

**PROPOSED DEPUTY PORTFOLIO HOLDER JOB DESCRIPTION**

1. The purpose of the Deputy Portfolio Holder role is to support the work of the designated Cabinet principal, particularly in those areas of Special Responsibility assigned by the Leader of the Council.
2. Deputy Portfolio Holder appointments shall be at the discretion of the Leader and may be varied by him at any time.
3. Deputy Portfolio Holders shall not be members of the Cabinet and may not exercise any executive powers, which shall be reserved to their Cabinet principals, either collectively or individually. Deputy Portfolio Holders may, however, be invited to speak at Cabinet or other Council meetings on matters where they have assisted their Cabinet principal, but may not vote.
4. Deputy Portfolio Holders shall not sit on any Overview and Scrutiny Committees, Task Groups or Working Parties which are established to consider any matter on which they have undertaken any work for the Executive.
5. Deputy Portfolio Holders may assist in the design and development of strategic priorities of the Council, as these relate to their allocated Portfolio area or in such other areas as the Leader of the Council may decide.
6. Deputy Portfolio Holders may assist in the monitoring of performance in areas designated by the Leader of the Council or in such other areas as he shall decide.
7. Deputy Portfolio Holders may, where appropriate under the Council's Constitution, represent their designated Cabinet principal at meetings or visits., both within the County and beyond.

8. Deputy Portfolio Holders shall provide guidance to their Cabinet principal on budget and service development/improvement priorities within their area of responsibility.
9. Deputy Portfolio Holders shall work constructively and in an open and transparent way with Backbench and Opposition Members, and with Council officers, to ensure that the process of Overview and Scrutiny is appropriate, effective, and proportionate.
10. Deputy Portfolio Holders shall support their Cabinet principal in driving forward the process of transformation, continuous improvement, and the responsiveness in Council services within their area of Special Responsibility.
11. Deputy Portfolio Holders shall ensure that activities within their area of responsibility take proper account of the Council's vision, core values, agreed standards, and outcomes for local people.