

# LORD MAYOR

## Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Lord Mayor will be expected to:

- Be the First Citizen of Leeds
- Promote the Council as a whole and act as a focal point for the Community
- Uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary
- Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the Community
- Ensure that the Council Meeting is a forum for debate of matters of concern to the local community and a forum in which Members (who are not on the Executive) are able to hold the Executive to account
- Promote public involvement in the Council's activities
- Organise and host civic and ceremonial functions as he/she determines appropriate
- Attend civic and ceremonial functions as he/she determines appropriate
- Act as the Council's spokesperson in dealings with the public, media and other bodies in respect of their Civic responsibility and function

These responsibilities are set out in Part 2, Article 5 of the Constitution.

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## LEADER OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Leader of Council will be expected to:

- Provide overall political leadership to the Council
- Chair meetings of the Executive Board in accordance with the Council's constitution
- Appoint Executive Members with defined executive responsibilities
- Delegate Executive Functions to Directors and other appropriate officers
- Represent the Council on key inter-sector and inter-authority partnerships and lead in developing the Council's partnerships with other organisations
- Have political oversight for the principal areas of Council activity relevant to their Executive portfolio areas as set out in Part 3, Section 3B (b) of the Council's constitution
- Have political oversight for the Council's Executive arrangements
- Contribute to the Council's scrutiny process and ensure that their recommendations in relation to the portfolio are fully considered
- Act as a voting Member of the Executive Board
- Liaise with officers over items coming before the Executive Board
- Act as a Council spokesperson in dealings with the public, media and other bodies in relation to their city-wide Council activities and in relation to their role as Chair of Boards

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## DEPUTY/DESIGNATED DEPUTY LEADER

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Alternate Leader of Council will be expected to:

- Take on the responsibilities of Leader of Council as set out in the role description for the Leader of Council if for any reason the Leader is unable to act or the office of elected Leader is vacant.
- Deputise for the Leader of Council when needed
- Have political oversight for the principal areas of Council activity relevant to their Executive portfolio areas as set out in Part 3, Section 3B (b) of the Council's constitution.

<b>Job Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## MEMBERS OF THE EXECUTIVE BOARD (PORTFOLIO HOLDER)

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Executive Board Members will be expected to:

- Have political oversight for the principal areas of Council activity relevant to their Executive portfolio as set out in Part 3, Section 3B (b) of the Council's constitution.
- Attend or Chair meetings in relation to the portfolio responsibilities
- Represent the Council on key inter-sector and inter-authority partnerships
- Monitor the performance of services within their remit
- Provide oversight for the preparation of the budget
- Contribute to the Council's scrutiny process and ensure that their recommendations in relation to the portfolio are fully considered
- Act as a voting Member of the Executive Board
- Liaise with officers over items coming before the Executive Board
- Act as a Council spokesperson for the board in dealings with the public, media and other bodies in respect of their portfolio responsibility

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## MEMBERS OF THE EXECUTIVE BOARD (WITHOUT PORTFOLIO)

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Executive Board Members will be expected to:

- Act as a voting Member of the Executive Board

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## ADVISORY MEMBER OF THE EXECUTIVE BOARD

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Advisory Executive Board Member will be expected to:

- Act as a Member of the Executive Board in a non-voting capacity
- Undertake a range of functions including policy development and advice in particular areas as determined by the Group Leader

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## DEPUTY EXECUTIVE MEMBER

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Deputy Executive Members will be expected to:

- Undertake a range of functions as allocated by the Executive Board Member
- Undertake research in order to provide the Executive Member with timely and accurate information
- Provide, where requested, regular reports and updates to the Executive Member and advise on policy decisions
- Monitor the performance of services within their remit as allocated by Executive Board Member
- Represent the Executive Board Member at meetings of the Executive Board in a non-voting capacity
- Deputise for the Executive Member at meetings
- Act as a spokesperson or representative for an Executive Member where required in dealings with the public, media and other bodies in respect to their area of responsibility
- Consult with interested parties, ward councillors and citizens as part of the development and review of policy

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## LEADER OF OPPOSITION PARTIES WITH MORE THAN 20% MEMBERSHIP OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Opposition Leader will be expected to:

- Establish and represent the views of the main opposition Group on issues of policy and priority, and develop group policies which are credible and could be implemented by the council.
- Lead an Opposition Group within the council providing strong, clear political leadership
- Be responsible for, and responsible to, the membership of the majority opposition group
- Act as the principal spokesperson for an Opposition Group of which he/she is leader
- Advise the Leader of the Council of the main opposition group's position on issues
- Establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Board, Chairs of committees/boards, and other Members and officers as appropriate

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## WHIPS WITH MORE THAN 10% MEMBERSHIP OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Whip will be expected to:

- In conjunction with Deputy Whips, where these have been allocated to the political group, maintain discipline and good conduct and seek to ensure that group members speak with one voice on matters of policy
- Uphold discipline within the group
- Co-ordinate the participation of the group in the business of the Council and its committees by organising the Group's members
- Ensure the process of nomination to serve on the Boards and Committees within the Council and on local outside bodies take place
- Liaise with Executive Members and the Leaders in respect of filling vacancies on Boards, Committees and Outside Bodies
- Inform Councillors of appropriate conferences and seminars

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## **DEPUTY WHIP OF GROUPS WITH 10% OR MORE OF THE MEMBERSHIP OF THE COUNCIL**

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Whip will be expected to:

