



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR J. S. JAMES**

This Role Description covers your role as:

- An Elected Member
- Leader of the Conservative Group
- Member representing the Executive on the:
  - Corporate Parenting Board
  - Welsh Language Steering Group
- 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).

### **Representing the Executive**

- To represent the Executive on the following:-
  - Corporate Parenting Board
  - Welsh Language Steering Group
- 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 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.

### **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

Signed.....J. James.....

Name.....Joel S James.....

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