

Role Profiles

Note: Number of meetings attended internally is noted in the brackets next to meeting.

Role: Leader	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To provide a focal point for political leadership and strategic direction for the Council. • To represent the interests of the Council in circumstances where that is necessary. • To ensure effective Corporate Governance. • Form a vision for the Council and community • Provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
Internal Meetings:	<ul style="list-style-type: none"> • Cabinet (13) – Chair • Cabinet (Resources) Panel (13) – Vice Chair • Executive Team (17) – Chair • Health & Wellbeing Together Board (4) • Local Outbreak Engagement Board (4) • Safeguarding Joint Board (4)
External Meetings: Note: frequency of meetings varies from bi-monthly to quarterly (these are arranged by external partners).	<ul style="list-style-type: none"> • West Midlands Combined Authority Board • West Midlands Combined Authority Public Services Board • West Midlands Rail Ltd • West Midlands Shareholders • Airport Committee • Local Government Association • West Midlands Local Government Association • Black Country Executive Joint Committee • Black Country Executive Joint Committee Advisory Board • Black Country Consortium • Wolverhampton City Board

Role: Deputy Leader	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To support and deputise for the Leader of the Council • To give political direction and support to officers working within the Portfolio. • To provide leadership within the Portfolio. • To make executive decisions within the Portfolio in line with Council procedure.
Internal Meetings:	<ul style="list-style-type: none"> • Cabinet (13) – Vice Chair • Cabinet (Resources) Panel (13) – Chair • Executive Team (17)
External Meetings: Note: frequency of meetings varies from bi-monthly to quarterly (these are arranged by external partners).	<ul style="list-style-type: none"> • West Midlands Combined Authority Board • West Midlands Rail Executive Ltd • West Midlands Shareholders Airport Committee • Local Government Association • Wolverhampton City Board

Role: Cabinet Member	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To give political direction and support to officers working within the Portfolio. • To provide leadership within the Portfolio. • Be accountable for choices and performance in the portfolio • To have an overview of the performance management, efficiency, and effectiveness of the portfolio • To make executive decisions within the Portfolio in line with Council procedures.
Internal Meetings:	<ul style="list-style-type: none"> • Cabinet (13) • Cabinet (Resources) Panel (13) • Executive Team (17)
External Meetings:	<ul style="list-style-type: none"> • Note: Varies for each Cabinet Member based on portfolio, frequency of these meetings can also vary from bi-monthly to quarterly (these are arranged by external partners).

Role: Leader of the Main Opposition Group	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Be a political figurehead for the Opposition Group; to be the principal political spokesperson for the Council's opposition. • Provide leadership in the constructive challenge of the Council's policies. • Provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.
Internal Meetings:	<ul style="list-style-type: none"> • Note: appointed to various committees however not in the capacity of Leader of the Opposition Group.
External Meetings:	<ul style="list-style-type: none"> • Local Government Association

Role: Deputy Leader of the Main Opposition Group	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To support and deputise for the Leader of the Opposition Group.
Internal Meetings:	<ul style="list-style-type: none"> • Note: appointed to various committees however not in the capacity of Deputy Leader of the Opposition Group.
External Meetings:	<ul style="list-style-type: none"> • Local Government Association

Role: Chair Scrutiny Board	
Role Profile (If applicable):	<ul style="list-style-type: none"> • The Chair will also have an important contribution to ensuring that meetings and activities are well planned, chaired effectively and make best use of the resources available. • Build trusting relationships, as the basis to build effective team working amongst non-Executive members in order to encourage an appetite to further develop Scrutiny work. • Promote the role of scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners • Demonstrate an objective and evidence based approach to scrutiny which is non-political.
Internal Meetings:	<ul style="list-style-type: none"> • Scrutiny Board (6)
External Meetings:	<ul style="list-style-type: none"> • West Midlands Combined Authority – Overview and Scrutiny Committee • Note: frequency of meetings varies (these are arranged by external partners).

Role: Chair Scrutiny Panel	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To chair one of the Council's Scrutiny Panel meetings ensuring effective consideration and scrutiny of decisions, proposals and reports of the Executive relating to the remit of the Scrutiny Panel as appropriate.
Internal Meetings:	<ul style="list-style-type: none"> • Scrutiny Panel (4/5)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to chair role.

Role: Chair – Planning Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To chair meetings of the Council's Planning Committee in accordance with the Committee's terms of reference; to provide leadership and direction to the Committee and open and transparent decision making on planning applications brought to Committee. • Ensure thoroughness and objectivity in the Committee, receiving and having due regard to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
Internal Meetings:	<ul style="list-style-type: none"> • Planning Committee (6)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to chair role.

