

JOB PROFILES & PERSON SPECIFICATIONS COUNCILLORS, CO-OPTED MEMBERS AND OFFICE HOLDERS OF CARMARTHENSHIRE COUNTY COUNCIL

(Note:-

The Local Government and Elections (Wales) Act 2021 makes provision for job share arrangements in respect of the following office holders:-

Part 4, Section 58 of the Act*:-

- Executive Leaders
- Executive Members

*Comes into force 5th May 2022.

Part 4, Section 60 of the Act**:-

- Chair of a Principal Council
- Vice-Chair of a Principal Council
- Presiding Member of a Principal Council
- Deputy Presiding Member of a Principal Council
- Chair of a Committee or Sub-Committee of a Principal Council;
- Vice-Chair or Deputy Chair of a Committee or Sub-Committee of a Principal Council;
- Deputy Mayor in a Mayor and Cabinet Executive (See Schedule 1 To The 2000 Act (Executive Arrangements)

**Comes into force at a date to be approved by Welsh Ministers

APPENDIX A

	<u>Role</u>	<u>Page Number</u>
1	County Councillor	3
2	Chair of Council	6
3	Vice-Chair of Council	8
4	Leader of the Council	9
5	Deputy Leader(s) of the Council	14
6	Executive Board Members	17
7	Scrutiny Chair	22
8	Scrutiny Vice-Chair	25
9	Scrutiny Committee Member	28
10	Regulatory Chair (Planning and Licensing)	31
11	Vice-Chair of Planning	33
12	Vice-Chair of Licensing	35
13	Member of a Regulatory Committee	37
14	Chair of Appeals Committee	39
15	Chair of Democratic Services Committee	41
16	Member of Democratic Services Committee	43
17	Member Development Champion	45
18	Chair of Standards Committee	47
19	Member of a Standards Committee	49
20	Chair of Audit Committee	51
21	Member of Audit Committee	53
22	Member Champion/Ambassador	56
23	Political Group Leader	57

1. COUNTY COUNCILLOR

1.1 Accountability

To the full Council
To the electorate of their ward

1.2 Role Purpose and Activity

Representing and supporting communities

To effectively represent the interests of the electoral division and their individual constituents.

Where appropriate to refer a local crime and disorder matter (as defined by Section 19 of the Police and Justice Act 2006) to the Social Justice, Crime and Disorder Scrutiny Committee as an agenda item for discussion at a meeting of the Committee.

To be an advocate for the Council in the ward and the communities they serve. To contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making by the council and its partnerships

To be a channel of communication to the community on council strategies, policies, services and procedures

To represent individual constituents and local organisations at the Council and undertake casework on their behalf, serving all fairly.

To liaise with Executive Board 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 their local communities

To forward service performance or policy issues raised at meetings of Community Networks to the appropriate Executive Board Member.

To maintain the highest standards of conduct and ethics.

Making decisions and overseeing council performance

Participating in the governance and management of the council by contributing to the decision-making process at meetings of the council and its committees and securing informed and balanced decisions.

Collectively, to be the ultimate policy-makers and carry out a number of strategic and corporate management functions including 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.

Representing the Council

To represent and be an advocate for the Council on local outside bodies.

To represent and be an advocate for the Council on local partnership bodies, promoting common interest and co-operation for mutual gain

To represent and be an advocate for the Council on national bodies and at national events

Internal governance, ethical standards and relationships

Members must observe the Council's code of conduct whenever they:

- conduct the business of the authority
- undertake the role of member to which they were elected or appointed; or
- act as representatives of the authority

Thereby:

Promoting and supporting good governance of the Council and its affairs

Providing community leadership and promoting active citizenship

Promoting and supporting open and transparent government

Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

Adhering to the Member's Code of Conduct, the Protocol on Member/Officer relations and maintaining the highest standards of conduct and ethics in public office

Personal and role development

To participate in opportunities for development provided for members by the Council

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

By applying human rights principles as a framework for resolving differences between social groups and reforming service delivery

APPENDIX A

By promoting policies that encourage contact on equal terms between disabled and non-disabled people: at work, in school and through training, and by setting a personal example by identifying opportunities to do the same

By ensuring that social care policy increases choice and control and is not diluted by being risk-averse

By ensuring participation of all members of the community in shaping decisions

By being open about personal experiences of impairment of long-term health conditions and providing positive role models to encourage others and help tackle low expectations

By supporting mentoring schemes to help disabled people attain leadership positions

By understanding and promoting the value of good quality early years education for disabled children and the need for continuing learning opportunities throughout life

1.3. Person specification for a Councillor

To fulfil his or her role as laid out in the job profile, an effective member requires the following:

A) Representing and supporting communities

Good advocacy skills

Interpersonal skills

Integrity and the ability to set aside own views and act impartially

The ability to present relevant and well reasoned arguments

Good communication skills

B) Making decisions and overseeing council performance

Knowledge and understanding of the council's constitution, rules and conventions

An understanding of strategic, policy and service contexts for decisions

The ability to challenge ideas and contribute positively to policy development

C) Representing the Council

Good public speaking skills

Good presentation skills

The ability to persuade others and act with integrity

D) Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

E) Personal and role development

An ability to assess personal and role development needs

Desire and skills to participate in development

2. CHAIR OF THE COUNCIL

2.1 Accountability

To full Council

2.2 Role Purpose and Activity

Act as a symbol of the Council's democratic authority

As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council

The Chair exercises an ambassadorial role for all citizens of the County and as such it is crucial that the dignity of the office is upheld at all times and the protocols in place are closely followed.

