

## Post Profiles for Elected Members

### **Post:** Leader of the Council

**Key Purpose:** To lead the political administration of the Council

**Specific Accountabilities:**

- S1 To provide clear political direction and guidance in the best interests of South Lanarkshire
- S2 To provide strategic leadership in partnership with the Chief Executive
- S3 To create an inclusive political working environment
- S4 To develop an effective Member/Officer partnership
- S5 To provide an external focus for the Council
- S6 To form an effective working relationship with other members of the Council
- S7 To co-ordinate existing Council strategies
- S8 To have an overview of cross cutting issues
- S9 To develop effective working with relevant key partners

**Core Accountabilities:**

- C1 To maintain the highest standards of conduct
- C2 To be an advocate for South Lanarkshire and its citizens
- C3 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

### **Post:** Depute Leader of the Council

**Key Purpose:** To deputise for the Leader of the Council and provide support in co-ordinating existing Council strategies and maintaining an overview of cross-cutting issues

**Specific Accountabilities:**

- S1 To support and deputise for the Leader of the Council
- S2 To provide support in co-ordinating existing Council strategies
- S3 To have an overview of cross cutting issues
- S4 To form an effective working relationship with other members of the Council
- S5 To form an effective working relationship with the Council's Corporate Management Team
- S6 To develop effective working with relevant key partners

**Core Accountabilities:**

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective member/ officer partnership
- C3 To maintain the highest standards of conduct
- C4 To be an advocate for South Lanarkshire and its citizens
- C5 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

<b>Post:</b>	<b>Resource Committee Chair</b>	
<b>Key Purpose:</b>	To improve the quality and effectiveness of services and provide a focus for a particular Council Resource and an effective overview of its service functions	
<b>Specific Accountabilities:</b>	S1	To undertake the role of spokesperson with portfolio based on a Council Resource and, if appropriate, a specific Council priority
	S2	To form an effective working relationship with other members of the Committee and the Council
	S3	To form an effective working relationship with the Council's Corporate Management Team
	S4	To represent the Council and Executive Committee, as appropriate, at meetings and events both within and external of the Council
	S5	To develop effective working with relevant key partners
	S6	To ensure meetings operate in a courteous and constructive manner at all times
	S7	To ensure that all people attending meetings are treated with respect and dignity
<b>Core Accountabilities:</b>	C1	To support the creation of an inclusive working environment
	C2	To support the development of an effective member/ officer partnership
	C3	To maintain the highest standards of conduct
	C4	To be an advocate for South Lanarkshire and its citizens
	C5	To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

<b>Post:</b>	<b>Resource Committee Depute Chair</b>	
<b>Key Purpose:</b>	To support the Resource Committee Chair in improving the quality and effectiveness of services and providing an effective overview of its service functions	
<b>Specific Accountabilities:</b>	S1	To assist the Chair to undertake the role of spokesperson with portfolio based on a Council Resource and, if appropriate, a specific Council priority
	S2	To form an effective working relationship with other members of the Committee and the Council
	S3	To form an effective working relationship with the Council's Corporate Management Team
	S4	To assist in developing effective working with relevant key partners
	S5	To assist in ensuring meetings operate in a courteous and constructive manner at all times
	S6	To assist in ensuring that all people attending meetings are treated with respect and dignity
<b>Core Accountabilities:</b>	C1	To support the creation of an inclusive working environment
	C2	To support the development of an effective member/ officer partnership
	C3	To maintain the highest standards of conduct
	C4	To be an advocate for South Lanarkshire and its citizens
	C5	To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

**Post:** **Area Committee Chair**

**Key Purpose:** To provide a local focus for the Council and a broader representative voice for the local area

**Specific Accountabilities:**

- S1 To provide a local focus for the Council
- S2 To provide a broader representative voice for the local area
- S3 To ensure meetings operate in a courteous and constructive manner at all times
- S4 To ensure that all people attending meetings are treated with respect and dignity

**Core Accountabilities:**

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective member/officer partnership
- C3 To maintain the highest standards of conduct
- C4 To be an advocate for South Lanarkshire and its citizens
- C5 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

