



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR G WILLIAMS**

This Role Description covers your role as:

- An Elected Member
- A Member of the Corporate Governance and Constitution Committee
- 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 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 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 A MEMBER OF THE CORPORATE GOVERNANCE AND CONSTITUTION COMMITTEE**

#### **Accountabilities:**

- To Full Council
- To Cabinet, as and when appropriate
- To the Chair of the Corporate Governance and Constitution Committee

#### **Responsibilities:**

To review the Council's Constitution, in a timely manner, and to recommend to Council and/or Cabinet any changes in respect of:

- drafting improvements to enhance clarity and remove minor anomalies;
- updating to reflect legislative changes and matters of record; and
- amendments to the Budget and Policy Framework, Financial and Contracts Procedure Rules (subject to the advice of the Section 151 Officer being sought); and
- overseeing the implementation of the new Welsh 'Model Constitution' in respect of (i) incorporating the Council's existing constitutional framework into the new model and (ii) suggesting amendments and recommending changes to the existing framework in place for consideration by Council which can be included in the new model.

## **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 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.....G. Williams .....

Name.....Gavin Williams .....

Date.....28<sup>th</sup> February 2019.....