



ROLE DESCRIPTION

COUNTY BOROUGH COUNCILLOR R WILLIAMS

This Role Description covers your role as:

- An Elected Member
- A Member of Council
- A Member of the Appeals Committee (Chair)
- A Member of the Planning & Development Committee
- A Member of the Planning & Development Committee (Site Visit)
- A Member of the RLDP Steering Group

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 CHAIR OF THE APPEALS/EMPLOYEE APPEALS/CHIEF OFFICER APPEALS COMMITTEE

Accountabilities:

- To Full Council
- To the Chair of the Appeals/Employee Appeals/Chief Officer Appeals Committee

Responsibilities:

- To hear and determine grievance, disciplinary, capability, redundancy or other dismissal appeals within the Council's procedures in respect of all staff including Chief Officers.
- To hear any other appeal against a decision made or on behalf of the Authority.

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

Accountabilities:

- To full Council
- To the Chair of Planning & 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.

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.....R Williams.....

Name.....R Williams.....

Date.....