To represent the Council at civic and ceremonial functions

To promote public involvement in the council's activities.

To attend such civic and ceremonial functions as the council and she/he determines appropriate.

Chair Council meetings

To preside over meetings of the Council, so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.

To ensure that the Council conducts its meetings in line with the Council's Standing Orders

To ensure that the council meeting is a forum for the debate of matters of concern to the local community and the place at which councillors are able to hold the executive board and committee chairs to account.

Uphold and promote the Council's Constitution

To uphold and promote the purposes of the Council's Constitution at meetings of the Council and, if necessary, to rule on the interpretation of the Constitution

Internal governance, ethical standards and relationships

To promote and support good governance of the Council and its affairs

To provide community leadership and promote active citizenship

To promote and support open and transparent government

To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

Work programming

To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

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

2.3 Person specification for the Chair of the Council

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills
An in-depth understanding of role of Chair of the Council and protocols

Chair Council meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

3. VICE CHAIR OF THE COUNCIL

3.1 Accountability

Chair of Council
Full Council

3.2 Role Purpose and Activity

To fulfil the duties of the Chair in his or her absence
To assist the Chair in specific duties as required

(See also the Chair of Council's Role, Purpose and Activity)

3.3 Person specification for the Vice Chair of the Council

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills
An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair Council meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

4. LEADER OF THE COUNCIL

4.1 Accountability

To Full Council
To nominating group
To the electorate

4.2 Role Purpose and Activity

Provide political leadership to the Council

To exercise political leadership of the Authority and to act as the principal political spokesperson for the Council with particular reference to policy and budgetary matters

To actively promote best value in service delivery and to encourage opportunities for working in partnership

To provide leadership in building a political consensus around council policies

To form a vision for the Council and community

To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery to the Council and its management.

To exercise oversight of the Council's performance generally, to be accountable to the Council and the community at large, for general standards of service delivery.

To determine any issues referred by the Chief Executive and Directors pursuant to the Council's general scheme of delegation to officers.

To act as the Council Member nominated to sign the Annual Statement of Internal Control following formal approval by the Audit Committee.

Portfolio to include:

Corporate Leadership and Strategy

Chairing meetings of the Executive Board

Representing the Council on the Welsh Local Government Association's Council and Executive Board

Economic Development

Representing the Council on Swansea Bay City Region

Collaboration

Marketing and Media

Liaising with the Chief Executive

Public Service Board

Appoint the Councillors to serve on the Executive Board and draw up their portfolios

APPENDIX A

Appoint Councillors to serve as Executive Board Members to each portfolio taking into consideration their abilities, with power to review appointments and/or allocation of portfolios.

Appoint up to two Deputy Leaders who will undertake such functions set out in their job profiles and the job profile of the Leader of the Council as may be requested by the Leader in circumstances where he/she is unable to exercise them.

Appoint a job share Leader and job share Executive Board Members provided that the maximum number on the Board does not exceed thirteen.

Appoint 'Assistants to the Executive' who are not members of the Executive Board but who are entitled to attend, and speak at, any meeting of the Executive Board or any of the Executive Board's Committees.

Representing and acting as an ambassador for the Council

Representing the council to a high standard, providing a strong, competent and eloquent figure both within the County and at meetings with external bodies.

Representing the council on the WLGA coordinating committee and the WLGA regional partnership board and other bodies determined by the council.

Providing leadership and support to local partnerships and organisations.

Representing the council in regional and national bodies as appropriate.

Provide leadership within the portfolio

Fulfilling the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive board member

Manage and lead the work of the Executive Board and chair meetings

Ensuring the effective running of the executive board by managing the forward work programme and ensuring its continuing development.

Ensuring that the work of the Executive Board meets national policy objectives.

Advising and mentoring other executive board members in their work.

Chairing meetings of the executive board in line with the council's constitution whilst also promoting the practice and principles of collective decision making.

In the Leader's absence a nominated Executive Board Member Strategy Co-ordination Deputy Leader(s) will fulfil this role.

Participate and lead in the collective decision making of the Executive Board

To work closely with other Executive Board Members in ensuring:

the development of effective council policies

the budgetary framework for the Council

the delivery of high quality services to local people.

To accept collective responsibility and support decisions made by the Executive Board.

