

### **3. Leader And Deputy Leader Role Description**

#### **1. Accountabilities**

- a. To Full Council
- b. To nominating group

#### **2. Role Purpose and Activity**

##### **2.1 Providing political leadership to the Council**

- a. To be a political figurehead for the Council; to be the principal political spokesperson for the Council.
- b. To provide leadership in building a political consensus around council policies
- c. To form a vision for the Council and community
- d. To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery

##### **2.2 Appointing the Cabinet\***

- a. To designate the appropriate portfolios.
- b. To appoint appropriate elected members to each portfolio.
- c. To allocate cabinet members to roles with regard to their abilities.
- d. To designate the Deputy Leader.

##### **2.3 Representing and acting as ambassador for the Authority**

- a. To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies.
- b. To represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board.
- c. To provide leadership and support local partnerships and organisations.
- d. To represent the Authority in regional and national bodies as appropriate.

## **COUNCILLORS HANDBOOK – OCTOBER 2014**

### **2.4 Providing leadership within the portfolio**

To fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive member

### **2.5 Managing and leading the work of the Cabinet and chairing meetings**

- a. To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development.
- b. To ensure the work of the Cabinet meets national policy objectives.
- c. To advise and mentor other cabinet members in their work.
- d. To chair meetings of the Cabinet in line with the Constitution.
- e. In the Leader's absence the Deputy Leader should fulfil this role.

### **2.6 Participating in the collective decision making of the Cabinet**

- a. To work closely with other cabinet members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high quality services to local people.
- b. To accept collective responsibility and support decisions made by the Cabinet once they have been made.

### **2.7 Working with officers to lead the organisation**

- a. To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- b. To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

### **2.8 Leading partnerships and community leadership**

- a. To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities.
- b. To negotiate and broker in cases of differing priorities and disagreement.

## **COUNCILLORS HANDBOOK – OCTOBER 2014**

- c. To act as a leader of the local community by showing vision and foresight.

### **2.9 Internal governance, ethical standards and relationships**

- a. To promote and support good governance of the Council and its affairs.
- b. To provide community leadership and promote active citizenship.
- c. To promote and support open and transparent government.
- d. To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- e. To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

## **3. Values**

### **3.1 To be committed to and demonstrate the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability;
- g. Inclusive leadership;
- h. Consensus building.

### **3.2 Deputy Leader**

- a. To fulfil the duties of the Leader in his or her absence.
- b. To assist the Leader in specific duties as required.

\*Under constitutional arrangements for a cabinet model, either the Full Council or the Leader may appoint the Cabinet. In Wales it is common practice for the Leader to appoint the Cabinet under this model.

## **Leader & Deputy Leader Person Specification**

### **1. To fulfil his or her role as laid out in the role description, an effective leader requires:**

#### **1.1 Providing political leadership to the Council**

- a. Knowledge of community strengths, areas of improvement and key issues.
- b. An understanding of the relationship between national and local politics.
- c. Have a good strategic awareness of issues facing the Council.
- d. An understanding of the Council's strategy, policies and operations.

#### **1.2 Appointing the Cabinet**

- a. An understanding of the rules for the appointment of Cabinet Members.
- b. An ability to recognise talent amongst members.
- c. An ability to negotiate the most advantageous appointments within and across political groups.
- d. To appraise, guide and mentor senior members.

#### **1.3 Representing and acting as ambassador for the Authority**

- a. High level communication skills to communicate to the media, local community and wider audience.
- b. Good public speaking skills

#### **1.4 Providing leadership within the portfolio**

The skills necessary for a cabinet member to fulfil their role.

#### **1.5 Managing and leading the work of the Cabinet and chairing meetings of the Cabinet**

- a. An understanding of the Cabinet procedure rules
- b. Skills to Chair meetings, including encouraging participation from all members.
- c. A knowledge and understanding of national policy objectives
- d. An overview of the work being carried out by cabinet members.

#### **1.6 Participating in the collective decision making of the Cabinet**

The ability to constructively challenge decisions and suggest alternatives.

## **COUNCILLORS HANDBOOK – OCTOBER 2014**

### **1.7 Working with officers to lead the organisation**

An understanding of the roles and responsibilities of the Chief Executive and other officers

### **1.8 Leading partnerships and community leadership**

- a. Adaptive leadership skills.
- b. Negotiation and brokerage skills.
- c. Creative and lateral thinking skills; the ability to see ahead and be predictive.

### **1.9 Internal governance, ethical standards and relationships**

- a. An understanding of the roles of officers, members and different agencies.
- b. Respect for, and desire to work with, different groups and individuals.
- c. Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol.
- d. A knowledge and commitment to the values of the Council.