Role: Chair – Licensing Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Act as an ambassador for the Licensing Committee, facilitating understanding of the role • Act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly • Ensure thoroughness and objectivity in the Committee, receiving and having due regard to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings <p>Licensing Sub Committee:</p> <ul style="list-style-type: none"> • Ability to conduct meetings to ensure that applicants/affected parties feel that they have been dealt with fairly and fully even if they have been unsuccessful • Understanding of the Council's role and ability to ensure that stake holders are aware of that role • Communication skills • Knowledge of local issues • Ability to manage the work of the Committee • Ability to support and develop necessary skills in fellow Members of the committee

Internal Meetings:	<ul style="list-style-type: none"> • Licensing Committee (5) • Regulatory Committee (5) • Licensing Sub Committee (approx. 15-40)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to chair role.

Role: Chair – Audit and Risk Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements. • Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making • Lead the Committee in its role
Internal Meetings:	<ul style="list-style-type: none"> • Audit and Risk Committee (5)
External Meetings:	<ul style="list-style-type: none"> • West Midlands Combined Authority – Audit, Risk and Assurance Committee • Note: frequency of meetings varies (these are arranged by external partners).

Role: Chair – Pensions Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements. • Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making • Lead the Committee in its role
Internal Meetings:	<ul style="list-style-type: none"> • Pensions Committee (4)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to chair role.

Role: Vice-Chair – Scrutiny Board and Panels	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Scrutiny Board (6) • Scrutiny Panel (4/5)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Role: Vice-Chair – Planning Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Planning Committee (6)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Role: Vice-Chair – Licensing Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Licensing Committee (5) • Regulatory Committee (5)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Role: Vice-Chair – Audit and Risk Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Audit and Risk Committee (5)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Role: Vice-Chair – Pensions Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Pensions Committee (4)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Role: Chair – Governance and Ethics Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Ensure the Committee fulfils its duties to promote and maintain high standards of conduct by Councillors, to oversee the following: revisions to the • constitution, the elections process and other related matters as set out in Part 3 of the Constitution. •
Internal Meetings:	<ul style="list-style-type: none"> • Governance and Ethics Committee (7)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to chair role.

Role: Vice-Chair - Governance and Ethics Committee	
Role Profile (If applicable):	<ul style="list-style-type: none"> • Fulfil the duties of the Chair in their absence • Assist the Chair in specific duties as required
Internal Meetings:	<ul style="list-style-type: none"> • Governance and Ethics Committee (7)
External Meetings:	<ul style="list-style-type: none"> • Note: not appointed to external meetings due to vice chair role.

Councillor Champion(s)	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To promote the relevant issue within the Council and with key partners in liaison with Cabinet Members in line with Council policy. • To contribute to the review and development of policies pertaining to the area of interest. • To engage with the Executive and Scrutiny to ensure that due regard is given to the issue as part of policy development and strategic planning activities. To provide positive support, and on occasions, constructive challenge to the Council and officers in driving forward the Council's agenda on relevant issues. • To represent the Local Authority at relevant events and on external bodies on issues relating to the theme they are championing.
Internal Meetings:	<ul style="list-style-type: none"> • Councillors Champions for Equalities, Climate Change and Councillor Development Chair quarterly advisory group meetings.
External Meetings:	<ul style="list-style-type: none"> • N/A

Mayor	
Role Profile (If applicable):	<ul style="list-style-type: none"> • The Mayor of Wolverhampton is appointed annually by the Council to chair full council meetings and to be the First Citizen of Wolverhampton. • Preside over meetings of the Council, so that its business can be carried out efficiently • Ensure the Council conducts its meetings in line with the Council's Constitution/Rules of Procedure • Ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution at Council Meetings • The Mayor does not have any executive powers. The Mayor of Wolverhampton is a ceremonial Mayor and is not directly elected by the public. As a result, they may not act politically in their role as Mayor. • The office of Mayor is the highest honour the Council can give to an elected member and as such is recognised, in the City, as being second only to royalty and Her Majesty's Lord Lieutenant. <p>Key Responsibilities of the Mayor</p> <ul style="list-style-type: none"> • Be an Ambassador for the Council and City • Uphold and promote the Council Plan in the Community • Chair council meetings in a politically neutral manner • Build strong, effective relationships between the council, its partners and communities • Lead civic ceremonies • Promote the civic role and encourage community participation • Encourage citizenship and participation in the life of the City • Receive members of the Royal Family and other important visitors to the City
Internal Meetings:	<ul style="list-style-type: none"> • Council (8)
External Meetings:	<ul style="list-style-type: none"> • Note: The Mayor is invited to numerous events throughout the year and attends approximately 400.

Deputy Mayor	
Role Profile (If applicable):	<ul style="list-style-type: none"> • To assist and deputise for the Mayor in carrying out the above key responsibilities. • In the absence of the Mayor, to preside over meetings of the Council. • The Deputy Mayor is normally called upon if the Mayor is on holiday, unforeseen illness etc. or if it is deemed necessary for a civic presence and the Mayor is unavailable.
Internal Meetings:	<ul style="list-style-type: none"> • Council (8)
External Meetings:	<ul style="list-style-type: none"> • Note: The Deputy Mayor will occasionally accompany the Mayor on official engagements as well as deputise as and when required.