To work with officers in leading the Council

To act as the principal point of councillor contact with the Chief Executive and Corporate Management Team

To liaise with the Chief Executive, and other appropriate officers, on a regular basis

To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

Leading partnerships and community leadership

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and to be a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

Promoting and supporting good governance of the Council and its affairs

Providing community leadership and promoting active citizenship

Promoting and supporting open and transparent government

Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

Adhering to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

Councillor Learning & Development

To consider and approve applications by members to attend conferences / seminars / training courses following consideration of a report prepared by the Chief Executive including:

- a) conference / seminar / training course details
- b) the comments of the relevant Director as to the necessity to attend.
- c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.

Values

To be committed to and demonstrate 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
- Consensus building

4.3 Person specification for the Leader of the Council

APPENDIX A

To fulfil his or her role as laid out in the role description, an effective Leader requires:

Provide political leadership to the Council

Knowledge of community strengths, areas of improvement and key issues

An understanding of the relationship between national and local politics

Have a good strategic awareness of issues facing the Council

An understanding of the Council's strategy, policies and operations

Appoint Councillors to serve on the Executive Board

An understanding of the rules for the appointment of Executive Board Members and Deputy Leader(s)

An ability to recognise talent amongst members

An ability to negotiate the most advantageous appointments within and across political groups

To appraise, guide and mentor senior members

Representing and acting as ambassador for the Authority

High level of communication skills to communicate to the media, local community and wider audience.

Good public speaking skills

Provide leadership within the portfolio

The skills necessary for an executive board member to fulfil their role.

Manage and lead the work of the Executive Board and chair meetings.

An understanding of the Council's constitution and procedure rules

Skills to Chair meetings, including encouraging participation from all members.

A knowledge and understanding of national policy objectives

An overview of the work being carried out by all executive board members.

Participate in the collective decision making of the Executive Board

The ability to constructively challenge decisions and suggest alternatives

To work with officers to lead the organisation

An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

APPENDIX A

An understanding of the roles of officers, members and different agencies

Respect for and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

5. DEPUTY LEADER OF THE COUNCIL

5.1 Accountability

To the Leader of the Council
To the Executive Board (through collective responsibility)
To Full Council
To the electorate

5.2 Role Purpose and Activity

The Leader of the Council will designate up to two members of the Executive Board to act as Deputy Leaders:

Each Deputy Leader will undertake such functions as set out in their job profile and the job profile of the Leader of the Council as set out in section 4 above as may be requested by the Leader in circumstances where he/she is unable to exercise them e.g. Chairing Meetings of the Executive Board, or representing the Leader at events and meetings both within the County and at a regional or national level, subject to any decisions falling within the remit of a relevant executive board member being exercised by those members.

To exercise overarching responsibility for the significant policy areas as identified above and to ensure that cross cutting issues are effectively handled at a political level by ensuring that appropriate liaison is undertaken with Executive Board Members with specific service portfolios.

Where 2 Deputy Leaders are appointed they are to jointly:

Co-ordinate the activities of the Executive Board so that policies and practices reflect the principle of collective decision making and that the interests of the Council as a whole are at the forefront of the approach to the business of the Executive Board.

Co-ordinate the Council's strategies via the democratic structure and to take responsibility for those issues which impact on more than one executive board portfolio/service area.

Identify "cross cutting" issues and to ensure that the mechanisms for policy formulation including advisory panels recognize and address such issues having regard at all times to the pursuit of best value.

5.3 Person specification for Deputy Leader

To fulfil his or her role as laid out in the role description, an effective Deputy Leader requires:

Provide support to the political leadership of the Council

Knowledge of community strengths, areas of improvement and key issues
An understanding of the relationship between national and local politics
Have a good strategic awareness of issues facing the Council
An understanding of the Council's strategy, policies and operations
Full understanding of the executive's remit and role, and terms of reference for their own, leader's and others' portfolios.
To work within the guidance of the Leader

Representing and acting as ambassador for the Authority

High level communication skills to communicate to the media, local community and wider audience.
Good public speaking skills

Provide leadership within the portfolio

The skills necessary for an executive board member to fulfil their role.

Manage and lead the work of the Executive Board and chair meetings in the absence of the Leader.

An understanding of the Council's constitution and procedure rules
Skills to Chair meetings, including encouraging participation from all members.
A knowledge and understanding of national policy objectives
An overview of the work being carried out by all executive board members.

Participate in the collective decision making of the Executive Board

The ability to constructively challenge decisions and suggest alternatives

To work with officers to lead the organisation

An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

Adaptive leadership skills
Negotiation and brokerage skills
Creative and lateral thinking skills; the ability to see ahead and be predictive

Portfolio of the Deputy Leader

1. Deputy Leader

Council Business Manager; Human Resources; Performance Management; Wales Audit; Training; I.C.T.; T.I.C. (Transformation, Innovation and Change); Strategic Planning

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

6. EXECUTIVE BOARD MEMBERS

6.1 Accountability

To the Leader of the Council
To the Executive Board (through collective responsibility)
To Full Council
To the electorate

6.2 Role Purpose and Activity

Portfolio Leadership

To take the lead in giving politically accountable direction to the range of Council services within each portfolio, working in liaison with the Directors, Heads of Service and other professional officers responsible for the management and operation of those services.
Gaining the respect of officers within the portfolio; providing support to officers in the implementation of portfolio programmes

Providing leadership in the portfolio.

