



ROLE DESCRIPTION

COUNTY BOROUGH COUNCILLOR W JONES

This Role Description covers your role as:

- An Elected Member
- A Member of the Council
- Constitution Committee
- Democratic Service Committee

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 CHAIR OF THE DEMOCRATIC SERVICES COMMITTEE

Accountabilities:

- To Full Council

Responsibilities:

- To chair meetings of the Democratic Services Committee

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - 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
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the

Authority's 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
 - Work with the member support and development champion where relevant to promote the role of members and necessary support and development.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - Promoting the role of the Democratic Services Committee
 - To act as an ambassador for the DS committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.
 - Internal governance, ethical standards and relationships
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
 - To promote and support good governance by the Council.

YOUR ROLE AS A MEMBER OF THE 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 actively partake in Member development activities for Development Control, thus enabling a full and active involvement within the Development Control process.
- To have a clear understanding of the Code of Good Practice relating to the Development Control Committee and to abide by the provisions contained therein.
- 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.....W Jones.....

Name.....W Jones.....

Date.....