



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR W LEWIS**

This Role Description covers your role as:

- An Elected Member
- Deputy Mayor
- A Member of Regulatory Committee (Planning and Development Committee)
- Chair of the Glamorgan Archives Joint 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 Council**

- 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 DEPUTY MAYOR**

### **Accountabilities:**

- To full Council

### **Responsibilities:**

#### **Acting as a Symbol of the Council's Democratic Authority**

- To act as the Ceremonial Head of the Council, to be non-political and uphold the democratic values of the Council.
- To represent the Council at civic and ceremonial functions

#### **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.

#### **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 PLANNING AND DEVELOPMENT COMMITTEE**

### **Accountabilities:**

- To full Council

### **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.

## **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.....W Lewis.....

Name.....W Lewis.....

Date.....20/01/2023.....