



THE ROLE AND PROFILE OF A COUNCILLOR REPRESENTATIVE SERVING ON SOUTH EAST EMPLOYERS

There are up to 86 full representatives appointed if all councils nominate their representatives, but for 2014/2015 the number of councillors is 77, with 45 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.
- Provide the strategic direction for the development, implementation and evaluation of the SEE Business Plan.

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 policy development and 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
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- **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 at SEE meetings
 - 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

Full Meetings are usually held at venues in London and last from 10.30am to 3.00pm. They have a formal agenda followed by speakers on matters of current interest.

All representatives are invited to attend:

- 2 full meetings including the Annual Meeting
To be held in July and March each year

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

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

To see the full benefits of membership of South East Employers please visit our website at www.seemp.co.uk/benefits