

# MEMBER ROLE ACCOUNTABILITY STATEMENT

**Role Title: Leader**

**Responsible to: The Council**

**Contact with: Residents, Members, Officers, the Cabinet, Overview & Scrutiny members, media, external organisations and representatives, Members of Parliament and community, other Councillors.**

**Roles:**

- (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 overall 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 where appropriate.
- (e) To propose to the Council the overall strategy, budget, policy arrangements and performance for executive and council functions and to be accountable for their delivery.
- (f) To provide the principal point of contact to all forms of media on areas of Cabinet activity, as well as the wider Council, to ensure appropriate information is provided.
- (g) To provide the principal link between the Cabinet and the Chief Executive, the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer.
- (h) To facilitate good communication so that Cabinet members, Councillors and others who are outside the authority are all able to contribute constructively to the decision-making processes of the Council.
- (i) To ensure the work of the Cabinet is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions in legislation.
- (j) To maintain effective liaison with the Chairman of Overview and Scrutiny on behalf of the Cabinet.
- (k) To work with the Deputy Leader on matters affecting Cabinet portfolio management.
- (l) To exercise powers in relation to the allocated portfolio of Cabinet functions.
- (m) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed by the Council.

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| <p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to develop a vision for the District and drive the Council and its partners towards achieving that vision.</li> <li>• Ability to represent the Council at the sub-regional, regional and national level.</li> <li>• Ability to lead the Council towards continuous improvement.</li> <li>• Ability to lead Cabinet members in the pursuit of Council objectives</li> </ul> <p><b>Political Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to provide political leadership for the political group.</li> <li>• Ability, when necessary, to resolve differences within and between members of their political Group.</li> </ul> <p><b>Organisational Skills and Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul> | <p><b>Team Working &amp; Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Tact and diplomacy to be able to work across the full range of Council services, partners and political groups and directorates, to the benefit of the community.</li> <li>• Ability to build effective relationships with other parts of the political management structure e.g. full Council, Overview and Scrutiny, and other political Groups.</li> <li>• Political sensitivity to enable difficult issues to be addressed across all Groups.</li> </ul> |
| <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A detailed understanding of the strategic role and powers of the Leader of the Council.</li> <li>• Detailed understanding of the legally defined role of the Chief Executive and other senior officers.</li> <li>• Understanding of the wider, national issues facing Councillors and the practical implications for all Councillors.</li> </ul>  |  |
| <p><b>Date:</b></p>  |  |

**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.**