



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR G WAYNE-HUGHES**

This Role Description covers your role as:

- An Elected Member
- Member appointed to represent the Council on the following Outside Body:
  - Judges Hall Trust
- Presiding Officer
- Member of Regulatory Committee (Planning and Development Committee)
- A Member of the Overview and Scrutiny 2022-2027 Committee
- Chair of the Constitution Committee
- A Member of the Standards Committee
- RLDP Steering Group

### **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 Council**

- To represent the Council on the following Outside Bodies as an appointee of the Council:
  - Judges Hall Trust

**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 PRESIDING MEMBER**

### **Accountabilities:**

- To full Council
- To the Presiding Officer

### **Responsibilities:**

#### **Chairing of Council Meetings**

- To preside over meetings of the Council in the absence of the Presiding Officer, so that its business can be carried out efficiently.
- To ensure that the Council conducts its meetings in line with the Council's Constitution.

#### **Upholding and Promoting the Council's Constitution**

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution.

#### **Chairing of Corporate Governance & Constitution Committee in the absence of the Chair**

#### **Internal Governance, Ethical Standards and Relationships**

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

## **YOUR ROLE AS A MEMBER OF A REGULATORY COMMITTEE – (PLANNING AND DEVELOPMENT COMMITTEE)**

### **Accountabilities:**

- To full Council
- To the Chair of Planning & Development Committee

### **Responsibilities:**

- To be aware of the quasi-judicial nature of Regulatory Committee decision-making.

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the Committee.
- To participate effectively in meetings of the Regulatory Committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making.
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements.

## **YOUR ROLE AS A MEMBER OF THE OVERVIEW & SCRUTINY COMMITTEE**

### **Accountabilities:**

- To Full Council
- The Public
- External Regulatory Bodies

### **Responsibilities:**

- To attend and participate in meetings of the Overview & Scrutiny Committee and to be familiar with its terms of reference
- To assist in the direction and leadership for the Scrutiny process, alongside continuously reviewing its performance within the wider Council framework for political decision making.
- To actively engage in the production of a Work Programme for the Overview & Scrutiny Committee and the Working Groups, as appropriate.
- To regularly attend meetings of the Overview & Scrutiny Committee and or Working Groups arising therefrom, as appropriate, ensuring that all required work is undertaken appropriately and in reasonable timescales.
- To contribute to the work of the Committee and the Scrutiny Working Groups, as appropriate and necessary.
- To keep abreast of all the issues scheduled for discussion as part of the Cabinet Work Programme, and the Decision Notices arising from the Cabinet meetings and Cabinet Committee meetings, in order to identify possible linkages with the Scrutiny process.
- To attend meetings of the Cabinet and Cabinet Committee meetings when appropriate, in order to support the information presented from Scrutiny, or in connection to the Cabinet Work Programme.
- To exercise the right to call-in for reconsideration of decisions made, but not yet implemented by the Executive, in accordance with Section 17 of Part 4 of the Council's Constitution.

- To hold the Executive to account as appropriate, to ensure continuous improvement in services by:
  - Reviewing and scrutinising the decisions made by and performance of the Executive and/or Committees and Council Officers.
  - Reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas.
  - Monitoring performance against budget strategy.
  
- To request Cabinet Members and/or Officers to appear before the Overview & Scrutiny Committee as necessary and appropriate, in order to answer questions on their activities relating to the work of scrutiny.
- To submit evidence/advice/proposals to the Executive and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process.
- To analyse the implications of the information contained in Budget monitoring reports, in terms of effective management of the Council's resources, and its links with service performance.
- To report to Council and Cabinet on budgetary issues following the statutory consultation process.
- To participate, as required, in the production of an Annual Report detailing the work carried out and achievements of the Overview & Scrutiny Committee and the Working Groups.
- To actively partake in Member development activities for Scrutiny Members, thus enabling a full and active involvement within the Scrutiny process.
- To monitor the operation and performance of individual services and appropriate external bodies, including joint committees.
- To evaluate whether the policies, strategies and plans the Council has adopted are, over time, actually delivering the outcomes intended for local people.
- To actively engage with the community and local organisations to obtain their views on issues or proposals affecting the area, and if appropriate encourage their attendance at Scrutiny meetings.
- To ensure that the Scrutiny process contributes to the promotion of community well-being and that public services are responsive to the needs of the people.
- To review and scrutinise the performance of external agencies, by developing a partnership approach through collaborative scrutiny methods.
- In accordance with the Designated Persons Order No.1 (the Local Government (Wales) Measure 2011) as and when felt appropriate to require information and responses from the appropriate "designated persons" and that those person(s) be invited to attend meeting(s) of the Committee, if so required.

