



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR A. MORGAN**

This Role Description covers your role as:

- An Elected Member
- Leader of the Council and Chair of the Cabinet
  - Strategy and key priorities
  - Finance & Budget Setting
  - Programme for Delivery and Corporate Plan
  - Key Infrastructure & Capital Programme
  - Partnership & Joint Working
  - Government Relations
  - City Deal
  - Council Wide Safeguarding
  - Emergency Planning & Civil Contingency
  - Highways & Maintenance & Traffic Management
  - Street Lighting
  - Strategic Projects
  - Youth Engagement and Participation Service
  - Youth Forum
- Member appointed to or representing the Executive on the following: -
  - School Budget Forum
  - Employee Advisory Panel
  - Cwm Taf Public Services Board
  - Member of the Appointments Committee
  - Chair of the Joint Consultative Committee
- Member appointed to the following Outside Bodies: -
  - Welsh Local Government Association
  - Welsh Local Government Association Executive Board
  - Cynon Valley Indoor Bowls Committee
- Participant in appropriate Member Development

### **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>

**YOUR ROLE AS LEADER OF THE COUNCIL AND CHAIR OF THE CABINET****Accountabilities:**

- To full Council
- To the Cabinet

**Responsibilities:**

- To provide the political leadership to the Council, including proposing the policy framework within which the Council will operate and to take such executive action as may be delegated by the authority.
- To act as the political spokesperson for the Council.

- To act as the main focus of day-to-day political leadership, decision making and democratic accountability, at a whole authority level with the support and assistance from Cabinet Members in line with their respective portfolio responsibilities.
- To be the key contact for outside organisations (including Central Government, National Assembly for Wales, Welsh Government, Welsh Local Government Association and Council partners).
- To be the representative voice of the Council e.g. in its dealings with outside organisations such as the Welsh Government.
- To ensure Corporate Governance including working with opposition groups to seek to achieve, where possible, cross party co-operation.
- To represent the Council in the local community, to ensure democratic legitimacy, and to promote the Council's Community Leadership role in improving the quality of life of local people.
- To promote better understanding within the local communities of the role and functions of the Council, listening to views expressed and feeding back to the Council accordingly.
- To represent all local people, and local organisations, acting as an advocate (especially over complaints) for those with difficulty in speaking for themselves, to ensure that their needs, priorities and aspirations are understood and responded to.
- To be visibly committed to area and community regeneration working.
- To participate in the activities of an outside body to which you are appointed as a Council representative, providing two-way communication between the Council and the organisation itself. Also, to develop and maintain a working knowledge of the Council's policies and practices in relation to that body's role and functions.
- To play an active part in the life of the local community, through regular attendance at community events.
- To initiate contact with, and develop regular networking with/visits to key people, businesses, organisations and groups in the local community, to ensure the regular exchange of information on activities and developments of local interest.
- To ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders.
- To maintain a list in Section 3A of Part 3 of the Council's Constitution setting out which individual Members of the Cabinet, Committees of the Cabinet, Officers or Joint Arrangements are responsible for the exercise of particular Executive functions.
- To select Cabinet Members (at least two but not more than nine Councillors) to play a key part in the decision making process.
- To assign individual portfolios and areas of responsibility to each Cabinet Member.
- To be responsible for the key priorities and strategic policy development in relation to the Wales Programme for Improvement and Strategic Partnerships including the Local Service Board.
- To take the lead in finance and budgetary control.
- To work closely with all Senior Officers to monitor and secure continuous improvement in performance within your portfolio area, namely:-

- Finance & Budget Setting
  - Programme for Delivery and Corporate Plan
  - Key Infrastructure & Capital Programme
  - Partnership & Joint Working
  - Government Relations
  - City Deal
  - Council Wide Safeguarding
  - Emergency Planning & Civil Contingency
  - Highways & Maintenance & Traffic Management
  - Street Lighting
  - Strategic Projects
  - Youth Engagement and Participation Service
  - Youth Forum
- To chair meetings of the Cabinet.

## **YOUR ROLE AS CHAMPION FOR SAFEGUARDING**

### **Within the Council:**

- Understanding of the areas of interest being championed in terms of Council strategies and policy, good practice, improvement and national agendas and the needs of the client group.
- Ability to engage with a range of members and officers around the areas of interest and listening to requirements.
- Ability to advocate on behalf of the areas of interest within the Council.

### **In the Community**

- Understanding of the needs of the community in relation to the interest.
- Ability to engage with citizens and community groups in matters related to the interest.
- Ability to lead and support local initiatives related to the interest.
- Ability to represent the position of the Council to the community in relation to the interest.

## **YOUR ROLE ON EXECUTIVE COMMITTEES TO WHICH YOU ARE APPOINTED**

- To Chair meetings of the Cabinet and be familiar with its terms of reference

### **Representing the Executive**

- To represent the Executive on the following:-
- School Budget Forum (Executive Function)
- Employee Advisory Panel (Executive Function)
- Cwm Taf Public Services Board

- Member of the Appointments Committee
- Chair of the Joint Consultative Committee
- Cwm Taf Social Services & Well-Being Partnership Board

### **Representing the Council**

- To represent the Council on the following Outside Bodies as an appointee of the Council:-
  - Welsh Local Government Association
  - Welsh Local Government Association- Executive Board
  - Cardiff Capital Region City Deal
  - Ministerial Taskforce for the Valleys
  - Partnership Council for Wales
  - Cynon Valley Indoor Bowls 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 interest 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 A MEMBER OF CWM TAF PUBLIC SERVICE BOARD**

To represent the Council in your role as Leader of the Council on the following, promoting common interest and co-operation for mutual gain with partnership bodies:

- Cwm Taf Public Services Board

### **YOUR ROLE AS MEMBER OF THE APPOINTMENTS COMMITTEE**

#### **Accountabilities:**

- To full Council
- To the Chair of the Appointments Committee

#### **Responsibilities:**

- To recommend to Council the appointment of the Head of Paid Service and Chief Officers.
- To appoint Officers at Service Director Level.

### **YOUR ROLE AS A CHAIR OF THE JOINT CONSULTATIVE COMMITTEE**

#### **Accountabilities:**

- To the Full Council

**Responsibilities:**

- To chair meetings of the Joint Consultative Committee
- To discharge on behalf of the Council the following functions:
  - To provide a forum for the exchange of views between elected Members and Trade Unions on matters affecting employees.
  - To consider specific matters affecting employees that are referred to it by Council Members, the Unions and Officers.

**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 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 Plan.
- 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
  - Inclusive leadership

Signed.....A. Morgan.....

Name.....Andrew Morgan.....

Date.....23<sup>rd</sup> January 2020.....