

CONSTITUTION TASK GROUP 27 FEBRUARY 2003

Item 3 - CTG5 (iii) – Job Descriptions

At its last meeting, the Task Group asked that a suggested job description for Group Leaders be provided for consideration at this meeting.

The following draft draws heavily on the job description for the Leader of the main Opposition Group submitted to the Council on 23 April 2002, when the Council invited the Task Group to consider Job Descriptions for the role of the leaders of political groups and of spokesmen for political groups.

ROLE OF GROUP LEADER

- 1 To provide strategic direction to the work of the group.
- 2 To provide leadership and guidance to the members of the group, and to ensure that the group's views are voiced.
- 3 To liaise with the Leader of the Council and other Group Leaders to achieve agreement on key issues where possible.
- 4 With the group's members and the relevant officers, to develop appropriate strategies, programmes, priorities and budgets for the Council.
- 5 To promote effective scrutiny of the development and implementation of Council policy.
- 6 To liaise with agencies, organisations and individuals outside the Council on behalf of the group.
- 7 To act as the principal political spokesman for the group.
- 8 To ensure that issues of concern and contention between members and officers are addressed in a positive manner and, where possible, resolved.