



## **ROLE DESCRIPTION**

### **COUNTY BOROUGH COUNCILLOR M.A.NORRIS**

This Role Description covers your role as:

- An Elected Member
- Cabinet Member for Corporate Services
  - Accountancy Services
  - Operational Finance
  - Performance & Resources
  - ICT Operational Services
  - ONE4all & Contact Centres
  - Corporate Estates
  - Design & Property Maintenance
  - Energy & Utilities Mgt/Carbon Reduction Commitment
  - Procurement
  - Internal Audit
  - Digitalisation Strategy
- Member appointed to or representing the Executive on the following:
  - Cabinet
  - Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee- Vice Chair
  - School Budget Forum
  - Consortium Local Authority Wales (C.L.A.W)
  - Climate Change Cabinet Steering Group
- Chair of the Pension Fund Committee
- Audit 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>

## **YOUR ROLE AS CABINET MEMBER FOR CORPORATE SERVICES**

### **Accountabilities:**

- To full Council
- To the Leader of the Council
- To the Cabinet

### **Responsibilities:**

- Together with other Cabinet Members, to act as the main focus of day-to-day political leadership, decision-making and democratic accountability, at a whole-authority level.
- Together with other Cabinet Members, to carry out all the Local Authority's functions which are not the responsibility of any other part

of the Local Authority, whether by law or under the Council's Constitution.

- Together with other Cabinet Members, to propose to the Council at the Annual General Meeting each year:-
  - The Council's guiding principles.
  - Key policies and associated resource strategies
- To act as Corporate/Community Champion, as appropriate and commensurate with your portfolio, in pursuing major cross-cutting development themes across all Council services and areas of activity.
- To receive and consider reports, commensurate with your portfolio, from appropriate Officers of the Council on significant matters requiring consideration, prior to taking decisions on such matters.
- To attend, where appropriate and as assigned by the Leader, any standing Cabinet Committees, in order to appropriately manage the business of the Council and, specifically, its Executive arm.
- To attend meetings of the Overview and Scrutiny Committee and or any Service Scrutiny Committee, as requested, to explain matters within your remit, and in accordance with Section 15(a) of Part 4 of the Council's Constitution.
- To attend meetings with the appropriate Chairs & Vice-Chairs of the Scrutiny Committees as and when felt appropriate to discuss matters pertaining to their respective roles.
- To work closely with all Senior Officers to monitor and to secure continuous improvement in performance within your portfolio area, namely:-
  - Accountancy Services
  - Operational Finance
  - Performance & Resources
  - ICT Operational Services
  - ONE4all & Contact Centres
  - Corporate Estates
  - Design & Property Maintenance
  - Energy & Utilities Mgt/Carbon Reduction Commitment
  - Procurement
  - Internal Audit
  - Digitalisation Strategy
- To maintain a thorough and up to date understanding of the services for which you are responsible and develop an awareness of the key issues.
- In accordance with Section 3A (3) of Part 3 of the Council's Constitution, to take urgent individual decisions within your portfolio, to protect the interest of the Council, subject to prior consultation with the appropriate Chief Officer(s) and, where necessary, other Cabinet Members. (The Leader to take such urgent decisions in your absence).

- To represent the Council in national, regional or local forums relevant to the responsibilities of your portfolio and, where appropriate, at formal and ceremonial functions.
- To appoint ad-hoc panels to assist in a key aspect of policy development (on a task and finish basis), as required.
- To seek the advice or comments of the Overview and Scrutiny Committee and or its Committees, or other relevant bodies in relation to significant matters pertaining to your portfolio, prior to a decision made, if felt appropriate.
- To act as the known point of reference and response for issues or complaints relevant to your portfolio.
- To account for your responsibilities to the Council and answer questions from Members of the Council at meetings of the Council.
- To account for your responsibilities to the Council and answer questions from Members of the Public at Open Government Council meetings.
- To liaise with, consult and inform other Cabinet Members on individual matters likely to affect your portfolio.
- To be consulted and authorise delegated decisions taken by Officers in accordance with the terms set out in Section 5 of Part 3 of the Council's Constitution and as delegated to Officers under Section 15 of the Local Government Act, 2000, which can be open to scrutiny in matters pertaining to your portfolio.
- To be publicly responsible, collectively as a Member of Cabinet, and individually where authority to make decisions that have been delegated to individual Members, in relation to decisions regarding resources and priorities within the community.
- To respond to any public questions (as and when required) at "open government" sessions of the Council in accordance with the procedure rules adopted by the Council on the 18<sup>th</sup> January, 2006.
- To make statements in respect of matters affecting the County Borough as a whole, your particular portfolio or any matter which you may consider requires to be brought to the attention of the public, in accordance with the procedure rules adopted by the Council on the 18<sup>th</sup> January, 2006.
- To attend meetings of the Community Liaison Committee as and when appropriate.

**The above responsibilities will be reviewed periodically and are subject to amendment by the Leader of the Council at any given time.**

### **YOUR ROLE ON EXECUTIVE COMMITTEES TO WHICH YOU ARE APPOINTED**

- To attend meetings of Cabinet and be familiar with its terms of reference

### **Representing the Executive**

- To represent the Executive on the following:
  - Cabinet
  - Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee- Vice Chair
  - School Budget Forum
  - Consortium Local Authority Wales (C.L.A.W)
  - Climate Change Cabinet Steering Group

### **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 PENSION FUND COMMITTEE**

#### **Accountabilities:**

- To full Council

#### **Responsibilities:**

- To chair meetings of the Pension Fund Committee
- To exercise the functions of the Council with regard to the Rhondda Cynon Taf Pension Fund in accordance with the terms of reference of the Committee.
- Represent the RCT Pension Fund on the Wales Pension Partnership Joint Governance Committee
- Represent RCT Pension Fund on the UK Local Authority Pension Fund Forum

### **YOUR ROLE AS A MEMBER OF THE AUDIT COMMITTEE**

#### **Accountabilities:**

- To full Council
- To the Chair of the Audit Committee

#### **Responsibilities:**

- To review and ensure the co-ordination of the Annual Audit Plan, in the form of the combined internal/external audit work plans.
- To consider the Annual Statements on Internal Control.
- To ensure the Committee receives and considers reports of the Internal Auditor and the District Auditor, in relation to matters of financial probity

and corporate governance, and providing an opportunity for direct discussion with the Auditor(s) on such matters.

- To monitor and evaluate the performance of, and quality of work carried out by internal and external audit staff, particularly in relation to matters of financial probity and corporate governance.
- To assist the Chairman in acting as a point of arbitration, where Senior Officers of the Authority are unable to agree significant audit report recommendations.
- To receive and consider ad hoc reports on any significant matters involving fraud, theft or other appropriate matters in breach of the Authority's Finance Procedure Rules, as part of the development of an anti-fraud culture.
- To have a clear understanding of the Authority's Finance Procedure Rules.
- To periodically review the effectiveness and application of the Authority's Finance Procedure Rules, procedures and related internal controls.
- To promote and review any measures designed to raise the profile of probity within the Council.
- To consider national reports of the Audit Commission and the Wales Audit Office relevant to the work of the Authority.
- To determine matters relating to the financial statements that arise as a result of reports from the Council's External Auditors under the Standards on Auditing (U.K. and Ireland) 260.

## **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 Plan.
- 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.....M. Norris.....

Name.....Mark A. Norris.....

Date.....23<sup>rd</sup> January 2020.....