

Job Descriptions of Office Bearers

The purpose of this report is to seek agreement from Convention on the job descriptions for all COSLA office bearers.

Summary and Recommendations

This paper invites Convention to agree the job descriptions for President, Vice-President and Spokespersons as outlined in Appendix A of this report.

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Job Descriptions of Office Bearers

Purpose

1. This paper seeks formal agreement from Convention regarding the job descriptions for President, Vice-President, and Spokespersons, outlined in Appendix A.

Background

2. The current roles for COSLA office bearers are as follows: the President, the Vice-President, and five Spokespersons.
3. Each Spokesperson has responsibility for a major area of COSLA's work. At this time, these areas are:
 - Health and Social Care
 - Children and Young People
 - Resources
 - Environment and Economy
 - Community Wellbeing
4. Four of COSLA's Spokespersons chair a Policy Board. In recognition of the cross-cutting nature of their work, the Resources Spokesperson reports directly to Leaders and does not chair a separate Policy Board.
5. Detail of the roles of these office bearers is attached as Appendix A.
6. The appointment of Spokespersons to these roles is considered as the next item on today's agenda.

Summary and Recommendations

7. This paper invites Convention to agree the job descriptions for President, Vice-President and Spokespersons as outlined in Appendix A of this report.

PRESIDENT

The role of President will be as follows :

1. To provide political leadership for the organisation.
2. To provide day to day political direction as required to respond to situations.
3. To actively promote the role of Local Government and the interests of Local Government as a whole.
4. To represent the organisation at meetings, conferences, and events where the formal authority of the President's office is required.
5. To chair the meetings of Leaders and the Convention.
6. To chair the Leadership Sounding Board.
7. To represent the organisation in the media as and when appropriate including briefings, interviews etc.
8. To work with the Group Leaders to establish clear political direction to be reflected in the work of the organisation.
9. To develop, nurture and manage the general relationship with the Scottish Government and UK Government.
10. To manage the relationship with all member councils.

VICE-PRESIDENT

The role of the Vice-President will be as follows :

1. To work with the President in providing political leadership for the organisation.
2. To work with the President in actively managing the relationship with all member councils and partner bodies.
3. To represent the organisation at meetings, conferences, and events where the formal authority of the President's office is required.
4. To develop, nurture and manage the relationship with the Scottish Parliament.
5. To attend the meetings of Leaders and the Convention and represent the organisation in a senior capacity.
6. To attend and participate in the Leadership Sounding Board.
7. To deputise for the President as appropriate, including in the President's absence, chairing Convention, Leaders or Leadership Sounding Board meetings.

SPOKESPERSONS

The role of the four Spokespersons with Policy Boards will be as follows:

1. To chair Board meetings or Special Interest Groups as appropriate.
2. To work with the President and Vice-President to ensure political cohesion across the organisation
3. To actively manage the relationship with member councils and partner bodies
4. To enable members of different political groups to contribute to the work of COSLA and to the development of policies which represent, as far as possible, consensus between the political groups.
5. To act as COSLA's primary political point of contact with Scottish Government and other Ministers pertinent to their respective remit.
6. To lead cross-party delegations to Ministers as appropriate.
7. To maintain regular contact with appropriate officers within COSLA both to provide

guidance and to keep in touch with issues affecting the area of the Spokesperson's responsibility.

8. To develop relationships with partner organisations and respond to and engage with the media as appropriate.
9. To represent the views of the Board and COSLA to Scottish, UK and European Governments and Parliaments, and to the wider community and partner organisations.
10. To report on progress of work of the Board to Leaders or Convention, as appropriate.
11. To attend and participate in the Leadership Sounding Board.

The role of the Resources Spokesperson, who does not chair a Policy Board, will be as follows:

1. In addition to the above, the Resources Spokesperson will work across all Policy Boards and will report directly to Leaders in respect of the scrutiny required on the financial, human, and other resource implications for Local Government associated with each of the COSLA Policy Boards' terms of reference, making recommendations to the Leaders' Meeting as appropriate.