

ARTICLE 2 – MEMBERS OF THE COUNCIL

2.1 Composition and Eligibility

(a) Composition

The Council has 38 elected Members, known as Borough Councillors. Borough Councillors are elected by voters of each electoral Ward in accordance with a scheme drawn up by the Local Government Boundary Commission for England and approved by the Secretary of State.

(b) Eligibility

Only registered voters of the Borough, or those living or working within it, will be eligible to hold the Office of Councillor.

2.2 Elections and Term of Office

The election of Borough Councillors takes place every four years on the first Thursday in May. The Term of Office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election. Vacancies arising during the four-year Term of Office are filled by the holding of a by-election.

2.3 Roles and Functions of all Councillors

Role descriptions for Councillors are appended to Article 2

(a) Key Roles

All Councillors will:

- (i) collectively be the ultimate policymakers and carry out the principal strategic and corporate management functions, taking a Borough wide view;
- (ii) engage with, and represent, their communities whose views they will bring into the Council's decision-making process, i.e. become the advocate of, and for, their communities;
- (iii) provide community leadership;
- (iv) balance different interests identified within their Wards and represent their Wards as a whole;
- (v) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- (vi) be involved in decision-making;
- (vii) be available to represent the Council on other bodies;

- (viii) contribute to the good governance of the Borough and actively encourage community participation and public involvement in decision making; and
- (ix) maintain the highest standards of conduct and ethics.

(b) Leadership roles

- (i) The position of Leader of the Council shall be subject to annual election and the Leader shall take up the Chairmanship of the Executive Committee.
- (ii) The Chair of the Executive Committee shall act as the principal spokesperson for the Council on major policy issues.
- (iii) Those Members appointed as Lead Members in specific areas/functions of the Council shall act as the Council's spokespersons on these specified areas. Each Lead Member will have a Support Member.
- (iv) Those Members appointed as representatives on Outside Bodies shall follow the following procedure:
 1. Following any Outside Body meeting the Outside Body representative will provide an update to the appropriate Lead Member. Where there is more than one representative on the Outside Body the representatives will agree as to who should provide the feedback.
 2. Lead Members will provide regular written updates, for inclusion on the Member Update Sheet, on matters pertaining to their portfolio including Outside Body issues.
 3. Overview and Scrutiny representatives will report back to the Overview and Scrutiny Committee in accordance with Scrutiny Procedure Rule 9.

Members will be able to obtain assistance from Democratic Services in preparing information for inclusion on the Member Update Sheet and advice on which Outside Bodies relate to which Portfolio etc.

(c) Rights and Duties

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the Law.
- (ii) Councillors will not make public any information that is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or Officer entitled to know it. All Councillors must comply with data protection legislation including the requirements of the General Data Protection Regulation (GDPR).

- (iii) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Procedure Rules in Part 4 of this Constitution.
- (iv) No Councillor can issue an order or make a contract or any other arrangement binding upon the Council for works to be carried out or for any goods or services to be purchased by or on behalf of the Council.
- (v) A Councillor does not have any right to inspect or enter any land unless specifically authorised to do so by the Council.

2.4 Conduct

Councillors will, at all times, observe the Code of Conduct and the Protocol for Member/Officer Relations set out in Part 5 of this Constitution.

The Council is required to maintain and update a Register of Interests of its Councillors and co-opted Members. The Register is available for public inspection.

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 6 of this Constitution.

APPENDIX TO ARTICLE 2

Role Descriptions for Members

1. Borough Councillor.
2. Leader of the Council and Deputy Leader of the Council.
3. Chair of the Council (The Mayor) and Vice-Chair of the Council (the Deputy Mayor).
4. Chair of Executive Committee (Leader of the Council) and Vice-Chair of Executive Committee (Deputy Leader of the Council).
5. Chair of Overview and Scrutiny Committee and Vice-Chair of Overview and Scrutiny Committee.
6. Chairs of Audit and Governance, Regulatory Committees, Standards Committee and other Council Committees/Sub-Committees and Vice-Chairs of Audit and Governance, Regulatory Committees, Standards Committee and other Council Committees/Sub-Committees.
7. Lead and Support Members.