Liaising with the appropriate scrutiny chair and receiving scrutiny reports as required
To assess policy implications and provide political input to issues on which consulted for decision either by the relevant officer or collectively with other Executive Board Members
To be accountable for choices and performance in the portfolio.

Through the appropriate officers to have an overview of the performance management, efficiency and effectiveness of the portfolio.

To promote the achievement of best value.

To answer for service delivery performance politically to fellow members and the community.

To present reports and answer questions on matters within their portfolios at meetings of the relevant Scrutiny Committee(s)

To consider service performance or policy issues drawn to their attention by non-executive councillors following meetings of Community Networks.

Make executive decisions relating to all the functions of the County Council relating to the portfolio that they hold, subject to:

- (a) the exercise of powers delegated to Officers
- (b) those functions not being exercised in a way which would:
 - (1) change approved policies or strategies,
 - (2) create new policies or strategies,

APPENDIX A

- (3) take decisions on the withdrawal or modification of a public service,
 - (4) decide on significant new powers or duties arising from new legislation
- (c) those decisions being taken at Executive Board Member Decision Meetings formally convened and recorded by the Chief Executive

Contribute to the setting of strategic agenda and work programme for the portfolio

To take responsibility for formulating in consultation with officers both strategic and statutory policy documents within their portfolio.

To secure Executive Board /Council approval for those matters and to oversee their implementation.

Provide assistance in working up and carrying through a strategic work programme both political and statutory.

Carry out consultations with stakeholders as required.

Make sure that the portfolio's forward work programme is kept up to date and accurate.

To encourage ways of improving and enhancing service provision through changes within the portfolio or through joint activity with other portfolios or relevant external agencies and encourage appropriate research through the policy review processes

Provide representation for the portfolio

Providing a strong, competent and persuasive figure to represent the portfolio by way of interviews, press releases or consultation meetings.

To be a figurehead in meetings with stakeholders.

To represent the Council on such outside bodies, in association with other authorities, or in partnership with other agencies as from time to time decided by the Council/Executive Board

Reporting and accounting

To report as appropriate to the Leader, Full Council, Executive Board, appropriate chair of scrutiny, regulatory bodies and the media.

To be the principal political spokesperson for the portfolio.

To appear as and when required before scrutiny committees in respect of matters within the portfolio.

Take an active part in executive board meetings and decision making

To show an interest in and support for the portfolios of others

To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.

Leading partnerships and community leadership

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and act as a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

APPENDIX A

To promote and support good governance of the Council and its affairs
To provide community leadership and promote active citizenship
To promote and support open and transparent government
To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

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

Executive Board in capacity of Council Trustee

To take decision in relation to Trusts of which the Council is Corporate Trustee.

Portfolios of Executive Board Members

Executive Board Member Communities and Rural Affairs

Rural Affairs and Community Engagement; Community Safety; Police; Counter-Terrorism and Security Act 2015; Tackling Poverty; Wellbeing of Future Generations; Third Sector Liaison; Equalities, Climate Change Strategy.

Executive Board Member Culture, Sport and Tourism

Town and Community Councils Ambassador; Development of the Welsh Language; Theatres; Sports; Leisure Centres; Museums; Libraries; Country Parks; Tourism.

Executive Board Member Education and Children

Schools; Children's Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated Schools; Improvement Service; Adult Community Learning; Youth Services; School Catering Services, Lead Member for Children and Young People; Youth Ambassador

Executive Board Member Environment

Refuse; Street Cleansing; Transport Services; Grounds Maintenance; Building Services; Caretaking; Building Cleaning; Emergency Planning; Flooding; Public Rights of Way.

Executive Board Member Housing

Housing (Public and Private); Ageing Well

Executive Board Member Public Protection

Trading Standards; Environmental Health; Environmental Enforcement; Planning Enforcement; Unlicensed Waste; Parking Services; Biodiversity

APPENDIX A

Executive Board Member Resources

Finance & Budget; Corporate Efficiencies; Property/Asset Management; Procurement; Housing Benefits; Revenues; Statutory Services (Coroners, Registrars, Electoral, Lord Lieutenancy); Armed Forces Champion; Contact Centres and Customer Service Centres

Executive Board Member Social Care & Health

Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Care Home Catering Services; Carers' Champion; Dementia Care Champion; Disability Ambassador

6.3 Person Specification for an Executive Board Member.

To fulfil his or her role as laid out in the role description, an effective Executive Board Member requires:

Portfolio leadership

An understanding of the Council's strategy, policies and operations
Leadership skills

Contribute to the setting of strategic agenda and work programme for the portfolio

