



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR L TOMKINSON**

This Role Description covers your role as:

- An Elected Member
- Council
- Governance & Audit Committee
- Planning & Development Committee
- Planning & Development Committee (site visit)
- RLDP Steering Group
- Voluntary Early Retirement Redundancy Panel (Chair)

### **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 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

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

### **Accountabilities:**

- To full Council
- To the Chair of the Planning and 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 CHAIR 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 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.

## **YOUR ROLE AS A MEMBER OF GOVERNANCE AND 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.

## **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.....L Tomkinson.....

Name.....L Tomkinson.....

Date.....