

ADDITIONAL DUTIES OF SENIOR COUNCILLORS

Positions of Convener, Chairs and Deputy Chairs

Certain Senior Councillors have additional roles and responsibilities which relate to their appointment as Convener, Deputy Convener, Committee Chair or Deputy Chair. Special Responsibility Allowances are available for the roles of Council Leader, Civic Head (otherwise known as Provost, Lord Provost or Convener) and Senior Councillor, the Senior Councillor allowances traditionally being received by Committee Chairs. The Leader of the Council and the Civic Head cannot be the same person, for the purposes of the Special Responsibility Allowance.

The Convener is the civic head of the council, responsible for representing the Council at civic and ceremonial occasions. The Leader is the primary representative of and spokesperson for the Council. The Leader may deputise for the Convener in the role of Civic Head. Role Descriptions for both positions are available.

Chairs and Deputy Chairs are accountable for:-

- providing leadership in defined service areas or portfolios
- facilitating policy development and implementation in these areas
- ensuring public confidence in Council services
- representing the views of the Council to the community

The additional responsibilities of these Councillors can be summarised as follows:-

Responsibilities of the Convener, Chairs and Deputy Chairs

1. To be personally accountable for the effective delivery of services within a defined service area or portfolio.
2. To provide leadership within that defined portfolio which contributes to the delivery of the corporate agenda.
3. To ensure that the aims and objectives of the portfolio contribute to the modernising Government agenda, with special reference to continuous improvement, performance management, community planning, consultation, equalities and sustainability.
4. To encourage joint working and cross service links across traditional service boundaries to deliver more effective services.
5. To ensure that the services consult with key stakeholders and that they are genuinely engaged in the development of services.
6. To ensure that budget allocations are aligned to local and national priorities.

7. To ensure that services have effective performance management and reporting arrangements in place which identify how well services are being delivered.
8. To ensure that best value service reviews are implemented and that service improvements can be identified.

The Scrutiny Role

Some other Councillors outwith the previous group with additional responsibilities will be appointed to the Audit and Performance Review Committee. These Councillors will contribute actively to the scrutiny of the Council's policies, strategies and service delivery within the framework of the Corporate Plan. These Councillors will be responsible for:-

- Questioning and evaluating the actions of Chairs and services and their progress in achieving the Council's policies and targets in terms of their personal portfolio.
- Participating, as appointed, in the scrutiny and/or development of the services and policies of the Council and their effectiveness in meeting the objectives of the Council.
- Developing and maintaining a working knowledge of the organisations, services, activities and other factors which impact upon the community's wellbeing and identity.