

## **Deputy Leader of the Council Role Profile**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The public

### **Role Purpose and Activities**

- Undertake a full deputising role in the absence of the Leader;
- Undertake portfolio responsibilities as a Cabinet Member as determined by the Leader;
- Undertake specific tasks and responsibilities as requested by the Leader;
- Work actively with the Leader to co-ordinate the work of the Cabinet;
- Share and support in general the full workload range of the Leader;
- Chair the Cabinet in the absence of the Leader of the Council;
- Promote and co-ordinate liaison between the Leader, the Cabinet and non-executive Members; and
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.