



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR G. R. DAVIES**

This Role Description covers your role as:

- An Elected Member
- Deputy Leader of the Plaid Cymru Group
- Member of the Audit Committee
- Member of Corporate Governance & Constitution 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 DEPUTY LEADER OF THE PLAID CYMRU GROUP**

- To deputise and assist the Leader of the Plaid Cymru Group in his/her responsibilities as outlined within his/her respective role description

## **REPRESENTING THE COUNCIL**

- To represent the Council on local partnership bodies, promoting common interests 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 THE AUDIT COMMITTEE**

### **Accountabilities:**

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

### **Responsibilities:**

- To review and ensure the co-ordination of the Annual Audit Plan, in the form of the combined internal/external audit work plans.
- To consider the Annual Statements on Internal Control.
- To ensure the Committee receives and considers reports of the Internal Auditor and the District Auditor, in relation to matters of financial probity and corporate governance, and providing an opportunity for direct discussion with the Auditor(s) on such matters.
- To monitor and evaluate the performance of, and quality of work carried out by internal and external audit staff, particularly in relation to matters of financial probity and corporate governance.

- To assist the Chairman in acting as a point of arbitration, where Senior Officers of the Authority are unable to agree significant audit report recommendations.
- To receive and consider ad hoc reports on any significant matters involving fraud, theft or other appropriate matters in breach of the Authority's Finance Procedure Rules, as part of the development of an anti-fraud culture.
- To have a clear understanding of the Authority's Finance Procedure Rules.
- To periodically review the effectiveness and application of the Authority's Finance Procedure Rules, procedures and related internal controls.
- To promote and review any measures designed to raise the profile of probity within the Council.
- To consider national reports of the Audit Commission and the Wales Audit Office relevant to the work of the Authority.
- To determine matters relating to the financial statements that arise as a result of reports from the Council's External Auditors under the Standards on Auditing (U.K. and Ireland) 260.

## **YOUR ROLE AS A MEMBER OF THE CORPORATE GOVERNANCE AND CONSTITUTION COMMITTEE**

### **Accountabilities:**

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

### **Responsibilities:**

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.

## **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 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. Davies.....

Name.....Geraint R. Davies.....

Date.....3<sup>rd</sup> February 2020.....