



## **The role and profile of a councillor representative serving on South East Employers**

Each council nominates their representatives, with the same number of standing deputies. Full representatives have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

### **1. Key role**

- To be the democratic representative for your council acting as the link between South East Employers and the member council.

### **2. Key accountabilities**

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

### **3. Key skills**

- **Communication**
  - Communicate the interests of their councils to SEE
  - Communicate the interests of SEE to their councils
- **Scrutiny and challenge**
  - Consider and investigate broad policy issues as members of SEE

- Challenge processes, people and decisions in an objective and constructive manner
- **Provide vision**
  - Demonstrate openness to new ideas
  - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice
- **Manage performance**
  - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations
  - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Political understanding**
  - Represent your groups' views and values through decisions and actions
  - Understand and adhere to the rules and procedures of SEE
- **Working in partnership**
  - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
  - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
  - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Leadership**
  - Act as the public face and ambassador of SEE
  - Encourage co-operation and communication across political, council, regional and national boundaries

#### 4. Meetings

All representatives are invited to attend:

- the Annual Meeting  
To be held in July each year

In addition, those appointed from the full body will attend:

- 2 Executive Committee meetings  
To be held in July (at AGM in London) and December in Winchester.
- Regional Joint Committee meetings (only convened if required)