



ROLE DESCRIPTION

COUNTY BOROUGH COUNCILLOR M.WEBBER

This Role Description covers your role as:

- An Elected Member
- Deputy Leader of the Council
- Cabinet Member for Council Business
 - **Members Charter and Equality Champion**
 - Council & Executive Business
 - Communications & Engagement (Including digital communications)
 - Corporate Policy
 - Legal Services
 - Democratic Services
 - Coroner
 - Strategic Events
 - **Armed Forces Champion**
 - Employee & Trade Union Relations
 - Human Resources
 - Elections
 - International Links
 - Equality & Diversity
- Member appointed to or representing the Executive on the following:-
 - Cabinet
 - Chair of Ynysangharad War Memorial Park Cabinet Committee
 - Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee
 - Chair Armed Forces Working Group
 - Welsh Language Cabinet Steering Group
 - School Budget Forum
 - Employee Advisory Panel- Chair
 - Rhondda Cynon Taf Twinning Association Steering Group
 - Climate Control Cabinet Steering Group- Vice Chair
- **Members' Charter and Equality Champion**
- **Armed Forces Champion**

- Member appointed to the following Outside Bodies –
 - Joint Council for Wales
 - Welsh Local Government Association
 - Welsh Local Government Association – Substitute
 - Valuation Tribunal Wales – Appointments Panel
- Member of the Corporate Governance and Constitution Committee
- Vice Chair of the Democratic Services Committee
- Member of the Joint Consultative Committee
- Vice Chair of the Appointments Committee
- Vice-Chair of the Voluntary Early Retirement/Redundancy Panel
- 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 DEPUTY LEADER OF THE COUNCIL AND CABINET MEMBER FOR COUNCIL BUSINESS

Accountabilities:

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

Responsibilities:

- To deputise and assist the Leader in his responsibilities outlined within his respective Role Description.
- 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 meet with the Chair and/or Vice-Chair of the Overview & Scrutiny Committee 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:-

- **Members Charter and Equality Champion**
 - Council & Executive Business
 - Communications & Engagement (Including digital communications)
 - Corporate Policy
 - Legal Services
 - Democratic Services
 - Coroner
 - Strategic Events
 - **Armed Forces Champion**
 - Employee & Trade Union Relations
 - Human Resources
 - Elections
 - International Links
 - Equality & Diversity
- 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 18th 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 18th January, 2006.

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

YOUR ROLE AS MEMBERS’ CHARTER AND EQUALITY CHAMPION/ARMED FORCES CHAMPION

Within the Council:

- Understanding of the area of interest being championed in terms of Council strategies and policy, good practice, improvement and national agendas and the needs of the client group.
- Ability to engage with a range of members and officers around the area of interest and listening to requirements.
- Ability to advocate on behalf of the area of interest within the Council.

In the Community

- Understanding of the needs of the community in relation to the interest.
- Ability to engage with citizens and community groups in matters related to the interest.
- Ability to lead and support local initiatives related to the interest.
- Ability to represent the position of the Council to the community in relation to the interest.

YOUR ROLE ON EXECUTIVE COMMITTEES TO WHICH YOU ARE APPOINTED

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

Representing the Executive

- To represent the Executive on the following:-
 - Cabinet
 - Chair of Ynysangharad War Memorial Park Cabinet Committee
 - Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee
 - Chair Armed Forces Working Group

- Welsh Language Cabinet Steering Group School Budget Forum
- School Budget Forum
- Employee Advisory Panel
- Rhondda Cynon Taf Twinning Association Steering Group
- Climate Control Cabinet Steering Group- Vice Chair

Representing the Council

- To represent the Council on the following Outside Bodies as an appointee of the Council –
 - Joint Council for Wales
 - Welsh Local Government Association
 - Welsh Local Government Association – Substitute
 - Valuation Tribunal Wales – Appointments Panel

Note: Being a Council representative on an outside body does not necessarily mean that you will be representing the Council's interests on the organisation. You will be expected to act in the interests of the outside body and exercise independent judgement in making decisions, in accordance with your duty of care to the body.

- To represent the Council on local partnership bodies, promoting common interesting 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 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 Section151 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.

YOUR ROLE AS VICE-CHAIR OF THE DEMOCRATIC SERVICES COMMITTEE

Accountabilities:

- To Full Council
- To the Chair of the Democratic Services Committee

Responsibilities:

- To chair meetings of the Democratic Services Committee in the absence of the Chairman
- 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 A MEMBER OF THE JOINT CONSULTATIVE COMMITTEE

- To discharge on behalf of the Council the following functions:

- To provide a forum for the exchange of views between elected Members and Trade Unions on matters affecting employees.
- To consider specific matters affecting employees that are referred to it by Council Members, the Unions and Officers.

YOUR ROLE AS CHAIR OF THE COMMUNITY LIAISON COMMITTEE

- To chair meetings of the Community Liaison Committee and be familiar with its terms of reference
- To convene meetings of the Community Liaison Committee as and when deemed appropriate
- To request Cabinet Member(s) to attend meetings of the Community & Liaison Committee as and when felt appropriate.

YOUR ROLE AS VICE-CHAIR OF THE VOLUNTARY EARLY RETIREMENT/REDUNDANCY PANEL

Accountabilities:-

- To Full Council

Responsibilities:-

- To chair meetings of the Voluntary Early Retirement/Redundancy Panel in the absence of the Chair
- To consider applications from employees for voluntary early retirement/redundancy

YOUR ROLE AS VICE-CHAIR OF THE APPOINTMENTS COMMITTEE

Accountabilities:

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

Responsibilities:

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

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. Webber.....

Name.....Maureen Webber.....

Date.....21st January 2020.....