

**WEST DEVON BOROUGH COUNCIL
HUB COMMITTEE MEMBER**

Role purpose: To take part in the decision making of the Hub Committee and to provide leadership as the Council's main representative and spokesperson on their area of responsibility

Main Role:

1. To make decisions within the budget and policy framework approved by Council
2. To play a key role in proposing the budget and policy framework to full Council
3. To provide leadership to the overall activities of the Council.

Key Duties:

1. to work as a team, take collective responsibility and be accountable for decisions and recommendations reached by the Hub Committee
2. to take a leadership and advocacy role among other Members
3. to keep all Members of the Council informed of their work by use of regular updates in the Members Bulletin
4. to be answerable for their area of responsibility at Overview and Scrutiny Committee meetings

Expectations:

1. Members of the Hub Committee will be expected to be knowledgeable on their area of responsibility
2. They will be expected to present reports and respond to questions at Committee related to their area of responsibility
3. Work with the relevant Executive Director or Group Manager, for the services within the area of responsibility
4. To link where appropriate with the relevant Scrutiny Committee or other relevant bodies, and support Task and Finish work related to their area of responsibility
5. To provide Member leadership on specific major projects and priorities, including major changes
6. to be the public face for issues related to the areas of responsibility if appropriate

Expected Behaviours:

1. to treat attendance at all meetings, public, briefing and private as a priority
2. to conform, fully, with the Members' Code of Conduct and IMPACT Behaviours
3. to deal with issues strategically and not parochially
4. when issues affecting their ward are discussed in a public meeting to assume the role of a non-Hub Committee Member

WORKING TOGETHER

Hub Committee Members will take responsibility for their area, lead on presenting reports and answering questions both at the Hub Committee and at the Overview and Scrutiny Committees

The Hub Committee will work to a published **Forward Plan**, so agenda items will be known in advance.

Overview and Scrutiny meetings will be timetabled for approx two weeks before Hub Committee meetings. Members will be able to request that Hub Committee Members attend to explain items on the forthcoming agenda.

In addition, the Hub Committee will be able to request that Overview and Scrutiny Members take on the role of policy development through the setting up of Task and Finish Groups