The ability to present to others
The ability to exercise strategic awareness and judgement
Knowledge of relevant issues and who to involve in decision making
The ability to persuade others
Knowledge of Council and national objectives

Provide representation for the Portfolio

Public speaking skills
Good presentation skills

Report as appropriate

High level communication skills

Take an active part in Executive Board meetings and decisions

The ability to constructively challenge decisions and suggest alternatives
The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

Leading partnerships and community leadership

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

7. CHAIR OF A SCRUTINY COMMITTEE

7.1. Accountability

Full Council
To the electorate

7.2 Role Purpose & Activity

Provide leadership and direction

Provide confident and effective management of the committee

Promote the role of scrutiny within and outside the council, liaising effectively both internally within the council and externally with the council's partners

Develop in consultation with the Executive Board and Officers a balanced forward work programme for the committee, which should include policy development and review, investigative scrutiny, and performance monitoring

Ensure that the forward work programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues

Demonstrate an objective and evidence based approach to scrutiny

Evaluate the impact and added value of scrutiny activity and identify areas for improvement

Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

Manage the work programme

Ensure that the work programme is delivered

Report on progress against the work programme to Council, and others as appropriate

Liaise with officers, other members and community representatives to resource and deliver the work programme

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

Effective meeting management

Set agenda containing clear objectives and outcomes for the meeting

Manage the progress of business at meetings, ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to

Ensure that the necessary preparation is done beforehand

Ensure that all participants have an opportunity to make an appropriate contribution

Community leadership

Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function

Build understanding and ownership of the scrutiny function within the community

Identify relevant community based issues for scrutiny

Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

Encourage high performance from all committee members in both committee and task and finish groups

Assess individual and collective performance within the committee and facilitate appropriate development

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

7.3 Person specification for the Chair of a Scrutiny Committee

To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires the following:

Provide leadership and direction

Understanding of the council's role and functions

Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements

Understanding of scrutiny support functions

Understanding of council priorities and risks

Ability to develop work programmes

Understanding of community issues

Objectivity

Negotiation and consensus building

Ability to build constructive and 'critical friend' relationships with the Executive

Manage the work programme

Ability to manage projects and resources

Ability to manage people

Ability to prioritise

Ability to report progress to different groups in different styles

Holding the executive to account

Understanding the Council's arrangements for call in

Effective meeting management

Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements

Ability to chair meetings effectively, managing the agenda and progressing business

Ability to facilitate effective discussions

Ability to listen and question effectively

Community leadership

An understanding of the community leadership role

Knowledge of local issues and expectations

Ability to work effectively with all members of the community and build understanding and ownership of scrutiny

Knowledge of the individuals and organisations in the community especially those traditionally excluded

Involvement and development of committee members

Understanding of the role and skills of the scrutiny committee and its individuals

Ability to support members and the committee in assessing their performance

Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

8. VICE CHAIR OF A SCRUTINY COMMITTEE

8.1 Accountability

To Full Council
To the Chair of the Scrutiny Committee
To the members of the Scrutiny Committee
To the electorate

8.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings and facilitate inclusivity and participation

Assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders

Assist the Chair in promoting the role of scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners

Demonstrate an objective and evidence based approach to scrutiny.

Evaluate the impact and added value of scrutiny activity and identify areas for improvement

Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

Manage the work programme

Assist the Chair in ensuring that the work programme is delivered

Assist the Chair in liaising with officers, other members and community representatives to resource and deliver the work programme

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

Effective meeting management

Assist the Chair in setting agenda containing clear objectives and outcomes for the meeting

Assist the Chair in managing the progress of business at meetings; ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to

Assist the Chair in ensuring that the necessary preparation is done beforehand

Assist the Chair in ensuring that all participants have an opportunity to make an appropriate contribution

Community leadership

Assist the Chair in acting as a focus for liaison between the council, community and external bodies in relation to the scrutiny function

Build understanding and ownership of the scrutiny function within the community.

Identify relevant community based issues for scrutiny

Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

Assist the Chair in encouraging high performance from all committee members in both committee and task and finish groups

Assist the Chair in assessing individual and collective performance within the committee and facilitate appropriate development

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 differences

Sustainability

8.3 Person specification for the Vice Chair of a Scrutiny Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

In the absence of the Chair to chair committee meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate

An understanding of the Council's Constitution and Standing Orders

Provide leadership and direction

Understanding of the council's role and functions

Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements

Understanding of scrutiny support functions

Understanding of council priorities and risks

Ability to develop work programmes

Understanding of community issues

Objectivity

Negotiation and consensus building

Manage the work programme

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

Holding the executive to account

- Understanding the Council's arrangements for call in

Effective meeting management

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

Community leadership

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

Involvement and development of committee members

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

9. SCRUTINY COMMITTEE MEMBER

9.1 Accountability

Chair of the appropriate scrutiny committee
Full Council
To the electorate

9.2 Role Purpose & Activity

To participate fully in the activities of the Scrutiny Committee, assist in the delivery of its work programme and the work of any associated task and finish groups

