

## **Supplementary Role Profile for Opposition Group Leader and Deputy Group Leader**

This document builds on the general role profile for Suffolk County Councillors.

This profile summarises the main features of this role above bodies and for which a Special Responsibility Allowance is paid under the Council's Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'

### **Main Purpose of the Role of Group Leader:**

1. To provide effective leadership and strategic direction for a political group.
2. To contribute to the good governance of the council.

### **Key Relationships:**

1. Members of the same political group.
2. Relevant political party groups and associations.
3. Group Political Research Assistant (if the group has one)
4. Leader of the Council & other Group Leaders
5. Other councillors
6. Chief Executive
7. Other Officers of the Council
8. The public
9. Outside organisations
10. Local media.

### **Main Activities and Responsibilities of the Role of the Group Leader:**

1. To provide the leadership of a political group including scrutiny of the majority group's administration of the Council.
2. To be the main spokesperson for members of their political group in all internal dealings within the Council.
3. To act in a manner which is likely to promote rather than undermine the best interests of the county and ensure that members of their political group act in a similar manner
4. Lead their group by ensuring that:-
  - Members of their group abide by Suffolk County Council's Code of Conduct
  - Adequate liaison takes place with other political groups to further the interests of the Council
  - Adequate liaison takes place with members of the Leadership Team and Heads of Service on all matters affecting the services provided by them on behalf of the Council.
  - Regular briefings are provided on council matters as appropriate to members of their group.

- If in opposition, engage in constructive criticism, alternatives or amendments offered by members of the group on proposed decisions of the Cabinet where appropriate.
5. Work with the group members to formulate overall policy and priorities for their group.
  6. Represent the Group at Council, on local, regional and national bodies as appropriate.
  7. Act as foremost spokesperson for the Group in relations with District Council, Voluntary Sector, and other external organisations.
  8. To lead in Group approaches to the media, and to ensure consistency from other Group members in their approaches to the media.
  9. In conjunction with Group members, to develop and propose alternate strategies and plans for consideration by the Council.
  10. Determine and allocate a portfolio of responsibilities to Group members.
  11. Nominate political representation on Committees, Sub Committees, Working Parties and Panels as provided for in the Constitution.
  12. Consider the individual and collective development needs of group members and assist them in developing necessary skills and knowledge as councillors generally or in relation to their areas of specific responsibility.

#### **Main purpose of the Role of the Deputy Group Leader:**

The Deputy Leader will:

- Support the Group Leader in his strategic role and will also carry out duties on behalf of the Group Leader as needed.
- Deputise in the absence of the Group Leader in carrying out the responsibilities of the office of Group Leader as referred to above.

#### **Additional Responsibilities:**

The Group Leader will also:

- Be involved in the recruitment, development and performance management of the Group's Research Assistant.
- Provide direction and work objectives for the Group's Research Assistant.
- Engage in cross-party and corporate activities when invited to do so by the administration eg appointment of Chief Executive

#### **Estimated average monthly time spent on the role:**

120 hours (Leader of main opposition group)

#### **Any other comments**

None.