

## **Cabinet Member (Deputy Leader/Portfolio) Role Description**

### **1. Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

### **2. Role Purpose and Activities**

#### **Providing portfolio leadership**

- To give political direction to officers working within the portfolio
- To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
- To liaise with the appropriate scrutiny committee and chair
- To be accountable for choices and performance in the portfolio
- To have an overview of the performance management, efficiency and effectiveness of the portfolio
- To make executive decisions within the Portfolio
- To ensure that the portfolio is delivered within the budgetary constraints of the Authority

#### **Contributing to the setting of the strategic agenda and work programme for the portfolio**

- To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

#### **Providing representation for the portfolio**

- To provide a strong, competent and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders

#### **Reporting and accounting**

- To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media

- To be the principal political spokesperson for the portfolio
- To appear before scrutiny committees in respect of matters within the portfolio

### **Taking an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

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

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

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

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

### **To undertake the role of Deputy Leader**

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

### **3 Values**

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

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

### **4 Training and Development**

- To undertake any necessary training as identified by the Leader of the Council, be that individual training needs or collective Cabinet training/development days or any training opportunities identified through Personal Development Reviews.
- To attend the WLGA leadership programme