

Elected Member Policy Lead -Role Profile

Title	Policy Lead : Strategic Finance
Accountable to: Reports to:	Full Council Leader /Deputy Leader of Council
Portfolio Responsibilities	<ul style="list-style-type: none"> • Oversight of strategic direction of Strategic Finance; revenue and capital budgets, and related issues. • To articulate and support achievement of corporate priorities and the Single Outcome Agreement within portfolio. • Ensure decisions made by Council are fully informed in relation to key elements of portfolio.
Portfolio focus:	<ul style="list-style-type: none"> • To oversee development of strategy and policy that supports corporate priorities and delivers high standards of financial management in relation to budget preparation, control, monitoring and reporting of performance against budget. • Lead on development of a balanced budget in conjunction with Administration, Budget Working Group and Strategic Management Team. • To provide leadership and direction in the development and monitoring of a medium/longer term financial strategy. • To oversee strategic management accounting issues such as unit costs, aligning costs /resources to outcomes, charging policy for income. • To provide strategic oversight on the overall funding available to the Council e.g. the grant distribution system, and encourage a collaborative approach in making the case for more resources to Argyll and Bute. • To maintain an overview of treasury management and investment, key VAT/Tax issues as they affect the Council. • To promote robust financial reporting to stakeholders to ensure community is informed of the Council's financial position/performance (e.g. annual accounts, and other financial information). • Ensure appropriate arrangements are in place to support effective risk management.
Key activities	<ul style="list-style-type: none"> • Undertake a strong and confident figurehead role to represent the portfolio of services at Council, regional and national levels. • Provide strategic vision and leadership in development of portfolio. • Ensure regular communication and reporting on activities to members of Council, Strategic Management Team and Council Officers to provide clarity on political direction and assist in working through strategies and plans within the portfolio.

	<ul style="list-style-type: none"> • Promote the policies of the Council to the media and wider community. • Work collaboratively with Elected Member Policy Leads and Chief Officers across areas of responsibility. • Develop and support effective partnering with organisations which support and assist in the delivery of strategies, plans and services within portfolio. • Chair meetings, sub groups and committees as required ensuring the agenda of the business is properly dealt with; that the opinions of other participants and the advice of officers, are allowed to be expressed: ensure the proper and timely conduct of the meeting in compliance with the Council Constitution and that clear decisions are reached. • Bring forward effectively issues and business for consideration to ensure Council is focused on the right issues at the right time and that decisions are made in light of overall Council policy. • Identify any crosscutting issues which may require corporate or joint working across portfolios, services and/or partnerships. • Participate in wider corporate agenda to support effective functioning of Council i.e. contribute to budget working group, participate in appointment panels.
<p>Committee and Partnership Working Responsibilities:</p>	<p>Membership of Other Bodies: Convention of Scottish Local Authorities (COSLA) Strathclyde Pension Fund - Representative Forum West of Scotland Loan Fund</p>
<p><i>This role profile does not supersede the Role of Lead Councillors and associated responsibilities as set out in Appendix 1 of the Argyll and Bute Council Constitution. It has been drawn up to complement this documentation and provide further support and direction in fulfilling the role of Elected Member Policy Lead.</i></p>	