



Leader of the Council and Deputy Leaders Role Description

1. Accountabilities

- To Full Council
- To nominating group

2. Role Purpose and Activity

- **Provide 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 and to be a political figurehead for the Council To form a vision for the Council and community
 - To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- **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 Merseyside region and at external bodies
 - Represent the Authority on the Liverpool City Region Combined Authority and the Liverpool City Region Local Enterprise Partnership Board
 - Provide leadership and support local partnerships and organisations
 - Represent the Authority in regional and national bodies as appropriate
- **Manage and lead the work of the Cabinet and chair meetings**
 - Ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
 - Ensure the work of the Cabinet meets national policy objectives
 - Advise and mentor other cabinet members in their work
 - To chair meetings of the Cabinet in line with the Constitution
 - In the Leader's absence, the Deputy Leader should fulfil this role

- **Participate in the collective decision making of the Cabinet**
- To work closely with other Cabinet 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
- To accept collective responsibility and support decisions made by the Cabinet once they have been made
- **To work with officers to lead the organisation**
- Liaise with the Chief Executive, and other appropriate officers, on a regular basis
- To meet with the Executive Director of Corporate Resources and Customer Services to discuss monthly budget monitoring statements prepared by each Executive Director / Assistant Director and to report to the Cabinet as appropriate
- 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**
- 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 Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- To promote the Council's Member Learning and Development Strategy and programme

3. Values

- To be committed to and demonstrate the following general principles in public office:
 - Selflessness
 - Honesty and Integrity
 - Objectivity

- Accountability
 - Openness
 - Personal Judgement
 - Respect for others
 - Duty to uphold the law
 - Stewardship
 - Leadership
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- To be committed to and demonstrate the following values in public office:
 - Inclusive leadership
 - Consensus building

Deputy Leader of the Council

- To work closely with the Leader in building political consensus around Council policies and strategic issues
- To attend the Council's Leaders' Group Meeting, as appropriate
- To consider monthly budgetary monitoring statements at Leaders' Group and if necessary, refer to the appropriate Cabinet Member/Cabinet
- To work with and liaise closely with the Leader to ensure the effective running of the Cabinet
- To assist the Leader in specific duties as required, including chairing meetings of Cabinet, representation at meetings with outside bodies or organisations as requested or in the Leaders absence