BOROUGH COUNCILLORS ROLE DESCRIPTION

Key Roles – All Councillors will:

- collectively be the ultimate policymakers and carry out the principal strategic and corporate management functions, taking a Borough wide view;
- engage with and represent their communities whose views they will bring into the Council's decision-making process;
- provide community leadership;
- balance different interests identified within their Wards and represent their Wards as a whole;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- be involved in decision-making;
- be available to represent the Council on other bodies;
- contribute to the good governance of the borough and actively encourage community participation and public involvement in decision-making; and
- maintain the highest standards of conduct and ethics, and show respect for fellow Councillors and Officers and the community;

Specifically – All Councillors will:

- participate constructively in the good governance of the Borough, ensuring the effective running of the Council and remembering the overriding responsibility of a Councillor is to the whole local community;
- participate in the formulation of policy and in the decision-making process of the Council and to monitor and scrutinise decisions and service provision;
- develop and maintain a close working partnership with Officers of the Council to promote the Council's objectives;
- represent all members of the public within their Ward, providing information or a contact where appropriate, to deal with correspondence and telephone calls from constituents and meet with them, if necessary, to discuss any problems or concerns;
- help Parish Councils and Parish Meetings within their Ward to keep informed about Borough Council activities and, when invited, to discuss Ward matters with them as appropriate;
- attend meetings of the Council and relevant Committees/Sub-Committees and participate in other groups to which the Councillor is nominated;
- represent the Council on the Outside Bodies as agreed;

- keep up to date with the general aims and objectives of the Council, its policies and procedures and to read any relevant documentation and reports prior to participating in any meeting of the Council or Committees/Sub-Committees;
- play an active part in the development, review and implementation of the Council Plan and engage and consult local people through the place programme;
- participate in training for elected Members according to personal need;
- discuss Ward matters with local media as appropriate; and
- comply with the Tewkesbury Borough Council Code of Conduct for Councillors, the Council's Rules of Procedure, data protection legislation including the requirements of GDPR and to ensure that no conflict of interest occurs which might undermine the integrity of the Council.

LEADER OF THE COUNCIL ROLE DESCRIPTION

1. To provide leadership to the Borough Council.
2. To chair the meetings of the Executive Committee and ensure its overall effectiveness.
3. To lead in the development of the Borough Council's policy, strategy and budget proposals.
4. To lead in developing the Borough Council's partnerships with other organisations.
5. To provide the lead on proposals for new policies and strategies or changes to approved policies and strategies to meet changing demands.
6. To act as the principal political spokesperson for the Borough Council at local, regional and national level.
7. The Leader shall:
 - (a) provide an overall cohesive and corporate direction for the Council;
 - (b) ensure the effectiveness of the Executive Committee as a collective decision-making body;
 - (c) ensure the Borough Council's corporate policies are communicated effectively; and
 - (d) represent the Council on countywide, regional and national bodies and events relating to, or organised by, those bodies.

DEPUTY LEADER OF THE COUNCIL ROLE DESCRIPTION

To assist the Leader in his/her role as detailed above and to deputise for the Leader of the Council in all those functions.

To undertake the role of Vice-Chair on the Executive Committee.

CHAIR OF THE COUNCIL (THE MAYOR) ROLE DESCRIPTION

1. To chair the Council in a proper, fair and impartial manner and to be politically neutral in undertaking that role.
2. To preserve order in the conduct of those present.
3. To confine discussion within the scope of the meeting and reasonable limits of time.
4. To decide whether proposed Motions and amendments are in order.
5. To decide points of order and other incidental questions which require decision at the time.
6. To adjourn or suspend the meeting when circumstances justify or require that course.
7. To ensure that Council meetings are a forum for the debate of matters of concern to the local community.
8. To promote public involvement in the Council's activities.
9. To declare meeting closed when its business has been completed.
10. As Mayor to be politically neutral and to act as an ambassador for the Council attending ceremonial occasions and events as well as giving hospitality on all such occasions as would properly fall to the Mayor of the Borough.

VICE-CHAIR OF THE COUNCIL (THE DEPUTY MAYOR) ROLE DESCRIPTION

To assist the Mayor in his/her functions as detailed above and to deputise for the Mayor in all those functions.

CHAIR OF EXECUTIVE COMMITTEE (LEADER OF THE COUNCIL) ROLE DESCRIPTION

1. To chair the meetings of the Executive Committee and ensure its overall effectiveness.
2. To ensure, through the Committee, the development of the Borough Council's policy, strategy and budget proposals to be submitted to Council.
3. To ensure, through the Committee, the development of the Borough Council's partnerships with other organisations throughout the County.
4. To consider the needs of all sections of the community.
5. To act as the principal spokesperson for the Borough Council on major policy issues, at local, regional and national level.
6. To inform himself/herself as to the business and objectives of the meeting.
7. To preserve order in the conduct of those present.
8. To confine discussion within the scope of the meeting.
9. To decide whether proposed motions and amendments are in order.
10. To facilitate discussion on questions which have been moved for the consideration of the meeting.
11. To decide points of order and other incidental questions which require decision at the time.
12. To adjourn or suspend the meeting when circumstances justify or require that course.
13. To declare meeting closed when its business has been completed.

