

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Leader

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Principal Accountabilities:

This role profile identifies the responsibilities, skills and knowledge required of the Leader of the Council, which are in addition to those set out for a Cabinet member.

- (a) To undertake the role of 'community leader', building a vision for the area and leading the Council and its partners towards that vision.
- (b) To represent the Council and provide leadership of the Local Strategic Partnership and other key local partnerships.
- (c) To chair the Cabinet meetings and to take responsibility for its performance, individually and collectively.
- (d) To represent the authority, and be accountable for, discussions and negotiations with the community and with regional, national and international organisations.
- (e) To undertake political executive responsibility for proposing and directing the overall strategy, budget, policy arrangements and service reviews.
- (f) To provide the principal point of contact to all forms of media on areas of Executive activity, as well as the wider Council, to ensure appropriate information is provided on Council activity.
- (g) To provide the principal link between the Executive and the Chief Executive/Head of Paid Service.
- (h) To ensure the work of the Cabinet is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions set out in legislation.
- (i) To facilitate good communication so that people within and outside the authority are able to contribute constructively to the decision-making processes of the Council.
- (j) To main effective liaison with the Chairman of Overview and Scrutiny.
- (k) To work with the Deputy Leader on matters affecting relevant portfolios.
- (l) To exercise powers in relation to the nominated portfolio area, within the scheme of delegation operated by the Council.
- (m) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (n) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills.
- Ability to develop a vision for the District and drive the Council and its partners towards achieving that vision.
- Advanced 'ambassadorial' skills (to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level).
- Ability to lead the Council towards continuous improvement.
- Ability to provide political leadership for their Group.
- Ability to, when necessary, discipline members of their political Group.

Chairing Skills

- Advanced chairing skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of Council, Cabinet and its committees (having regard to the terms of reference and the key challenges facing the Council).

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council.
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader and Council within them.
- Detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the relationship between national policies and local political leadership.

Communication Skills

- Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the Council's decision making processes.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Advanced listening and questioning skills.
- Advanced presentation skills.
- Advanced public speaking skills.

Team Working & Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community.
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Overview and Scrutiny, and other political Groups.
- Political sensitivity to be able to address difficult issues across all Groups.

- Understanding of the wider, national issues facing Councillors and the practical implications for the District's Councillors.
- An understanding of project management principles.

Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.