

# **CABINET**

## **Portfolio Holders**

**A Portfolio Holder of the Cabinet will have the following responsibilities over and above those of an ordinary member of Council:**

### **Overall Role**

- To take responsibility within the Council for a portfolio of services or functions of the authority relating to those matters in the portfolio.
- To contribute actively, through the portfolio and membership of the Cabinet, to the formation of the authority's policies, budget, strategies and service delivery.

### **Main Responsibilities:**

- To participate in the Cabinet and take responsibility for any portfolio allocated by the Council, including providing a lead on and proposing new policy, strategy, programming, budget and service standards and leading performance reviews.
- To have a clear understanding of the respective portfolio, the scope and range of the relevant services for which he/she is responsible and an awareness of current agreed policies in respect of those services.
- To consult and communicate with all members of the Council, Council Officers and key partners, as appropriate, to ensure decisions are well informed and that Council policies are widely understood and positively promoted.
- To act as spokesperson within and outside the authority for the matters within the portfolio, including ensuring links between the Council and national and regional bodies.
- To have responsibility for liaison with Chief Officers and other Senior Officers responsible for the services within the portfolio.
- To answer and account to the Council and the community for matters within the portfolio.
- To participate in scrutiny or performance reviews of services.
- In the absence of another Portfolio Holder and at the request of the Leader to carry out the duties of a specific Portfolio Holder.
- Whenever a Portfolio Holder establishes a working group the group leaders be informed of the membership.

**I confirm that I accept the responsibilities set out above in my capacity as a Portfolio Holder of Test Valley Borough Council.**

**Name** .....

**Signed** .....

**Dated** .....