

**Deputy Cabinet Member  
Role Description  
May 2023**

Deputy Cabinet Members (DCMs) will be appointed by the Leader and assigned specific portfolio areas that they will drive forward on behalf of the Leader and Cabinet.

For matters within their portfolio Deputy Cabinet Members will be responsible for providing political oversight to ensure that:

- Council Delivery Plan Commitments are being delivered
- Council services are working well for our residents
- That the council is effectively identifying the innovative things we should do next to improve our work and outcomes for residents
- That the council is working well with our community to develop our policies and design and deliver our services
- That the council has strong relationships with key stakeholders and partners
- The Cabinet Member who hold responsibility for matters within the DCM's portfolio is fully briefed on the above, and that where appropriate the Leader and full Cabinet are also briefed.

In order to meet these responsibilities Deputy Cabinet Members will:

- Hold regular briefings with departments
- Oversee the drafting of Cabinet reports and Individual Decision Maker (IDM) Reports by relevant officers
- Attend and present reports to Cabinet meetings as required
- Answer questions relating to their portfolio at Council Assembly
- Attend and report to relevant meetings of Scrutiny where their portfolio is under discussion
- Be the council's spokesperson on issues related to their brief and ensure good public-facing communication of the activities and achievements within the portfolio
- Represent the council at external meetings and meetings with residents

Key parameters of DCMs:

- DCMs **are not decision-makers**. They will be responsible for the drafting of Cabinet and IDM reports and will present to Cabinet meetings as required, however, the formal decision maker will be listed as a full member of Cabinet and each report will require their final sign-off before publication.
- Whilst a DCM may be a member of a committee, scrutiny committee or scrutiny commission, they will not be permitted to take decisions or scrutinise anything that falls within their own portfolio.
- DCMs shall not be the chair or vice-chair of a committee or sub-committee which takes decisions or scrutinises matters relating to their portfolio.
- The chairs of the licensing and planning committees shall not be DCMs. For audit, governance and standards committee, no more than one member of the cabinet or deputy may be a member of the committee.