

MODEL JOB DESCRIPTION FOR CABINET MEMBERS

Duties and responsibilities of Cabinet members

All Labour cabinet members **shall**:

- Individually and collectively, ensure the implementation of Labour party manifesto commitments and agreed Labour group policy
- Provide strong and fair leadership and clear political guidance to members and officers
- Have a clear understanding of the portfolio, the scope and range of the services for which they are responsible and Labour policies in respect of those services
- Ensure the delivery of best value and continuous improvement in services and implementation of best practice in their authority
- Ensure an appropriate consultation programme is developed for their area of responsibility, to involve local people and communities in the decisions of the council as fully as possible
- Attend 100% of cabinet meetings, and inform in advance the Group Chair and Whip if they are unable to attend and why
- Respond within an agreed timescale to the recommendations of relevant scrutiny panel(s), setting out what action is proposed, if any, and giving full reasons for decisions taken
- Meet with Labour chairs of the relevant scrutiny panel(s) on a regular basis to discuss progress in their area of responsibility, responses to concerns raised by the scrutiny panel(s) and future programmes of work
- Ensure the Group and Scrutiny Chairs are briefed at the appropriate time on significant issues, ie those that may:
 - Result in a change to established policy

- Have major resource implications
- Be contentious or politically sensitive
- Seek to involve and consult non-Cabinet members in the area of work for which they have responsibility, particularly members of the relevant Scrutiny Panel(s)