Reviewing and developing policy

Assist in the creation, development, improvement and refinement of Council policy
Challenge policies on a sound basis of evidence for example against legislation or local political priority
Assess impact of existing policy

Monitoring performance and service delivery

Monitor the performance of internal and external providers against standards and targets
Contribute to the identification and mitigation of risk
Investigate and address the causes of poor performance

Promoting the work of scrutiny

Promote the role of scrutiny within and outside the Council, developing effective internal and external relationships
Demonstrate an objective and evidence based approach to scrutiny
Add value to the decision making and service provision of the Authority through effective scrutiny

Community leadership

Use scrutiny as a means to address community issues and engage the public
Encourage stakeholders to participate in the work of the authority
Develop locally viable and acceptable policy solutions
Build a dialogue around priorities, objectives and performance, among communities and stakeholders

Meeting participation

Make adequate and appropriate preparation for meetings through research and briefings

APPENDIX A

Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
Request that any matter relevant to the remit of their committee is placed on the agenda and discussed.

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

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

9.3 Person specification for a Member of a Scrutiny Committee

To fulfil his or her role as laid out in the role description, an effective scrutiny member and is required to:

Participate fully in the activities of the scrutiny function

- Have a full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Have an understanding of scrutiny support functions
- To work within the guidance of the chair

Be involved in reviewing and developing policy

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national, regional and local legislative and policy context

Be involved in monitoring performance and service delivery

- Understanding of the Wales Programme for Improvement (WPI)
- Understanding of the principles and practice of performance management
- Understanding of the Council's performance management arrangements
- Ability to analyse data and challenge performance
- Be involved in promoting the work of scrutiny
- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

Be involved in community leadership

APPENDIX A

An understanding of the community leadership role

Knowledge of local issues and expectations

Ability to work effectively with all members of the community and build understanding and ownership of scrutiny

Knowledge of the individuals and organisations in the community especially those traditionally excluded

Meeting participation

Ability to interpret information and data from a range of sources

Understanding and application of meeting protocols, Code of Conduct, Standing Orders and other constitutional requirements

Ability to participate in meetings including effective listening, questioning and speaking

Holding the Executive to account

Understanding of the Council's arrangements for call in

10. CHAIR OF A REGULATORY COMMITTEE

(Planning & Licensing Committees)

10.1 Accountability

To Full Council

To the members of the regulatory committee

10.2 Role Purpose and Activity

Provide leadership and direction

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Standing Orders

Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

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 differences

10.3 Person specification for the Chair of a Regulatory Committee (Planning & Licensing Committees)

To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:

Providing leadership and direction

Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused

Understanding of the Council's role and ability to ensure that stake holders are made aware of that role

Communication skills

Knowledge of local issues

Knowledge of law, policy and procedures for that regulatory/quasi judicial area

Ability to manage the work of the committee

Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the regulatory committee and quasi-judicial decision making

To have an understanding and appreciation of the regulatory framework

Ability to inspire and enthuse committee members for the work of the committee

Integrity and the ability to set aside own views and act impartially

Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols

Knowledge of and commitment to the values of the Council

11. VICE CHAIR OF PLANNING COMMITTEE

11.1 Accountability

To Full Council
To the Chair of the Planning Committee
To the members of the Planning Committee

11.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders
Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process
Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role
Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making..
Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
Promote and support good governance by the Council.

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 differences
- Sustainability

11.3 Person specification for the Vice Chair of the Planning Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills

An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair committee meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate

An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution

An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

12. VICE CHAIR OF THE LICENSING COMMITTEE

12.1 Accountability

To Full Council
To the Chair of the Licensing Committee
To the members of the Licensing Committee

12.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders
Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process
Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role
Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making..
Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
Promote and support good governance by the Council.

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 differences
- Sustainability

12.3 Person specification for the Vice Chair of the Licensing Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair committee meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Work programming

- The ability and discipline to plan and manage work programmes

13. MEMBER OF A REGULATORY COMMITTEE

(Planning & Licensing Committees)

13.1 Accountability

To Full Council
To the Chair of the regulatory committee

13.2 Role purpose and activity

Understanding the nature of the regulatory committee and quasi-judicial decision making

To be aware of the quasi-judicial nature of regulatory committee decision making
To gain sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

Participating in meetings and making decisions

To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal and the council's constitutional and policy requirements

Internal governance, ethical standards and relationships

To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
To promote and support good governance by the Council
To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

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.

