

## **ROLE SPECIFICATION**

### **LEADER OF THE COUNCIL**

#### **CONTEXT**

The majority of the Council's Executive functions are the responsibility of the Cabinet (as assigned to it by law or under the Constitution) who will take most of the day to day key decisions. The Cabinet has to make decisions which are in line with the Council's overall policies and budget.

#### **ROLE**

Members of the Cabinet, including the Leader of the Council have wide ranging leadership roles and will need to:

- lead the preparation of the Council's Budget and Policy Framework,
- be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality of opportunity and good race relations;
- present where appropriate reports to the Overview and Scrutiny (Audit and Performance) and Overview and Scrutiny (Policy Development) meetings;
- represent the Council's view on Portfolio issues at Council, Cabinet and where appropriate, overview and scrutiny meetings;
- represent the view of the Council on matters of corporate or strategic policy as the lead Cabinet member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- have a responsibility for any functions delegated to the Cabinet as a whole.

## **SPECIFIC ROLES AND RESPONSIBILITIES**

In addition to these collective roles and responsibilities as a member of the Cabinet the Leader of the Council has a wider role extending beyond the Council, as set out below:

### ***As A Member of the Cabinet***

To be specifically responsible for:

- Legal issues facing the Council
- Constitutional matters and the ongoing development of the Council's Constitution
- Coordinating the activities of the various portfolio holders.
- Chairing the Cabinet

### ***As Leader Within and Beyond the Council***

To be specifically responsible for:

- Promoting the interests of the Borough and the Council in various regional, sub-regional and other fora, such as the regular meetings of Council Leaders and Chief Executives.
- Promoting the interests of the Borough and the Council in the wider local government context through the Local Government Association and other routes.
- Promoting the Borough to potential investors and partners.
- Ensuring the Council's voice is heard and that the Council plays a leading role within the Local Strategic Partnership
- Managing relationships between the Council's various political groups and ensuring that the Cabinet is properly accountable to the wider Council.
- Speaking on behalf of the Council, where the occasion demands, e.g. to provide a reaction where a major incident has occurred within the Borough.

## **PRIORITIES FOR 2006/07 AND BEYOND**

*Included within the portfolio plan available at [www.rossendale.gov.uk](http://www.rossendale.gov.uk)*