

## **Assistant Cabinet Member Role Description**

An Assistant Cabinet Member may be appointed to support a Cabinet Member or Cabinet Members in carrying out their duties in a variety of ways.

### **Purpose**

- Assistant Cabinet Members are Members appointed by the Cabinet to work with a Cabinet Member or Cabinet Members and assist them with any function except decision-making subject to the limitation below.
- This includes taking forward particular projects or programmes. Most Assistant posts will range across the functions of the Cabinet Member but it is a matter for each individual Cabinet Member, after discussion with the Executive Leader, to establish any limits or conditions on the ways in which the Assistants will operate.

### **Duties and Responsibilities**

Assistant Cabinet Members may:

- Undertake specific task, research and investigations and attend meetings, as requested by the Cabinet Member, so as to keep abreast of current policy and development initiatives;
- Assist the Cabinet Member in establishing and maintaining professional, effective and efficient working relationships with opposition groups, Chairman of Committees/Panels and with other Councillors;
- Attend Cabinet briefings on behalf of a Cabinet Member;
- Undertake such responsibilities as may arise or be required from time to time other than decision making;
- Substitute as required for the Cabinet Member within the limits or conditions set by the Cabinet Member where this does not require direct Executive decision making;
- Assist the Cabinet Member 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 relationships with Corporate Management Team, Assistant Directors and Heads of Service and their staff and external partners, and assist the Cabinet Member with maintaining effective policy and management links with them;
- Advise and support the Cabinet Member 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 Cabinet Member.

However, an Assistant to a Cabinet Member cannot:

- take decisions;
- deputise for a Cabinet Member at Council, Cabinet, Committee and Panel meetings;
- be a member of an Overview and Scrutiny Panel

These duties and responsibilities are in addition to those detailed in the role description for an elected Member.