

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Deputy Leader

Responsible to: Leader of Council, Cabinet and the Council

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

Principal Accountabilities:

- (a) To assist the Leader of the Council in the formal processes and matters of leadership of the authority (specifically set out in the Role Profile of the Leader of the Council).
- (b) To work with the Leader of the Council on the portfolio activities across the Cabinet, budget and policy development.
- (c) To deputise in the role of the Leader when necessary, including duties set out in the latter's Role statement .

<p>Leadership Skills</p> <ul style="list-style-type: none"> Skills to assume the Leadership skills required of Leader of the Council when required. <p>Chairing Skills</p> <ul style="list-style-type: none"> None additional. <p>Organisational Skills and Personal Effectiveness</p> <ul style="list-style-type: none"> Ability to assist the Leader to plan and prioritise the business of Council, Cabinet and its committees and maintaining the knowledge required to deputise where necessary. 	<p>Communication Skills</p> <p>None additional.</p> <p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> Ability and awareness to deputise for the Leader of the Council and secure team working and relationship building.
<p>Knowledge</p> <ul style="list-style-type: none"> A detailed understanding of the strategic role of the Leader of the Council. 	
<p>Date:</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.