



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR S TRASK**

This Role Description covers your role as:

- An Elected Member
- A Member of Council
- A Member of the Democratic Services Committee
- A Member of the Corporate Parenting Board
- 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>

### **Representing the Executive**

- To represent the Executive on the following:
  - Corporate Parenting Board

### **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 LEADER OF THE CONSERVATIVE GROUP**

### **Accountabilities:**

- To full Council
- To the Conservative Group

### **Responsibilities:**

- To provide the leadership of the Conservative Group
- To act as spokesperson for the Conservative Group of which you are Leader.
- To be the representative voice of the Conservative 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 A MEMBER OF THE DEMOCRATIC SERVICE COMMITTEE**

### **Accountabilities:**

- To full Council

### **Responsibilities:**

- Designating the Head of Democratic Services
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate.
- Appointing Sub-Committees and Chairs of Sub-Committees to undertake functions delegated by the Committee.
- Consider reports prepared by the Head of Democratic Services
- Developing the Authority's Member Development Strategy
- Ensuring that Members have access to a reasonable level of training and development as described in the Member Development Strategy and the Wales Charter for Member Support and Development

- Ensuring that the budget for Member Development is sufficient.
- Ensuring that Members have access to personal development planning and annual personal development reviews.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the functions of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.
- To participate effectively in meetings of the Democratic Services Committee.
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements.
- To understand the respective roles of Members, Officers and external parties operating within the Democratic Services Committee's area of responsibility.

## **YOUR ROLE AS LEADER OF THE CONSERVATIVE 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.

## **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.....S Trask.....

Name.....S Trask.....

Date.....