

ROLE PROFILE

Leader of the Council

This is a Special Responsibility role profile.

1. Who is the Leader of the Council accountable to?

- South Holland District Council; and
- Their nominating group.

2. Role, Purpose and Activity

- **Providing political leadership to the Council**
 - To be a political figurehead for the Council;
 - To be the main 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; and
 - To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- **Appointing the Cabinet (Executive)**
 - To design the portfolio roles;
 - To appoint the Deputy Leader(s); and
 - To appoint Cabinet members to Portfolio Holder roles with regard to their abilities.
- **Representing the Council (externally)**
 - To represent the Council externally, to a high standard;
 - To provide leadership and support local partnerships and organisations; and
 - To represent the Council on external bodies such as the Local Government Association (LGA) Regional and General Assemblies.
- **Leading the work of the Cabinet and chairing meetings**
 - To lead Cabinet meetings in line with the Council's meeting procedures;
 - To ensure the work of the Cabinet meets national policy objectives; and
 - To advise and mentor other Cabinet members in their work; and
 - To accept collective responsibility and support decisions made by the Cabinet.

- **Effective meeting management**
 - To set agendas containing clear objectives and outcomes for the meeting;
 - To manage the meeting in order to ensure that meeting objectives are met, in line with meeting procedures;
 - To ensure that any necessary preparation is done beforehand; and
 - To ensure that all participants have an opportunity to make an appropriate contribution.

- **Internal governance, ethical standards and relationships**
 - To develop the reputation and reliability of the Cabinet and its decision-making;
 - To understand the roles of members, officers and external parties operating on behalf of the Cabinet; and
 - To promote and support good governance of the Council.

3. Values

- To be committed to the Councils values and corporate priorities.

Deputy Leader(s)

- To act as Leader in their absence; and
- To assist the Leader as required.

PERSON SPECIFICATION

Leader of the Council

To fulfil the role as laid out in the role profile, an effective Leader of the Council 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;
- A good strategic awareness of issues facing the Council; and
- An understanding of the roles and responsibilities of the Chief Executive and other officers.

Appointing the Cabinet (Executive)

- An understanding of the need to appoint Cabinet members;
- An ability to recognise skills amongst councillors;
- An ability to negotiate the most advantageous appointments within and across political groups; and
- To appraise, guide and mentor senior councillors.

Representing the Council (externally)

- Effective public speaking and presentational skills; and
- The ability to convince others and act with integrity.

Leading the work of the Cabinet and chairing meetings

- Chairing skills to ensure that Cabinet meetings are carried out in line with meeting procedures;
- Leadership skills to ensure that all those attending the meeting participate in an appropriate manner;
- An understanding of the Council's meeting procedures; and
- The ability to challenge decisions and suggest alternatives.

Effective meeting management

- A knowledge of meeting protocols;
- The ability to act as an effective Chairman, managing the agenda and progressing business;
- The ability to manage effective discussions; and
- The ability to listen and question effectively.

Internal governance, ethical standards and relationships

- A knowledge of the Cabinet meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol.