

ROLE DESCRIPTION - PARTY GROUP WHIP

A Party Group Whip's role can be diverse and very busy within a Group. It maybe that a Group has a Chief Whip and Deputy/ies

1. Accountabilities

- Leader of the Group and Group Officers
- The Party Group
- Monitoring Officer

2. Key Purpose and Activity

- Organising the business of the party;
- Provide support and advice for party members;
- Promote and support good governance of the Council and its affairs;
- Promote and maintain the behaviour and conduct of party group Members;
- Deal with Member complaints and code of conduct issues in consultation with the Monitoring Officer;
- To build up a rapport and liaise with opposition Party Whips on matters relating to procedure/s; nominations to committees and outside bodies etc.;
- Report back to the Party Group on matters discussed at Group Whips meetings;
- Submit or arrange for a nominated person to submit group Oral questions to Full Council in accordance with the prescribed deadlines;
- Attend bi-annual meetings of the Standards & Ethics Committee;
- Ensure that Group Members attend Essential Member training as prescribed;
- Support Group Members with other development opportunities such as Mentoring; Leadership training etc.;

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability