

## **WALSALL MBC**

### **ROLE DESCRIPTION**

**Post: Cabinet Support Assistant**

#### **Key duties in the following areas:**

1. The Cabinet Support Assistant will support their Portfolio Holder in their day-to-day role.
2. To specialise in a particular area(s) of the portfolio, be involved in briefings with directorates, opposition members, partners and stakeholders, and lead work streams as required by the Portfolio Holder.
3. To undertake work and complete research that will inform policy development and other proposals requiring approvals. This will include assisting consultation with local communities, partners, stakeholders and other Councillors, as appropriate.
4. To input into and inform the discussions at meetings between Portfolio Holders and Executive Directors.
5. To provide relevant input into preparing policies, strategies and proposals.
6. To contribute to the Council's overview and scrutiny process as required.

#### **Decision making**

7. Cabinet Support Assistants are not formal members of the Executive. The role has no voting rights at Cabinet and no individual decision-making powers.
8. Due to their role supporting the Executive, Cabinet Support Assistants should not sit on an Overview and Scrutiny Committee that relates to the portfolio they are assisting.

#### **Ways of working**

9. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
10. To comply with the Member/Officer protocol.
11. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
12. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible