

ROLE DESCRIPTION FOR CABINET SUPPORT MEMBERS

At the request of the relevant Cabinet Member:

- 1 To support the Cabinet Member at meetings of the Cabinet and relevant Scrutiny Committee as necessary.
- 2 To attend meetings of the Cabinet and of relevant outside bodies/ partnerships when the Cabinet Member cannot be present and to speak and answer questions on behalf of the Cabinet Member.
- 3 To attend meetings of the relevant Scrutiny Committee when the Cabinet Member cannot be present and to answer questions and speak on behalf of the Cabinet Member where necessary.
- 4 To undertake specific tasks, research and investigations.
- 5 To attend conferences, seminars and meetings.
- 6 To meet regularly with the Cabinet Member and advise him/her on policy development in relation to decision making.
- 7 To attend regular policy and review meetings with the Cabinet Member and the relevant Director and senior officers.
- 8 To liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of concern to members.
- 9 To carry out any other duties appropriate to the role.

