

## SHADOW PORTFOLIO HOLDER

### ROLE DESCRIPTION

Shadow Portfolio Holders are responsible for familiarising themselves with the specialist area(s) of the Council's work and for effective challenge and scrutiny of the Cabinet and relevant Lead Member.

### MAIN DUTIES AND RESPONSIBILITIES

- To shadow the Cabinet Member(s) who cover their area(s) of defined responsibility.
- To ensure that the Opposition Leader and the Group, the Council, and the public are kept informed of important developments in the area(s) for which they have defined responsibility.
- To ensure that the overview and scrutiny of the area(s) for which they have defined responsibility is carried out in a spirit of constructive criticism.
- To ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision.
- To ensure the identification of risk in any project the Council undertakes. In order to facilitate identification of risk, members will find a checklist in the Risk Management Strategy which can be found here: [http://www.rossendale.gov.uk/downloads/download/210/other\\_financial\\_strategies](http://www.rossendale.gov.uk/downloads/download/210/other_financial_strategies)
- To contribute to the work of the overview and scrutiny committees, in the area(s) for which they have defined responsibility.
- To contribute to the delivery of fair and non discriminatory services to all members of the local community.
- To commit to upholding human rights and promoting equality of opportunity and good race relations.
- To assist the Council and the Cabinet in the development of the policy framework and budget.
- To encourage and enhance community participation in the development of policy options, in the area(s) for which they have defined responsibility, by:-
  - examining and reviewing decisions made by, and the performance of, the Cabinet and other committees;
  - questioning Members of the Cabinet, Lead Members, and other appropriate committees and senior officers about their decisions and performance, whether generally in comparison with service plans and targets or in relation to particular decisions, initiatives or projects;

- To co-ordinate information gathering, in the area(s) for which they have defined responsibility, through liaison with officers and others, in order to inform the scrutiny process.

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