

# EXECUTIVE PORTFOLIOS 2011/2012

## LEADER OF THE COUNCIL

### Role specification

#### Context

The role of the Leader is vital to the success of the Council in meeting its ambitions and priorities especially the delivery each year of the budget and policy framework adopted by Council.

In this role the Leader will be the principal “public face” of the Council. The Leader will have overall responsibility for the style, priorities and strategic policy and management initiatives of the Council and the processes that are necessary to secure their successful implementation.

The Leader will be charged with responsibility to determine the actions necessary to promote or improve the economic, social and environmental well being of the area under the Local Government Act 2000 and in that role to ensure that the action taken will be directed towards sustainable development.

#### Role

The Leader will be the principal spokesperson of the Council. The postholder will have overall responsibility for:

- Representing its views to the people and businesses of Bury;
- Retaining an appropriate citizen focus to the Council’s service delivery and other work;
- Developing the approach to partnership working, both contractual and non-contractual; and leading partnerships when appropriate; and
- Forging and developing effective external relationships generally.

The Leader will act as main link point between the Executive as the Council’s Executive arm and the Council. In that role the Leader will lead the Executive and Chief Officers in the preparation of the budget and policy framework, and will promulgate the framework and propose it to Council for approval.

The Leader will chair the Executive and will need to have an excellent understanding of the range of functions, priorities, resource pressures and opportunities facing the Council.

The Leader will therefore need to work closely with, and monitor the performance of, Executive Members with specific personal responsibilities, and to monitor the performance of the Executive as a whole.

The role will involve establishing and maintaining cordial, effective and practical working relationships internally within the Council (with the leaders of the opposition groups, the individual Executive Members, and the chairs of Overview and Scrutiny) and externally with key strategic partners, particularly those on the Local Strategic Partnership. The Leader will need to be accessible to all non-Executive members of the Council and should establish appropriate arrangements to do so.

The Leader will be expected to participate in appropriate local, sub-regional, regional and national forums, international forums, agencies and initiatives affecting the work of the Council.

The Leader must also be able to understand, and to respond appropriately to

“Views and aspirations of the citizens of the Borough as tax payers and as service users so as to ensure the Council’s plans and strategies are aligned to address those interests and to prioritise amongst them when interests compete”.

The Leader will ensure that Council is aware of its responsibility for:

- providing leadership on issues of health and safety
  - adoption of wider policies and strategies that are within the spirit of the Corporate Health and Safety Policy and which allow it to be implemented in practice
  - adoption of occupational health and safety plans and strategies
  - provision of adequate resources to enable the implementation occupational health and safety policies, strategies and work plans
  - monitoring the effectiveness of occupational health and safety policies, strategies and work plans
- ensure that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility;

### **Specific responsibilities**

- leading the Community Planning and Consultation processes by working in partnership with voluntary, private and other public sector interests to enhance the economic, social and environmental well being of the local community;
- being principal spokesperson for the Council;
- ensuring that communications between the Council and the outside world are adequate and timely;
- providing political leadership and direction to the style, priorities, strategic policy and strategic management initiatives of the Council;
- taking overall political responsibility for the revenue and capital budget strategies and priorities which underpin the budget and policy framework;
- taking overall political responsibility for probity and financial monitoring;
- representing the view of the Council on matters of corporate or strategic policy, as its Leader, to Government, and to other involved bodies, specifically the LGA, AGMA and organisations relevant to the Council’s work;
- providing political leadership to individual Executive Members and to the Executive as a whole, and monitoring their performances; and
- acting as the final political arbiter within the Executive when conflicts of priority arise.
- formally sign the Council’s Corporate Health and Safety Policy as and when it is updated or reaffirmed
- identify and understand the significant occupational health and safety risks within the area of responsibility and to ensure that they are adequately considered in policy development and decision making;