

## **Supplementary Role Profile for Leader of the Council and Deputy Leader of the Council**

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

This profile summarises the main features of the Leader and Deputy Leader of the Council 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'.

The Leader of the Council is generally elected for a four year term, typically at the first annual meeting of each Council term.

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

1. To provide effective leadership to Suffolk County Council by managing and leading Cabinet.
2. In conjunction with Cabinet, develop and approve policies, strategies and plans of the Council, except those which are subject to approval by the Council.
3. To promote the work of the County Council and champion public service needs for and on behalf of Suffolk people, businesses and visitors.

### **Key Relationships:**

1. Members of the County Council's Cabinet.
2. Other councillors in the Group.
3. Other councillors as 'Council Leader'.
4. The Chief Executive of the County Council.
5. The Council's Leadership Team.
6. Other Suffolk Public Sector Leaders.
7. Members of Parliament in Suffolk and those with responsibility for issues that the Council has a specific interest in.

### **Main Activities and Responsibilities:**

1. To represent the Council in relation to the Council's policy and administration (as opposed to the civic role exercised by the Chairman of the Council).
2. The discharge of the executive functions except:
  - Functions for which the full Council is responsible under the Constitution or by legislation.
  - Functions excluded from being the responsibility of the Cabinet by legislation.
3. To arrange for the discharge of an executive function by the Cabinet, a committee of the Cabinet, member of the Cabinet, a joint committee or an officer.
4. To develop and approve the policies, strategies and plans of the Council, except for those policies, strategies and plans within the policy framework which are

subject to approval by the Council under the Council's Constitution on the recommendation of the Leader of the Council.

5. To work closely with the Chief Executive of the Council to ensure that the organisation is well attuned to the strategic priorities of the Cabinet.
6. To determine the number of Cabinet members (including at least two other members and up to another nine members) and their appointment.
7. To determine and allocate a portfolio of responsibilities to each member of the Cabinet and delegate, subject to requirements of the Constitution, the authority to discharge executive functions that fall within that portfolio.
8. To remove a Cabinet member from office and withdraw any delegated authority to discharge executive functions, following serving a notice on the councillor confirming their removal from office.
9. To agree to the establishment and continuation of either standing, or time-limited, advisory groups.
10. To uphold the Principles of Decision Making as defined in the Constitution.
11. To ensure that the Cabinet shall not take any decision without first having received a written report from the officer having responsibility for the matter unless the agreement of the Monitoring Officer has been obtained in advance of the decision being made.
12. To report to the Council in accordance with Part 1 of the Council's Constitution.

<b>Main Purpose of the Role of Deputy Leader of the Council:</b>
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1. The Deputy Leader will support the Leader in his/her strategic role and will also carry out duties on behalf of the Leader as needed.
2. The Deputy Leader will have a seat on the Cabinet, in a role as determined by the Leader.
3. The Deputy Leader will also deputise in the absence of the Leader in carrying out the responsibilities of the office of Leader as referred to above.