13.3 Person specification for a Member of a Regulatory Committee (Planning & Licensing Committees)

To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:

Understanding the nature of the regulatory committee and quasi-judicial decision making

Integrity and the ability to set aside own views and act impartially
Knowledge of law, policy and procedures for that regulatory/quasi judicial area
Maintenance of knowledge
Objectivity and judgement

Participating in meetings and making decisions

Ability to listen and to consider and respect the views of other contributors
Good public speaking skills
Good advocacy skills

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols
Knowledge of and a commitment to the values of the Council

14. CHAIR OF APPEALS COMMITTEE

14.1 Accountability

Accountable to Full Council

Accountable to the members of the Appeals Committee

14.2 Role Purpose and Activity

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Procedure Rules

Ensure that appellants and other interested parties are satisfied as to the transparency of the appeals process

Demonstrate integrity and impartiality in decision making which accord with the law and the Council's constitutional and policy requirements

Facilitate understanding of the role of the Committee and ensure that the Committee and its members act within the legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the individual cases before them

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the committee's area of responsibility

Promote and support good governance by the Council.

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 differences

Sustainability

14.3 Person specification Chair of appeals Committee

To fulfil his or her role as set out in the job description, an effective Appeals Committee Chair requires:

Providing leadership and direction

Ability to conduct meetings to ensure that appellants feel that they have been dealt with fairly and fully even if their appeal is refused

Understanding of the Council's role and ability to ensure that stake holders are made aware of that role

Communication skills

Knowledge of law, policy and procedures for the areas that the Committee deals with

Ability to manage the work of the committee

Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the committee

To have an understanding and appreciation of the regulatory framework

Ability to inspire and enthuse committee members for the work of the committee

Integrity and the ability to set aside own views and act impartially

Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols

Knowledge of and commitment to the values of the Council

15. Chair of Democratic Services Committee – Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **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:

- 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

- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

- **To be the Council's Member Development Champion**

- To promote and develop Authority's member support and development strategy
- To promote the role of members and necessary support and development.
- To ensure as far as possible that members fully take up their opportunities to attend member development events and access personal development planning and annual personal development reviews

APPENDIX A

- **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.

3 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 differences
 - Sustainability

16. Member of the Democratic Services Committee – Role Description

1 Accountabilities

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

2 Role purpose and activity

- **Understanding the nature of the democratic services committee:**
 - To be aware of and effectively undertake the role of the committee in:
 - 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 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 function 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
- **Participating in meetings and making decisions**
 - 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

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

3 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

17. Member Development Champion - Role Description

1. Accountabilities

To Democratic Services Committee.
To Council.

2. Role Purpose and Activities

Key responsibilities are:

- to work alongside the Head of Democratic Services and the Corporate Learning Development Manager in drawing up the Councillor Development Programme and to ensure that appropriate support is available to deliver the programme to members.
- to lead on and actively promote the relevance and importance of the Programme within the Council;
- with the assistance of Members of the Democratic Services Committee to raise the profile of member development within the Council and to actively encourage Councillors to attend training and development events organised for them;
- to consult with colleagues in other authorities and identify areas of good practice;
- to engage with the Welsh Local Government Association who take the lead and support authorities in providing development opportunities for Councillors.
- to informally monitor Councillors' views of the development program and the opportunities provided and attended;
- in liaison with the Head of Democratic Services and the Corporate Learning Development Manager, to monitor the performance, resourcing, relevance and, quality of the development opportunities provided
- To act as an ambassador for the DS committee, facilitating understanding of the Committee's role in member development

Desirable skills include:

- the ability to think strategically;
- good interpersonal skills;
- the ability to communicate effectively;
- a commitment to enhance and extend knowledge and skills across subject areas and cross-cutting issues;
- skills in the use of ICT, including electronic communication;

18. Chair of Standards Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**
 - 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 on the Code of Conduct
 - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To lead the committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - the exercise of these functions in relation to community councils and the members of those community councils.
 - Receiving annual reports on the operation of The Council's complaints procedure and whistle blowing policy.

3 Values

APPENDIX A

- 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 differences
 - Sustainability

19. Member of a Standards Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2 Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - The exercise of these functions in relation to town and community councils within the County and their members
 - Receiving annual reports on the operation of the Council's complaints procedure and whistle blowing policy

- To have sufficient knowledge to contribute fairly and correctly to the function of the committee.

- To reach decisions on the basis of the merits of the circumstances involved and in the public interest having regard to relevant advice provided by officers

- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Standards committee,

 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3 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

20. Chair of Audit Committee Job Profile

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To agree the agendas for Audit Committee meetings
 - To lead the Committee in its role in:
 - reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority and approving them when powers are delegated.
 - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
 - Developing a forward work programme designed to deliver the Audit Committee's functions
 - Reviewing and self assessing the performance of the Committee and its Members
- **Promoting the role of the Audit Committee**

APPENDIX A

- To act as an Ambassador for the Audit 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 and in the audit process

- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it

 - 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 Audit Committee's area of responsibility
 - To promote and support good governance by the Council.

