

THE CONSTITUTION - SECTION 24 ELECTED MEMBER ROLE DESCRIPTION

1 Accountabilities

- To Full Council
- To the electorate of their ward
- To the public

2 Role Purpose and Activity

Representing and supporting communities

- To represent ward interests
- To be a representative for the Council in the ward and communities they 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 considered
- To promote tolerance and cohesion in local communities

Making decisions and overseeing council performance

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed
- 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 (subject to appointment)

- To represent the Council on local outside bodies as an appointee of the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual benefit
- To represent and be an advocate for the Council on national bodies and at national events

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, the Member/Officer Protocol, all other adopted codes and protocols and the highest standards of behaviour in public office

Personal and role development

- To participate actively in opportunities for development and training provided for members by the authority

3 Values

- To be committed to the values of the Council identified in its Council Plan as
 - Empowerment
 - Trust and Honesty
 - Aspiration
 - Collaboration
 - Making a difference
 - Fairness

Leader (and Deputy) Role Description

1 Accountabilities

- To Full Council
- To nominating group
- To the Public

2 Role Purpose and Activity

Provide political leadership to the Council

- To be a political figurehead for the Council; to be the principal political spokesperson for the Council.
- 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

Role on Executive Board

- Designate the appropriate lead roles
- Appoint appropriate Executive Board members to each lead role
- Allocate Executive Board Members to roles having regard to their abilities.
- Make executive decisions as delegated to the Leader

Representing and acting as ambassador for the Authority

- Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County Borough and on external bodies.
- Represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board.
- Provide leadership and support local partnerships and organisations.
- Represent the Authority in regional and national bodies as appropriate.

Provide leadership within the lead role

- If allocated, to fulfil the role of a lead Member, having regard to the role purpose, activities, and role specification of a Lead Member

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

- Ensure the effective running of the Executive Board by managing the forward work programme and ensuring its continuing development.
- Ensure the work of the Executive Board meets national policy objectives.
- Advise and mentor other Executive Board Members in their work.
- To chair meetings of the Executive Board in line with the Constitution.
- In the Leader's absence the Deputy Leader will fulfil this role.

Participate in the collective decision making of the Executive Board

- To work closely with other Executive Members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high quality services to local people.
- To accept collective responsibility and support decisions made by the Executive Board once they have been made.

To work with officers to lead the organisation

- Liaise with the Chief Executive, and other appropriate officers, on a regular basis
- 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 give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and 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

- 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, all other adopted codes and protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Empowerment
- Trust and Honesty
- Aspiration
- Collaboration
- Making a difference
- Fairness

Deputy Leader

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

Lead Member Role Description

1 Accountabilities

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

2 Role Purpose and Activities

Lead Member Role

- Giving political direction to officers working within the Lead Role
- Gain the respect of officers within the Lead Role; provide support to officers in the implementation of Lead Role programmes
- Provide political leadership in the Lead Role
- Liaise with the appropriate scrutiny chair(s) and receive scrutiny reports as required
- Be accountable for political choices, advocacy and performance in the Lead Role
- Have an overview of the performance management, efficiency and effectiveness of the Lead Role
- Make executive decisions as delegated to the Lead Role
- Advocate and present reports relevant to the Lead Role or as allocated by the Leader to meetings of the Executive Board, Scrutiny Committees and Council

Contribute to the setting of strategic agenda and work programme for the Lead Role

- Work with officers to formulate policy documents both strategic and statutory and to prepare reports for presentation to the Executive Board. Ensure that the political will of the majority is carried to and through the Executive Board.
- 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 Lead Role's forward work programme is kept up to date and accurate.

Provide representation for the Lead Role

- Provide a strong, competent and persuasive figure to represent the Lead Role. Be a figurehead in meetings with stakeholders.

Reporting and accounting

- Report as appropriate to the Leader, Full Council, Executive Board, appropriate chairs of scrutiny committees, regulatory bodies and the media.
- Be the principal political spokesperson for the Lead Role.
- Appear before scrutiny committees in respect of matters within the Lead Role to present reports as necessary and to be held to account for and to answer questions relating to the Lead Role.

