

Appendix 2

Assistant Executive Member Role Description

The key responsibilities for the role of an Assistant Executive Member are identified as follows:

Executive Assistants will provide general political support to the Executive and will, mainly, achieve this by supporting particular Executive Councillors' portfolios and areas of executive work and be responsible in the first instance to a named Portfolio Holder. Their roles will include the following:

1. Development of policy in areas allocated by the Executive including leading policy development in particular areas of the Portfolio Holder's responsibilities. This will involve attending weekly briefings with executive councillors and/or senior officers, contributing to the discussions of key issues facing the leadership of the council and its partners.
2. Assisting Executive Councillors in all elements of work within their portfolios, including:
 - (i) carrying out research and providing advice on executive functions, including briefings to support portfolio decisions;
 - (ii) supporting liaison between the Executive Councillors and other Councillors, Corporate Directors and the Overview and Scrutiny function, and external organisations;
 - (iii) representing the Executive Councillors at internal meetings and at consultation events with the voluntary sector, business and other partners, service users and citizens;
 - (iv) representing the Executive Councillor and the Council at external meetings ensuring that the Council is represented at as many events as possible.
3. Development of knowledge, experience and expertise in the portfolio of the Executive Councillor through:
 1. (i) attending conferences and development events for their portfolio area;
 2. (ii) visiting frontline delivery points for the portfolio area;
 3. (iii) reading and research as appropriate to keep up to date with issues in the portfolio area.

Assistant Executive Members do not have delegated authority to take executive decisions in relation to any executive functions.