



ROLE DESCRIPTION

COUNTY BOROUGH COUNCILLOR C.J.WILLIS

This Role Description covers your role as:

- An Elected Member
- Member of the Health and Wellbeing Committee
- Member of the Standards Committee (Reserve)
- Participant in appropriate Member Development

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 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 CHAIR OF THE APPOINTMENTS COMMITTEE

Accountabilities:

- To full Council

Responsibilities:

- To Chair meetings of the Appointments Committee
- To recommend to Council the appointment of the Head of Paid Service and Chief Officers.
- To appoint Officers at Service Director Level.

YOUR ROLE AS MEMBER 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 MEMBER OF THE HEALTH & WELL BEING SCRUTINY COMMITTEE

Accountabilities:

- To Full Council
- The Public
- External Regulatory Bodies
- To the Chair of the Health & Well Being Scrutiny Committee
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Responsibilities:

- To attend and participate in meetings of the Health & Well Being Scrutiny Committee and to be familiar with their 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 Work Programmes for the Health & Well Being Scrutiny Committee/Working Groups, as appropriate.
- To regularly attend meetings of the Health & Well Being 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 Committees 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 Health & Well Being Scrutiny 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 Annual Reports detailing the work carried out and achievements of the Health & Well Being 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 Health & Well Being 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 Health & Well Being Scrutiny Committee

YOUR ROLE AS MEMBER OF STANDARDS COMMITTEE (RESERVE)

Accountabilities:

- To full Council
- To the Chair of Standards Committee

Responsibilities:-

- To promote and maintaining high standards of conduct by Councillors, co-opted Members and Church and Parent Governor representatives.
- To assist the Councillors, co-opted Members and Church and Parent Governor representatives to observe the Members' Code of Conduct.
- To advise the Council on the adoption or revision of the Members' Code of Conduct.
- To monitor the operation of the Members' Code of Conduct.
- To advise training or arranging to train Councillors, co-opted Members and Church and Parent Governor representatives on matters relating to the Members' Code of Conduct.
- To grant dispensations to Councillors, co-opted Members and Church and Parent Governor representatives from requirements relating to interests set out in the Members' Code of Conduct.
- To deal with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that Officer by the Local Commissioner in Wales.
- To oversee the Council's whistleblowing policy.
- To oversee complaints handling and ombudsman investigations.
- To oversee the constitution.
- To oversee the protocols adopted by the Council.
- To oversee the register of personal interests maintained under Section 81 of the Local Government Act 2000.
- To oversee the gifts and hospitality register.
- To monitor adherence to the Council's Management of Unreasonably Persistent Customers Policy by Group and Service Directors.
- The Committee will exercise the functions set out above in relation to Community Councils

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 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
 - Inclusive leadership

Signed.....C.J.Willis.....

Name.....Clayton Willis.....

Date.....27th November 2019.....