VICE-CHAIR OF EXECUTIVE COMMITTEE (DEPUTY LEADER OF THE COUNCIL) ROLE DESCRIPTION

To assist the Chair in his/her functions as detailed above and to deputise for the Chair in all those functions.

CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE ROLE DESCRIPTION

1. To chair the Council's Overview and Scrutiny Committee and ensure its overall effectiveness.
2. To ensure he/she is sufficiently and effectively briefed on the service and relevant corporate areas and issues pertaining to those areas.
3. To ensure effective consideration and scrutiny by the Committee of recommendations and decisions of the Executive Committee; the effectiveness of the call-in procedures and policies; the development of policies; and, as appropriate, the work of external agencies impacting on the community.
4. To inform himself/herself as to the business and objectives of the meeting.
5. To preserve order in the conduct of those present.
6. To confine discussion within the scope of the meeting.
7. To decide whether proposed Motions and amendments are in order.
8. To decide points of order and other incidental questions which require decision at the time.
9. To adjourn or suspend the meeting when circumstances justify or require that course.
10. To declare meeting closed when its business has been completed.
11. To ensure that an annual programme of work is established for the Committee and to make an annual presentation to Council on the work undertaken.
12. To meet regularly with the relevant Officers to ensure the receipt of appropriate independent advice to inform effective overview and scrutiny and the functioning of the Overview and Scrutiny Committee.
13. To ensure regular contact with Councillors, community representatives and local stakeholders to inform effective overview and scrutiny of policies, strategies, budget and performance.
14. To contribute effectively to the Borough Council's scrutiny process by ensuring the questioning of relevant Senior Officers and, where appropriate, Chairs of the Executive, Regulatory and Audit and Governance Committees and Lead Members on the development of policy and strategies and the performance against such strategies and policies.

VICE-CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE ROLE DESCRIPTION

To assist the Chair in his/her functions as detailed above and to deputise for the Chair in all those functions.

CHAIRS OF AUDIT AND GOVERNANCE COMMITTEE, REGULATORY COMMITTEES, STANDARDS COMMITTEE AND OTHER COUNCIL COMMITTEES/SUB-COMMITTEES

1. To chair the Audit and Governance Committee, Regulatory Committee (i.e. Planning Committee or Licensing Committee) Standards Committee or any other Committee/Sub-Committee subsequently established by the Council and ensure their overall effectiveness.
2. To ensure he/she is sufficiently and effectively briefed on the relevant corporate areas/issues relating to the work of the Committee.
3. To act as a principal spokesperson on behalf of the Council on the functions undertaken by the Committee and relevant issues.
4. To inform himself/herself as to the business and objectives of the meeting.
5. To preserve order in the conduct of those present.
6. To confine discussion within the scope of the meeting.
7. To decide whether proposed Motions and amendments are in order.
8. To decide points of order and other incidental questions which require decision at the time.
9. To adjourn or suspend the meeting when circumstances justify or require that course.
10. To declare meeting closed when its business has been completed.

VICE-CHAIRS OF AUDIT AND GOVERNANCE COMMITTEE, REGULATORY COMMITTEES, STANDARDS COMMITTEE AND OTHER COUNCIL COMMITTEES/SUB-COMMITTEES

To assist the Chairs in his/her functions as detailed above and to deputise for the Chairs in all those functions.

