



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR M Powell**

This Role Description covers your role as:

- An Elected Member
- Chair of Finance and Performance Scrutiny Committee
- Member of the Children and Young People Scrutiny Committee
- Member of the Audit Committee
- Member of the Cwm Taf Public Service Board Joint Overview and Scrutiny Committee
- Member of the L.E.A Governors Scrutiny Committee
- Member of VER Panel
- 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.
- When 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 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 LEADER OF THE ALLIANCE GROUP**

#### **Accountabilities:**

- To full Council
- To the Alliance Group

#### **Responsibilities:**

- To provide the leadership of the Alliance Group
- To act as spokesperson for the Alliance Group of which you are Leader.
- To be the representative voice of the Alliance Group for example and where applicable, in its dealings with outside organisations such as the Welsh Assembly Government.
- To promote the long term financial, business and economic stability of the Council.
- To encourage the highest standards of probity and corporate governance.
- To represent the Council's best interests on all organisations to which you are nominated by the Council.

- To actively partake in Member development activities, as considered appropriate, thus enabling a full and active involvement within the Council's functions.

## **YOUR ROLE AS CHAIR OF THE FINANCE & PERFORMANCE SCRUTINY COMMITTEE**

### **Accountabilities:**

- To Full Council
- The Public
- External Regulatory Bodies

### **Responsibilities:**

- To chair meetings of the Finance & Performance Scrutiny Committee
- To attend meetings with the Scrutiny Chairs and Vice-Chairs to monitor the Scrutiny Work Programmes and other matters relevant to the Scrutiny Work Programmes and other matters relevant to the Scrutiny process
- To attend and participate in meetings of the Finance & Performance 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 Work Programmes for the Finance & Performance Scrutiny Committee/Working Groups, as appropriate.
- To regularly attend meetings of the Finance & Performance Scrutiny Committee 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 Committees 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 Finance & Performance 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 Finance & Performance Scrutiny Committee and 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 monitor the operation and performance of any matter within the remit of the Finance & Performance Scrutiny Committee or Working Groups, affecting the area or its inhabitants, and, if thought necessary, to undertake in-depth investigation measuring outcomes or service delivery arrangements.

## **YOUR ROLE AS MEMBER OF THE CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE**

### **Accountabilities:**

- To Full Council
- The Public
- External Regulatory Bodies
- To the Chair of the Children & Young People Scrutiny Committee

### **Responsibilities:**

- To attend and participate in meetings of the Children & Young People 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 Children & Young People Scrutiny Committee/Working Groups, as appropriate.
- To regularly attend meetings of the Children & Young People Scrutiny Committee 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 Children & Young People 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 Children & Young People Scrutiny Committee and 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 monitor the operation and performance of any matter within the remit of the Children & Young People Scrutiny Committee 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 Children & Young People Scrutiny Committee.

## **YOUR ROLE AS A MEMBER OF THE CWM TAF PUBLIC SERVICES BOARD JOINT OVERVIEW SCRUTINY COMMITTEE**

### **Accountabilities:**

- To the appointing Local Authorities
- The Public
- the Welsh Ministers;
- the Future Generations Commissioner;
- the Auditor General for Wales.

### **Responsibilities:**

- To review or scrutinise the decisions made or actions taken by Public Service Board;
- To review or scrutinise the Board's governance arrangements;
- To make reports or recommendations to the Board regarding its functions or governance arrangements;
- To consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
- To carry out other functions in relation to the Board that are imposed on it by the Well-Being of Future Generations (Wales) Act 2015.

## **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 LOCAL EDUCATION AUTHORITY GOVERNORS (APPOINTMENTS) COMMITTEE**

#### **Accountabilities:**

- To full Council
- To the Chair of the Local Education Authority Governors (Appointments) Committee

#### **Responsibilities:**

- To exercise the functions of the Local Education Authority in respect of the appointment/removal of any permanent or temporary school governors.

### **YOUR ROLE AS MEMBER OF THE VOLUNTARY EARLY RETIREMENT/REDUNDANCY PANEL**

#### **Accountabilities: -**

- To Full Council
- To the Chair of the Voluntary Early Retirement/Redundancy Panel

#### **Responsibilities: -**



- To consider applications from employees for voluntary early retirement/redundancy

### **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 appropriate opportunities for development in further understanding your role on Committees/Outside Bodies etc. that you have been appointed to.
- To participate in appropriate 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.....M. Powell.....

Name.....Mike Powell.....

Date.....11<sup>th</sup> December 2019.....