**Post:** **Area Committee Depute Chair**

**Key Purpose:** To support the Area Committee Chair to provide a local focus for the Council and a broader representative voice for the local area

**Specific Accountabilities:**

- S1 To assist the Chair in providing a local focus for the Council
- S2 To assist the Chair in providing a broader representative voice for the local area
- S3 To assist in ensuring meetings operate in a courteous and constructive manner at all times
- S4 To assist in ensuring that all people attending meetings are treated with respect and dignity

**Core Accountabilities:**

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective member/officer partnership
- C3 To maintain the highest standards of conduct
- C4 To be an advocate for South Lanarkshire and its citizens
- C5 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

**Post:** **Regulatory/Quasi-Judicial Committee Chair**

**Key Purpose:** To ensure that the Council's Regulatory/Quasi-Judicial roles are undertaken in as open, fair and transparent a manner as possible

**Specific Accountabilities:**

- S1 To ensure that the Regulatory/Quasi-Judicial role is undertaken in as open, fair and transparent a manner as possible
- S2 To ensure meetings operate in a courteous and constructive manner at all times
- S3 To ensure that all people attending meetings are treated with respect and dignity
- S4 To ensure that all issues are dealt with fairly and equitably

**Core Accountabilities:**

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective member/ officer partnership
- C3 To maintain the highest standards of conduct
- C4 To be an advocate for South Lanarkshire and its citizens
- C5 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

<b>Post:</b>	<b>Regulatory/Quasi-Judicial Committee Depute Chair</b>	
<b>Key Purpose:</b>	To support the Chair to ensure that the Council's Regulatory/Quasi-Judicial roles are undertaken in as open, fair and transparent a manner as possible	
<b>Specific Accountabilities:</b>	S1	To assist the Chair to ensure that the Regulatory/Quasi-Judicial role is undertaken in as open, fair and transparent a manner as possible
	S2	To assist in ensuring meetings operate in a courteous and constructive manner at all times
	S3	To assist in ensuring that all people attending meetings are treated with respect and dignity
	S4	To assist in ensuring that all issues are dealt with fairly and equitably
<b>Core Accountabilities:</b>	C1	To support the creation of an inclusive working environment
	C2	To support the development of an effective member/ officer partnership
	C3	To maintain the highest standards of conduct
	C4	To be an advocate for South Lanarkshire and its citizens
	C5	To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

<b>Post:</b>	<b>Leader of the Majority Opposition Group</b>	
<b>Key Purpose:</b>	To lead the political opposition of the Council	
<b>Specific Accountabilities:</b>	S1	To provide clear political direction and guidance in the best interests of the Council
	S2	To create an inclusive political working environment
	S3	To develop an effective Member/Officer partnership
	S4	To form an effective working relationship with all Councillors and, in particular, all Opposition Councillors
	S5	To provide the main communication link between the Opposition Groups and the majority administration and the Corporate Management Team
<b>Core Accountabilities:</b>	C1	To maintain the highest standards of conduct
	C2	To be an advocate for South Lanarkshire and its citizens
	C3	To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

<b>Post:</b>	<b>Depute Leader of the Majority Opposition Group</b>	
<b>Key Purpose:</b>	To deputise for the Leader of the Opposition Groups and provide support in leading the political opposition of the Council	
<b>Specific Accountabilities:</b>	S1	To provide clear political direction and guidance in the best interests of the Council
	S2	To create an inclusive political working environment
	S3	To develop an effective Member/Officer partnership
	S4	To form an effective working relationship with all Councillors and, in particular, all Opposition Councillors
	S5	To provide the main communication link between the Opposition Groups and the majority administration and the Corporate Management Team
<b>Core Accountabilities:</b>	C1	To maintain the highest standards of conduct
	C2	To be an advocate for South Lanarkshire and its citizens
	C3	To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole

**Post:****Council Member****Key Purpose:**

To represent the people, groups and businesses within South Lanarkshire

**Core Accountabilities:**

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective member/ officer partnership
- C3 To maintain the highest standards of conduct
- C4 To be an advocate for South Lanarkshire and its citizens
- C5 To represent the views of the relevant Ward but always in the context of what is best for South Lanarkshire as a whole