

EXECUTIVE COUNCILLORS AND MEMBERS OF THE CABINET

Each member of the Executive shall be referred to as an executive councillor and shall be allocated by the Leader a specific area of responsibility known as his portfolio.

The executive councillor will take the leading role in the development and implementation of the policies covered by his portfolio.

Shared Responsibility as a Member of the Cabinet

Each executive councillor has shared responsibility for:

- the co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives, and priorities,
- the oversight, development, monitoring and promotion of all services provided by the Council within the appropriate performance management framework,
- ensuring that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions which are provided by or under contract to the Council,
- the promotion of the economic, social and environmental well-being of Huntingdonshire, its residents, businesses and other organisations,
- promoting the Council as a community leadership within the public, voluntary and business sectors, including the development of good and effective working links and partnerships with all sectors,
- the promotion and implementation of an effective equal opportunity policy in relation both to the Council's employees and the delivery of services by the Council and other agencies,
- the promotion of services which:
 - improve the safety and well being of the community,
 - secure a sustainable and attractive environment,
 - create a prosperous local economy,
 - raise corporate standards and efficiency, and
- improving arrangements for communicating, consulting and maintaining a dialogue with residents and service users.

Responsibilities as an Executive Councillor

- to represent the Council or arrange for it to be represented in all national, regional and local forums relevant to the duties of the portfolio,
- to liaise with other executive councillors as required,
- advising the Council, Cabinet or Overview and Scrutiny Panels on matters concerning the implementation, monitoring and performance of services, initiatives and projects relating to the executive councillor's portfolio,

- to bring forward revenue and capital budget proposals relevant to the responsibilities of the portfolio,
- to monitor the performance of portfolio functions and activities to ensure corporate objectives and targets are achieved,
- to represent the Council's views relating to the executive councillor's portfolio to other agencies, community interests and local media,
- to attend and answer questions at meetings of the Overview and Security Panel relative to the executive councillor's portfolio,
- liaising with other Members and officers on strategic matters to ensure proper co-ordination, consistency and seamless delivery of services within Council policy,
- to chair, when required, meetings of Members and officers and Council partners,
- to assist in the development of work programmes, forward plans and the setting of agenda,
- to be consulted as part of any decision-making processes within the portfolio which have been delegated to Officers,
- reporting on the portfolio responsibilities to Council and responding to questions by Members in that forum,
- to be aware of the best practice of other leading authorities and to promote best practice and best value in the areas covered by the portfolio,
- to carry out duties set out in the job description for a Councillor.

Profile

An executive councillor should:

- comply with any legislative provisions, best practice and good governance arrangements with regard to his portfolio,
- Keep abreast of national best practice and new initiatives relating to the executive councillor's portfolio, and
- devote as much time as is necessary and reasonable to fulfil the requirements of the role effectively.

An executive councillor should have:

- an ability to prioritise workloads effectively,
- an ability to work to deadlines,
- effective communication skills including listening, spoken, written and ICT,

- a keen knowledge and interest in the areas of his own portfolio,
- effective chairmanship skills,
- an ability to read and assimilate information quickly and effectively,
- an ability to discuss financial matters and the Council's budget with confidence, and
- an ability to engage effectively with the media.