

Role Description for Cabinet Project Lead

This role description identifies the responsibilities specific to the role of Cabinet Project Leads and should be read in conjunction with the role description of all councillors.

1. Accountabilities

- To the Leader
- To the relevant Cabinet Member

2. Roles and Activities

- Undertake research relating to the Cabinet Member's Portfolio area
- Assist in the development of policies within the Cabinet Member's Portfolio area
- Work on particular projects or programmes within the Cabinet Member's Portfolio area
- Help to promote specific media opportunities relating to key projects, with regular feedback to the Cabinet Member
- Attend seminars and meetings as requested by the Cabinet Member
- Liaise with non-executive members to ensure that the Cabinet Member is fully aware of issues which are of concern to them
- Assist the Cabinet Member in establishing and maintaining professional, effective, and efficient working relationships with opposition groups, Chairs of Committees/Panels and Senior Officers
- Work with other Cabinet Members and Cabinet Project Leads on shared policy and project developments
- Liaise with outside bodies, partner organisations, service users and members of the public in relation to portfolio responsibilities
- 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

3. Personal and role development

As for 'All Councillors' plus:

- Ensure up to date knowledge of portfolio-related developments and policies at national and local level
- Attend relevant briefings for the Cabinet Member's portfolio area as required

4. Role Restrictions

A Cabinet Project Lead cannot:

- Take formal decisions at Cabinet meetings or make Single Member Decisions
- Deputise for a Cabinet Member at full Council or Cabinet meetings
- Be a member of the Scrutiny Committee which scrutinises his or her Cabinet Member's portfolio