

## Leader Role Description

### 1 Accountabilities

- To Full Council
- The Public

### 2 Role Purpose and Activity

#### Providing political leadership to the Council

- To be a political figurehead for the Council; to be the principal political spokesperson for the Council
- To provide leadership in building a political consensus around council policies
- To form a vision for the Council and community
- To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- To appoint councillors from within the political group to the relevant committee and encourage participation by members at committees.

#### Appointing the Cabinet

- To designate the appropriate portfolios
- To appoint appropriate elected members to each portfolio
- To allocate cabinet members to roles with regard to their abilities
- To designate the Deputy Leader

#### Representing and acting as ambassador for the Authority

- To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County, at external bodies, and to the community as a whole
- To represent the Authority on the Welsh Local Government Association (WLGA) and Cardiff Capital Region City Deal (CCR)
- To provide leadership and support local partnerships and organisations
- To represent the Authority in regional and national bodies as appropriate

#### Providing leadership within the portfolio

- To fulfil the role of a portfolio holder, as appropriate, having regard to the role purpose and activities, and role specification of an executive member

#### Managing and leading the work of the Cabinet and chairing meetings

- To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
- To ensure the work of the Cabinet meets national policy objectives to fulfil the policies of the Council
- To advise and mentor other cabinet members in their work

- To chair meetings of the Cabinet in compliance with the Constitution

#### **Participating in the collective decision making of the Cabinet**

- To work closely with other cabinet members to ensure the development of effective council policies within the budgetary framework for the Council, and the delivery of high quality services to local people
- To accept collective responsibility and support decisions made by the Cabinet once they have been made

#### **Working with officers to lead the organisation**

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues
- To ensure that the Authority works towards meeting the budgetary constraints placed upon it.

#### **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 appear before scrutiny committees in respect of matters within the portfolio
- To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **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