- Support the Group Whip in maintaining discipline and good conduct amongst group Members
- Assist in the co-ordination of participation by the group in the business of the Council and its committees by organising the Group's members.
- Assist in the process of nomination to serve on the Boards and Committees within the Council and on local outside bodies take place

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## CHAIR OF CORPORATE GOVERNANCE AND AUDIT COMMITTEE

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Corporate Governance and Audit Committee will be expected to:

- Chair meetings of the Corporate Governance and Audit Committee in accordance with the Council's Constitution
- Act as a signatory to the accounts
- Act as a signatory to the Annual Governance Statement
- Act as spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with Officers over items coming before the Corporate Governance and Audit Committee

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## CHAIR OF AREA MANAGEMENT COMMITTEE

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Area Committee will be expected to:

- Chair meetings of the Area Management Committee in accordance with the Council's Constitution
- Act as a spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with Officers over items coming before the Area Management Committee

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## CHAIR OF DEVELOPMENT PLANS PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of Development Plans Panel will be expected to:

- Chair meetings of the Development Plans Panel in accordance with the Council's Constitution
- Act as a spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Development Plans Panel

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## CHAIR OF THE LICENSING AND REGULATORY PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of Licensing and Regulatory Panel will be expected to:

- Chair meetings of the Licensing and Regulatory Panel in accordance with the Council's Constitution
- Act as a spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Licensing and Regulatory Panel

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF LICENSING COMMITTEE

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Licensing Committee will be expected to:

- Chair the meetings of the Licensing Committee in accordance with the Council's Constitution
- Act as the spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with officers over items coming before the Licensing Committee/Sub-Committees
- Ensure compliance with the Codes and Protocols which may refer to their specific area, such as the Code of Practice for determining Licensing Applications
- Attend site visits where necessary

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## CHAIRS OF SCRUTINY BOARDS

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chairs of the Scrutiny Boards will be expected to:

- Chair a specific Scrutiny Board in accordance with the Council's constitution
- Attend and chair pre-meetings
- Liaise with Officers over items coming before the Scrutiny Board
- Act as the spokesperson for that Board in all dealings with the public, media and other bodies in respect of the work of the Board
- Represent the Scrutiny Board at meetings of Full Council, Executive Board and with external partners
- Attend meetings of the Scrutiny Advisory Group
- Undertake the functions detailed rule 15 of the Access to Information Procedure Rules
- Negotiate with and consult with stakeholders in preparing final scrutiny reports

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## STATUTORY CO-OPTees ON SCRUTINY BOARDS

### Responsibilities

As a Statutory Co-optee to a Scrutiny Board will be expected to:

- Assist in the discharge of the Board's role
- Attend meetings of the Scrutiny Board to which appointed in a voting capacity unless otherwise stated
- Uphold the principles set out in the 'Vision for Scrutiny'
- Contribute as a Member of the Board with timely and accurate advice and insight based on experience and knowledge
- Contribute to the formation of recommendations by the Board on matters discussed at meetings of the Board
- Provide a two-way conduit of information on behalf of the stakeholder group represented

<b>Role Description</b>		<b>Date:</b>	
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## INDEPENDENT MEMBERS ON STANDARDS COMMITTEE

### **Responsibilities**

As an appointed independent member of the Standards Committee you will be expected to:

- Assist in the discharge of the Committee's role in accordance with its terms of reference and those of its sub-committees
- Attend meetings of the Standards Committee and Sub Committees as necessary
- Chair meetings of the Sub Committee as directed, in accordance with its terms of reference and relevant procedure rules
- Contribute as a Member of the Committee with timely and accurate advice and insight
- Promote and support standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

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## PARISH MEMBERS ON STANDARDS COMMITTEE

### Responsibilities

As an appointed member of the Standards Committee you will be expected to:

- Assist in the discharge of the Committee's role in accordance with its terms of reference and those of its sub-committees
- Attend meetings of the Standards Committee and Sub Committees as necessary
- Contribute as a Member of the Committee with timely and accurate advice and insight
- Promote and support standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

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**CHAIR OF LEEDS GRAND THEATRE BOARD**

**Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Planning Committee will be expected to:

- Chair the meetings of the Grand Theatre Board in accordance with its terms of reference
  
- Act as the Council’s spokesperson for the Board in all dealings with the public, media and other bodies in respect of the work of the Board

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## CHAIR OF STANDARDS COMMITTEE

### Responsibilities

In addition to what is expected of them as a member of the Standards Committee as set out in the role description for an Independent Member of the Standards Committee, the Chair of the Standards Committee will be expected to:

- Chair the meetings of the Standards Committee in accordance with the Council's Constitution
- Chair meetings of the Hearings Sub-Committee
- Liaise with officers over items coming before Standards Committee
- Act as a co-opted non-voting Member of the Corporate Governance and Audit Committee
- Act as a spokesperson for the Standards Committee in all dealings with the public, media and other bodies in respect of the work of the Committee
- Work with the Council's Chief Executive, Monitoring Officer and the Leaders of the Political Groups in promoting and supporting standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
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## CHAIR OF PLANS PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Planning Committee will be expected to:

- Chair meetings of the Plans Panel in accordance with the Council's Constitution
- Act as a Council spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Plans Panel
- Ensure compliance with the Codes and Protocols which may refer to their specific area, such as the Code of Practice for determining Planning Applications
- Attends site visits where necessary

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## CHAIR OF DEVELOPMENT PLANS PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of Development Plans Panel will be expected to:

- Chair meetings of the Development Plans Panel in accordance with the Council's Constitution
- Act as a spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Development Plans Panel

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