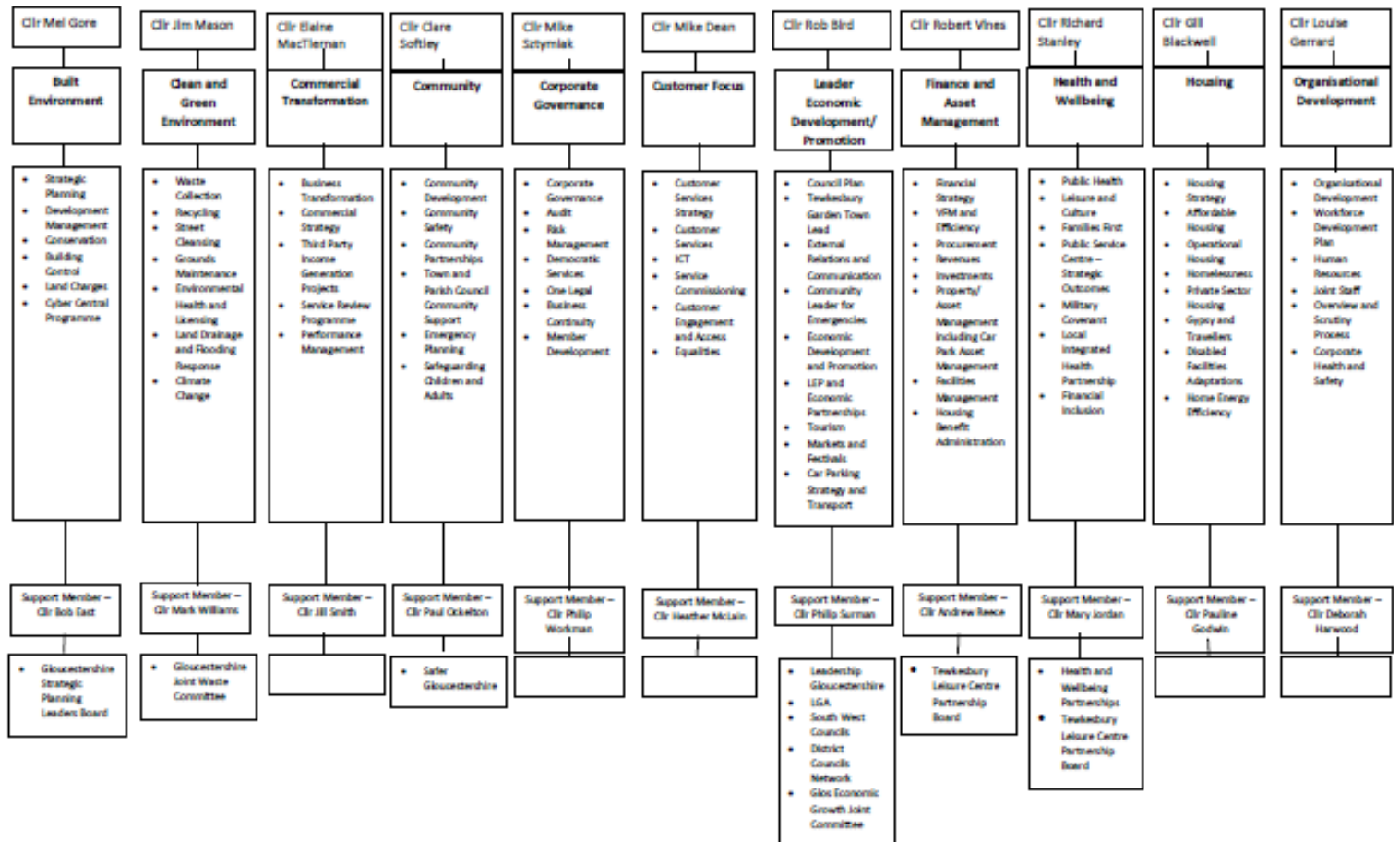
LEAD MEMBER ROLE DESCRIPTION

1. To act as Lead Member for their portfolio at Council and answer questions raised during debate.
2. To act as Lead Member for their portfolio at meetings of the Executive Committee.
3. To attend meetings, when requested, of the Overview and Scrutiny Committee and any of its Working Groups or Sub-Committees to give advice or answer any questions relevant to their portfolio.
4. To act as the Council spokesperson, attend public meetings and respond to questions from the press and public in relation to their portfolio.
5. To act as ambassador for their portfolio and attend meetings with other partners or organisations.
6. To attend Outside Body meetings in accordance with the Protocol set out in Part 5 of this Constitution.
7. To act as a consultee in respect of decisions proposed to be taken by Officers in exercising powers delegated to them and which:
 1. relate to the setting of service standards and performance measures and approval of business plans; or
 2. are taken under the Council's Urgency Procedure.
8. To attend meetings as and when required with relevant Officers to be updated on matters affecting their portfolio.
9. To report to the Council on Lead Member activity as and when appropriate.
10. To review and monitor performance management reports on their portfolios and to oversee the achievement of performance targets.
11. To answer questions from Members and the public in accordance with Council Rules of Procedure 12 and 13.

SUPPORT MEMBER ROLE DESCRIPTION

To assist the Lead Member in undertaking the above role and to act in accordance with the above in the absence of the Lead Member.

Lead Member Portfolios 2019/20



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