- To identify areas of policy or under-performance in need of improvement, seek expert support, and provide evidence, advice, recommendations and proposals for consideration by the Council or the Executive.
- To receive an annual report in respect of compliance with the Corporate Safeguarding Policy.
- To monitor the operation and performance of any matter within the remit of the Overview & Scrutiny Committee and / or Working Groups, affecting the area or its inhabitants, and, if thought necessary, to undertake in-depth investigation measuring outcomes or service delivery arrangements.
- Any other related duties, as assigned by the Chair of the Overview & Scrutiny Committee

## **YOUR ROLE AS CHAIR OF THE CONSTITUTION COMMITTEE**

### **Accountabilities:**

- To Full Council
- To Cabinet, as and when appropriate
- To the Chair of the Constitution Committee

### **Responsibilities:**

- To chair meetings of the Corporate Governance and Constitution Committee in the absence of the Chair
- To review the Council's Constitution, in a timely manner, and to recommend to Council and/or Cabinet any changes in respect of:
  - drafting improvements to enhance clarity and remove minor anomalies;
  - updating to reflect legislative changes and matters of record; and
  - amendments to the Budget and Policy Framework, Financial and Contracts Procedure Rules (subject to the advice of the Section 151 Officer being sought); and
  - overseeing the implementation of the new Welsh 'Model Constitution' in respect of (i) incorporating the Council's existing constitutional framework into the new model and (ii) suggesting amendments and recommending changes to the existing framework in place for consideration by Council which can be included in the new model.

## **YOUR ROLE AS A MEMBER OF THE STANDARDS COMMITTEE**

**Accountabilities:**

- To Full Council

**Responsibilities:**

- To promote and maintaining high standards of conduct by Councillors, co-opted Members and Church and Parent Governor representatives.
- To assist the Councillors, co-opted Members and Church and Parent Governor representatives to observe the Members' Code of Conduct.
- To advise the Council on the adoption or revision of the Members' Code of Conduct.
- To monitor the operation of the Members' Code of Conduct.
- To advise training or arranging to train Councillors, co-opted Members and Church and Parent Governor representative matters relating to the Members' Code of Conduct.
- To grant dispensations to Councillors, co-opted Members and Church and Parent Governor representatives from requirements relating to interests set out in the Members' Code of Conduct.
- To deal with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter referred to that Officer by the Local Commissioner in Wales.
- To oversee the Council's whistleblowing policy.
- To oversee complaints handling and ombudsman investigations.
- To oversee the constitution.
- To oversee the protocols adopted by the Council.
- To oversee the register of personal interests maintained under Section 81 of the Local Government Act 2000.
- To oversee the gifts and hospitality register.
- To monitor adherence to the Council's Management of Unreasonably Persistent Customers Policy by Group and Service Directors.
- The Committee will exercise the functions set out above in relation to Community Councils

**YOUR ROLE AS A MEMBER OF THE RLDP STEERING GROUP****Accountabilities:**

- To Full Council

**Responsibilities**

- To guide and assist in the preparation and formulation of the Revised LDP.
- To provide an effective mechanism for discussion and consultation between Members and LDP officers on the content of the Plan and to contribute to the development and improvement of the evidence base

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the functions of the Steering Group.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Steering Group.
- To participate effectively in meetings of the Steering Group.
- To make informed and balanced decisions, within the terms of reference of the Steering Group, which accord with legal, constitutional and policy requirements.
- To understand the respective roles of Members, Officers and external parties operating within the Steering Group area of responsibility.
- Any other related duties, as assigned by the Chair of the RLDP Steering Group

### **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.....G W Hughes .....



Name.....G W Hughes.....

Date.....13/12/2022.....