

Annex 1 – Role profile: Deputy Cabinet Member for Strategic Plan Delivery

Role title: Deputy Cabinet Member for Strategic Plan Delivery

Purpose: To provide additional political capacity to support delivery of the Strategic Plan by helping to maintain momentum on agreed priorities, quick wins, milestones and cross portfolio activity. The role supports the Leader, Cabinet and relevant Cabinet Members by strengthening political follow up and forward planning, but is not an executive decision making role.

Appointment and accountability: The role is appointed by the Leader and reported to Council for transparency. The Deputy Cabinet Member works within a written remit agreed by the Leader and relevant Cabinet Member, setting out the Strategic Plan priorities, delivery themes or areas of focus within scope, and is accountable to the Leader for work undertaken within that remit. The appointment is subject to the postholder completing a refreshed Disclosure and Barring Service check at an enhanced level before taking up the role.

Key responsibilities:

- maintaining political focus on agreed Strategic Plan priorities, including where delivery cuts across more than one portfolio;
- supporting progress on Strategic Plan actions, milestones and quick wins, including follow up on delivery issues;
- working with officers to understand progress against agreed priorities, identify barriers and maintain momentum;
- supporting early thinking, informal engagement and policy development where needed to turn Strategic Plan commitments into deliverable activity;
- helping to shape the forward plan of Cabinet business where this supports timely delivery of Strategic Plan priorities;
- engaging with relevant internal stakeholders where this is necessary to support Strategic Plan delivery and has been agreed as part of the role; and
- briefing the Leader, relevant Cabinet Members and officers on progress, barriers, risks and opportunities relating to Strategic Plan Delivery.

Limitations of the role:

- The role is not a Cabinet position and does not form part of the statutory executive.
- The role carries no executive decision making powers, delegated authority or voting rights in Cabinet decision making.
- The Deputy Cabinet Member cannot approve reports, take key decisions, exercise delegations to officers, or substitute for a Cabinet Member in formal decision making.
- There is no additional Special Responsibility Allowance attached to the role.
- The role should not cut across the accountability of the Leader, Cabinet Members, or any officer.

Working arrangements: The Deputy Cabinet Member may, at the invitation of the Leader, attend informal meetings of Cabinet, portfolio or officer discussions where

these are directly relevant to Strategic Plan Delivery. Officer engagement should be proportionate, focused on agreed priorities and coordinated through the relevant senior officer or Cabinet support arrangements.

Governance safeguards: A written remit should be agreed before appointment and published or otherwise made available as appropriate. The remit should define the Strategic Plan priorities or delivery themes within scope, the reporting route and the limits of the role. The role does not have decision making responsibility; however, for transparency, the Deputy Cabinet Member should take advice before participating in any scrutiny activity relating directly to work they have supported and declare an interest and/or recuse themselves where this supports transparency and public confidence.

Review: The operation of the role should be reviewed by the Leader after an initial period to assess whether it has strengthened political oversight of Strategic Plan Delivery, supported progress on agreed priorities, maintained clear accountability and avoided duplication with existing Cabinet Member or officer roles.