

## MEMBER ROLE ACCOUNTABILITY STATEMENT

**Role Title: Group Leaders**

**Responsible to: Political Group**

**Contact with: Other Group Leaders, Political group members, officers, Members of Parliament**

**Principal Accountabilities:**

- (a) To facilitate and represent the views of the Group on issues of policy service delivery and priorities, within the Council.
- (b) To lead the Political Group within the Council.
- (c) To manage the work of Councillors within the Group and the business of the Group.
- (d) To act as the principal spokesperson for an Opposition Group of which he/she is leader and as a representative of the authority to external bodies and organisations as appropriate.
- (e) To comment on, challenge and review the Council's administration performance in the co-ordination and implementation of its policies and procedures.
- (f) To champion and participate in Councillor Development to ensure the smooth running of the Group and the personal development of its councillors.
- (g) To maintain effective liaison with the Chairman of the Overview and Scrutiny Committee.

<p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to provide political leadership of their Group and manage the political demands and expectations of the Group, and the needs of the Council.</li> <li>• Ability to discipline members of their political Group, when necessary.</li> <li>• Political sensitivity to be able to address difficult issues with other Groups.</li> </ul> <p><b>Team Working &amp; Relationship Building</b></p> <ul style="list-style-type: none"> <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> </ul>	<p><b>Communication Skills</b></p> <p>Developed communication skills which enable internal cohesion of the political group.</p> <p><b>Organisational Skills and Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Ability to plan and prioritise the business of the Group.</li> </ul> <p><b>Other Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to assimilate and analyse complex information.</li> <li>• Research skills and policy development.</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of the role of the Leader of the Council and the Leader of Political Groups within the Council, and where these roles differ from the role of the Council itself</li> <li>• Understanding of the relationship between national politics and local political leadership.</li> <li>• Understanding of the wider, national issues facing councillors and the practical implications for the councillors in their Group.</li> <li>• Working knowledge of the operation of the Council's constitution.</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.**