3 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 differences
 - Sustainability

21. Member of Audit Committee Job Profile

1 Accountabilities

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

2 Role purpose and activity

- **Understanding the role of the Audit Committee and undertaking its functions:**
 - Reviewing and scrutinising the Authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the Risk Management, Internal Control and Corporate Governance arrangements of the Authority,
 - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
 - Overseeing the Authority's Internal and External Audit arrangements
 - Reviewing the Financial Statements prepared by the Authority.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function 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
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Audit Committee; questioning and seeking clarification on matters falling within the Committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with Corporate Governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it

APPENDIX A

- To ensure the integrity of the Committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other Constitutional and Legal Requirements
- To promote and support good governance by the Council
- To understand the respective roles of Members, Officers and External Parties operating within the Audit Committee's area of responsibility

3 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

4 Skills and Qualities Required of the External Voting Member of the Audit Committee

The External Voting Member of audit Committee will:-

- be able to demonstrate some knowledge of financial control and management in a Local Authority or a large public organisation
- have an interest in local affairs and the development of the local community
- be an effective communicator
- have an ability to analyse facts and evidence
- be able to form sound judgements, based purely on the merits of the facts and evidence and in the public interest
- have a strong belief in upholding ethical standards in public life
- be someone who acts with discretion and personal integrity and has good standing in the local community
- have disclosed to the Council all matters relevant to their background, such that the Council would not have cause to reconsider the appointment if the matter were to become public

APPENDIX A

The Council will **not** consider applications from persons included in the list below:-

	Category of Individuals Prevented from Applying for the Role	Reason
1.	Employees of Carmarthenshire County Council	The role requires someone who is independent from the Council.
2.	Elected Members of Carmarthenshire County Council or persons who were elected members of the Council within the previous 12 months	The role requires someone who is independent from the Council.
3.	Persons who hold membership of a Political Party / Group	The role requires someone who is not aligned to any Political Party or Group.
4.	Persons having any substantial business relationships with the authority	The role requires an independent person and should not allow the promotion of an individual's business interests.
5.	Persons who have been adjudged bankrupt	To ensure that high standards of business dealings can be demonstrated and maintained.
6.	Persons who have been sentenced to a term of imprisonment for a period of 3 months or more within the past 5 years	To ensure that high standards of integrity can be maintained. <i>The External Voting Member is subject to a Criminal Records Bureau Check .</i>

Member Champion/Ambassador – Role Description

Accountabilities

- The Council
- The Executive Board
- All Member Champions/Ambassadors must act reasonably in their role and recognise and work effectively within the political management and working arrangements of the Council.
- A Member Champion/Ambassador cannot make decisions and must not commit the Council in any way or manner that could be interpreted as being contrary to established policy and practice.

Purpose

To act as advocate or spokesperson for a specific area of the Council's business and to encourage communication and positive action over the issue they represent.

Role:-

- To champion the adopted policy of the Council for the relevant theme through knowledge and understanding of the area of interest in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- To promote the role of Member Champion/Ambassador, both internally and externally of the Council by contributing to the review and development of policies pertaining to their interest.
- To engage and understand the needs of members, officers, relevant organisations, citizens and the community by listening to their views.
- To challenge and question the Council on issues affecting their area and to advocate on behalf of the area of interest.
- To lead and support local initiatives related to the interest and act as a catalyst for change and improvements in service delivery.
- To advise Council on activities relevant to the area of interest.
- To represent the position of the Council to the community in relation to the interest.
- To network with Member Champions from other Local Authorities to keep up to date with current developments.

Political Group Leader Role Description

Accountabilities

To the nominating Political Group

Role Purpose and Activity

Providing political leadership to the Group

- To be a political figurehead and role model for the Group
- To be the principal political spokesperson for the Group
- If in power, to provide Party Political leadership in the development of the Council's vision or policies and, if in opposition to provide constructive challenge and alternatives to the ruling Political Group's vision and policies.
- To canvass a range of views within the Political Group in the formulation of policy.
- To integrate and represent Political Group policy at a local level.
- To co-operate with other Political Groups where appropriate, particularly in matters of a non-Party Political nature.
- To chair and/or attend meetings where appointed to a representative role within the Council.
- To liaise with other local and regional representatives of the party.
- To be the representative voice of the Group for example and where applicable, in its dealings with outside organisations such as the Welsh Government or Senedd.
- To work with the Council, Group Members and local and national Party Representatives to promote diversity in democracy and the selection, election and advancement of members from underrepresented groups.

Internal governance, ethical standards and relationships:

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.
- To encourage due regard to the Ten principles of Public life set out by the Public Services Ombudsman for Wales.
- To participate in and encourage Group members to take part in relevant development opportunities.
- To encourage and enable all Group Members to claim the salaries,
-

Duty to promote and maintain high standards of conduct by Group Members in accordance with the Local Government and Elections (Wales) Act 2021

APPENDIX A

- Take reasonable steps to promote and maintain high standards of conduct by the members of the Group.
- Co-operate with the council's standards committee (and any sub-committee of the committee) in the exercise of the standards committee's functions. Specifically, to co-operate with the Standards Committee in its duty to monitor compliance of Group Leaders with their duty under the act and in providing information for the Standards Committee's annual report.
- To participate in any training relating specifically to this duty.

Values: To be committed to and demonstrate 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
- Consensus building