



ROLE DESCRIPTION

COUNTY BOROUGH COUNCILLOR L ADDISCOTT

This Role Description covers your role as:

- An Elected Member
- A Member of the Appeals/Employee Appeals/ Chief Officer Appeals Committee
- A Member of the Democratic Services
- Member of the Joint Consultative Committee:
 - Appointments to the South Wales Police Crime Panel
- A Member of Outside Bodies:
 - Tower Site Liaison Committee

YOUR ROLE AS AN ELECTED MEMBER

Accountabilities:

- To Full Council
- To the Electorate

Role Purpose and Activity:

Representing and Supporting Your Constituents and Communities:

- To represent your Electoral Division's interests.
- To be an advocate for the Council in your Electoral Division and communities that you serve.
- To be a channel of communication to the community on Council strategies, policies, services and procedures.
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally.
- To liaise with Executive Members, other Council Members, Council Officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported.
- To promote tolerance and cohesion in local communities.

- To respond to any public questions (as and when required) at Council meetings.

Making Decisions and Overseeing Council Performance:

- To participate in full Council meetings, reaching and making informed and balanced decisions, and overseeing performance.
- To adhere to the principles of democracy and collective responsibility in decision making.
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services.
- To be aware of and support the Council in its compliance with the Corporate Safeguarding Policy

Link to the policy:

<http://inform/en/policiesandprocedures/otherpolicies/corporatesafeguardingpolicy.pdf>

Representing the Executive

- To represent the Executive on the Council's Appointments to the Police Crime Panel

Representing the Council

- To represent the Council on the following Outside Bodies as an appointee of the Council:
 - Tower Site Liaison Committee

Note: Being a Council representative on an outside body does not necessarily mean that you will be representing the Council's interests on the organisation. You will be expected to act in the interests of the outside body and exercise independent judgement in making decisions, in accordance with your duty of care to the body.

- To represent the Council on local partnership bodies, promoting common interesting and co-operation for mutual gain (as appointed).
- To represent and be an advocate for the Council on National bodies and at National events (as appointed).

YOUR ROLE AS MEMBER OF THE APPEALS COMMITTEE

Accountabilities:

- To Full Council
- To the Chair of the Appeals/Employee Appeals/Chief Officer Appeals Committee

Responsibilities:

- To hear and determine grievance, disciplinary, capability, redundancy or other dismissal appeals within the Council's procedures in respect of all staff including Chief Officers.
- To hear any other appeal against a decision made or on behalf of the Authority.

YOUR ROLE AS A MEMBER OF THE DEMOCRATIC SERVICE COMMITTEE

Accountabilities:

- To Full Council
- To the Chair of the Democratic Services Committee

Responsibilities:

- Designating the Head of Democratic Services
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate.
- Appointing Sub-Committees and Chairs of Sub-Committees to undertake functions delegated by the Committee.
- Consider reports prepared by the Head of Democratic Services
- Developing the Authority's Member Development Strategy
- Ensuring that Members have access to a reasonable level of training and development as described in the Member Development Strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for Member Development is sufficient.
- Ensuring that Members have access to personal development planning and annual personal development reviews.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the functions of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.
- To participate effectively in meetings of the Democratic Services Committee.
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements.

- To understand the respective roles of Members, Officers and external parties operating within the Democratic Services Committee's area of responsibility.

MEMBER DEVELOPMENT

- To comply with the Council's Code of Conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To actively partake in Member development activities for Development Control, thus enabling a full and active involvement within the Development Control process.
- To have a clear understanding of the Code of Good Practice relating to the Development Control Committee and to abide by the provisions contained therein.
- To attend training in respect of safeguarding children and adults at risk and additional training needs e.g. in relation to your respective role will be addressed as part of your ongoing Personal Development Review.
- To participate in opportunities for development in further understanding your role on Committees/Outside Bodies etc. that you have been appointed to.
- To participate in opportunities for development provided for Members by the Authority.

VALUES

- To be committed to the values of the Council and the following values in Public Office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Signed.....L Addiscott

Name.....L Addiscott.....

Date.....05/12/2022.....