Leader and Deputy Leader Role Description

1 Accountabilities
- To the electorate of Ynys Môn
- To Full Council
- The Public

2 Role Purpose and Activity

- Providing political leadership to the Council
  - Be a political figurehead for the Council; to be the principal political spokesperson for the Council
  - Provide leadership in building a political consensus around Council policies
  - Form a vision for the Council and community
  - Provide strong, clear leadership in the co-ordination of policies, strategies and service delivery

- Appointing the Executive
  - Designate the appropriate portfolios
  - Appoint appropriate Elected Members to each portfolio
  - Allocate Executive Members to roles having regard to their abilities
  - Designate the Deputy Leader
  - Manage the performance of the portfolio Members

- Representing and acting as ambassador for the Authority
  - Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies
  - Represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board
  - Provide leadership and support local partnerships and organisations
  - Represent the Authority in regional and national bodies as appropriate

- Providing leadership within the portfolio
  - Fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an Executive Member.
  - The relationship protocol between Members and Officers should be adhered to at all times. The protocol provides guidance in relation to Portfolio responsibilities. In relation to instructions to Officers and management issues in general, Officers receive instruction from their line manager and not from individual Portfolio Members. Members are not authorised to instruct Officers other than in accordance with section 5.3.1.3.11 of the Protocol for Members and Officers.
• Managing and leading the work of the Executive and chairing meetings
  • Ensure the effective running of the Executive by managing the forward work
    programme and ensuring its continuing development including interface with
    Scrutiny committees
  • Ensure the work of the Executive meets national policy objectives
  • Advise and mentor other Executive members in their work
  • Chair meetings of the Executive in line with the Constitution
  • In the Leader’s absence the Deputy Leader should fulfil this role

• Participating in the collective decision making of the Executive
  • Work closely with other Executive Members to ensure the development of
    effective Council policies and the budgetary framework for the Council, and the
    delivery of high quality services to local people
  • Accept collective responsibility and support decisions made by the Executive
    once they have been made

• Working with officers to lead the organisation
  • Liaise with the Chief Executive, and other appropriate Officers, on a regular
    basis
  • 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

• Leading partnerships and community leadership
  • Give leadership to local strategic partnerships and local partners in the pursuit
    of common aims and priorities
  • Negotiate and broker in cases of differing priorities and disagreement
  • Act as a Leader of the local community by showing vision and foresight

• Internal governance, ethical standards and relationships
  • Promote and support good governance of the Council and its affairs
  • Provide community leadership and promote active citizenship
  • Promote and support open and transparent government
  • Support, and adhere to respectful, appropriate and effective relationships with
    employees of the Council
  • Adhere to the Member’s Code of Conduct, Member/Officer Protocol and the
    highest standards of behaviour in public office

3 Values
  • Fully committed to and demonstrate the following values in public office:

    1. Selflessness
    2. Honesty
    3. Integrity and Propriety
    4. Duty to uphold the law
    5. Stewardship
    6. Objectivity in decision making
7. Equality and Respect  
8. Openness  
9. Accountability  
10. Leadership  
11. Appreciation of cultural difference  
12. Wellbeing and sustainability of future generations  
13. Inclusive leadership  
14. Consensus building

Deputy Leader

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

To fulfil his or her role as laid out in the role description, an effective Leader requires:

**Providing political leadership to the Council**
- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council’s strategy, policies and operations

**Appointing the Executive**
- An understanding of the rules for the appointment of Executive Members
- Ability to recognise talent amongst Members
- Ability to negotiate the most advantageous appointments within and across political groups
- Appraise, guide and mentor senior Members

**Representing and acting as ambassador for the Authority**
- High level communication skills to communicate to the media, local community and wider audience
- Good public speaking skills

**Providing leadership within the portfolio**
- The skills necessary for an Executive Member to fulfil their role

**Managing and leading the work of the Executive and chairing meetings of the Executive**
- An understanding of the Executive procedure rules
- Skills to Chair meetings, including encouraging participation from all Members
- Knowledge and understanding of national policy objectives
- An overview of the work being carried out by Executive Members

**Participating in the collective decision making of the Executive**
- Ability to constructively challenge decisions and suggest alternatives

**Working with Officers to lead the organisation**
- An understanding of the roles and responsibilities of the Chief Executive and other Officers

**Leading partnerships and community leadership**
- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive
Internal governance, ethical standards and relationships
- An understanding of the roles of Officers, Members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- Knowledge and commitment to the values of the Council

Full Name: __________________________________________
Signed:  __________________________________________
Date:  __________________________________________