

Leader of Orkney Islands Council

Role Description

To be read in conjunction with the role description for councillors.

In addition to the roles, tasks and responsibilities expected of Councillors, and Chairs of a Standing Committee, the following is expected of the Leader.

1. Purpose of Role as Leader of the Council

1.1. To provide political leadership and direction for the Council.

1.2. Responsibility at political level for the management and maintenance of the Council's reputation.

1.3. To chair meetings of the Policy and Resources Committee and to ensure they are undertaken in accordance with the Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council, the Scheme of Administration, the Scheme of Delegation to Officers and all other relevant regulations, procedures and codes of conduct.

1.4. To develop and maintain partnership working with other bodies and representative organisations on which the Council is entitled, or is invited, to be represented, including chairing The Orkney Partnership's Board.

1.5. To represent the Council at the Convention of Scottish Local Authorities (COSLA), the Highlands and Islands Convention and other relevant external organisations as assigned by the Council.

2. Key Tasks/Accountabilities

2.1. To provide political leadership and direction for the Council and promote the Council's interests.

2.2. To work across the Council to establish clear political direction.

2.3. To chair meetings of the Policy and Resources Committee and to serve as a member of all Service Committees of the Council, with the exception of the Orkney Health and Care Committee.

2.4. To promote and support open and transparent government by ensuring that decisions are taken properly, openly and publicly, unless there is a statutory basis for the decision to be taken in private.

2.5. To develop and maintain partnership working with other organisations, and to champion The Orkney Partnership to support the Local Outcomes Improvement Plan and Council priorities.

2.6. To act as the Council's elected member political representative in discussions and negotiations with Ministers, COSLA and other national bodies.

2.7. To ensure that Members of the Council are treated respectfully at all times.

2.8. To secure the rights of all Councillors to participate in the Council's decision making processes.

2.9. To promote the highest standards of conduct in the Council's affairs.

2.10. To develop and maintain effective working relationships with/between Members and officers, working closely with the Chief Executive.

2.11. To have an overview of corporate and cross-cutting issues as they impact on the Council and the community.