

## **Cabinet Member (Deputy Leader/Portfolio)**

### **Role Description**

#### **1. Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

#### **2. Role Purpose and Activities**

- **Providing portfolio leadership**
  - To give political direction to officers working within the portfolio
  - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
  - To liaise with the appropriate scrutiny committee
  - To be accountable for choices and performance in the portfolio
  - To have an overview of the performance management, efficiency and effectiveness of the portfolio
  - To make executive decisions within the Portfolio
  - To ensure that the portfolio is delivered within the budgetary constraints of the Authority
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
  - To work with officers in support of the work programme for the portfolio
  - To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate
  - To work with officers to ensure that the strategic agenda is maintained
- **Providing representation for the portfolio**
  - To provide a strong, competent and persuasive figure to represent the portfolio.
  - Be a figurehead in meetings with stakeholders
- **Reporting and accounting**
  - To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media
  - To be the principal political spokesperson for the portfolio
  - To appear before scrutiny committees in respect of matters within the portfolio
- **Taking an active part in cabinet meetings and decision making**
  - To show an interest in and support for the portfolios of others
  - To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

- **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 Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.
- **To undertake the role of Deputy Leader**
  - To fulfil the duties of the Leader in his or her absence
  - To assist the Leader in specific duties as required

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