constitution.

J. Leaders of Political Groups

It is open to Members who form political groups under the Local Government (Committees and Political Groups) Regulations 1990 to appoint a Leader.

Role

The Leader of a Political Group has one formal role, to be involved in the processes relating to the composition of the group.

Entitlement

- i. The Leaders of Political Groups with two or more Members receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. Each Political Group is provided with an equipped office from which the Leader and other Members can conduct their business.