



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR M MAHOUB**

This Role Description covers your role as:

- An Elected Member
- Council
- A Member of the Education and Inclusion Scrutiny Committee
- A Member of the Governance & Audit 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>

## **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.

## **YOUR ROLE AS MEMBER OF THE EDUCATION AND INCLUSION COMMITTEE**

### **Accountabilities:**

- To Full Council
- The Public
- External Regulatory Bodies
- To the Chair of the Education and Inclusion Scrutiny Committee

### **Responsibilities:**

- To attend and participate in meetings of the Education and Inclusion 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 Education and Inclusion Scrutiny Committee/Working Groups, as appropriate.
- To regularly attend meetings of the Education and Inclusion 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 Education and Inclusion 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 Education and Inclusion 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 Education and Inclusion 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 Education and Inclusion Committee.

## **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.....M Maohoub.....

Name.....M Maohoub.....

Date.....