Take an active part in Executive Board meetings and decision making

- To show an interest in and support for the Lead Roles of others
- To recognise and contribute to issues which cut across Lead Roles or are issues of collective responsibility

Leading partnerships and community leadership

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and 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

- 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, all other adopted Codes and Protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Transparency
- Accountability
- Respect

Board Member Role Description (without Lead Role)

1 Accountabilities

- To the Leader
- To the Board (through collective responsibility)
- To Full Council

2. Role Purpose and Activities

Take an active part in Executive Board meetings and decision making

- To participate in Executive Board meetings, reaching and making informed and balanced decisions and overseeing executive performance
- To adhere to the principles of democracy and collective responsibilities in executive decision making
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services for which the Executive Board has functional responsibility

Reporting and accounting

- Report as appropriate to the Leader, full Council, Executive Board, appropriate chairs of scrutiny and regulatory bodies
- Appear before Scrutiny Committees as necessary in respect of Executive Board decisions

Representing the Executive Board

- To represent the Executive Board on outside bodies as an appointee of the Board

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, other adopted Codes and Protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Accountability
- Transparency
- Respect
- Equality

Mayor and Deputy Mayor of the Council Role Description

1 Accountabilities

▪ Full Council

2 Role Purpose and Activity

Act as a symbol of the Council's democratic authority

- As the ceremonial and civic head of the Council, to be non-political and uphold the democratic values of the Council
- To represent the Council at civic and ceremonial functions

Chair Council meetings

- To preside over meetings of the Council, so that its business can be carried out efficiently, effectively and fairly
- To ensure the Council conducts its meetings in line with the Council's Standing Orders and other Procedure Rules

Uphold and promote the Council's Constitution

- To ensure the Constitution is adhered to and, if necessary and having taken appropriate advice, 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, all other relevant Council codes and protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

Deputy Mayor

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

This Role Description describes the duties of the Mayor in his/her capacity in presiding over Council Meetings.

It does not provide the detail of the wider ambassadorial or ceremonial responsibilities required of the Mayor.

Chair of a Regulatory Committee Role Description

1 Accountabilities

- To Full Council
- To the members of the regulatory committee

2 Role Purpose and Activity

Provide leadership and direction

- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- 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, constitutional and policy requirements
- Delegate actions to sub committees as appropriate

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
- 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, all other relevant Council codes and protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Integrity
- Transparency
- Accountability
- Honesty
- Respect
- Fairness

Member of a Regulatory Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the regulatory committee

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 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 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, 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
- 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, all other relevant Council codes and protocols and the highest standards of behaviour in public office

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Integrity
- Accountability
- Transparency
- Openness
- Honesty
- Respect

Scrutiny Chair Role Description

1. Accountabilities

- Full Council
- Scrutiny Committee
- The Public

2. Role, purpose & activity

Provide leadership and direction

- Provide confident and effective management of the member team
- Promote 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 in order to secure continuous improvement
- Participate actively in the Scrutiny Chairs and Vice Chairs Co-ordinating Group
- To present and commend the views of their Committee in any required forum
- To contribute to the Scrutiny Annual Report which is presented to Council

Manage the work programme

- Develop a balanced work programme of the committee which includes pre and post decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
- Ensure the 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
- Ensure that the work programme is delivered as programmed and effectively use Scrutiny Chairs Planning meetings to accomplish this
- Liaise with officers, other members and community representatives to resource and deliver the work programme
- To liaise with the relevant Lead Member(s) to ensure that their Scrutiny Committee is aware of future issues where scrutiny could add value to the decision to be made

Hold the Executive to account

- Evaluate the validity of executive decisions and challenge inappropriate decisions of the Executive Board and as relevant individual Lead Members
- To attend meetings of the Executive Board and present the relevant recommendations of their Scrutiny Committee for consideration

Effective meeting management

- Set agendas containing clear objectives and outcomes for the meeting
- Manage the progress of business at meetings, ensuring that meeting objectives are met, and 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
- Involve fully external stakeholders for example, service users, the public, 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

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Transparency
- Accountability
- Objectivity

Scrutiny Vice - Chair Role Description

1 Accountabilities

- Full Council
- Scrutiny Committee
- The Public

2. Role purpose & activity

- To support the Chair in fulfilling their identified role, purpose and activity.
- In the absence of the Chair, to exercise the role, purpose and activity as outlined above for the Chair.
- To attend Scrutiny Chairs Planning meetings and contribute towards debate and decisions made.
- Together with the Chair to meet with Lead Member(s) to ensure that their Scrutiny Committee is aware of future issues where scrutiny could add value to the decision to be made.

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Accountability
- Transparency
- Fairness

Scrutiny Member Role Description

1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public

2 Role purpose & activity

To participate fully in the activities of the Scrutiny Committee, delivery of its work programme and 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

Holding the Executive to Account, Monitoring performance and service delivery

- To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers over time
- To contribute to the identification and mitigation of risk
- To investigate and address the causes of poor performance
- To evaluate the validity of executive decisions and challenging decisions through Call-In where appropriate

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
- Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

3 Values

- To be committed to the values of the Council identified in its Council Plan as

- ~~Openness~~
- ~~Integrity~~
- ~~Accountability~~
- ~~Transparency~~
- ~~Efficiency~~
- ~~Effectiveness~~

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:
 - 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 reports as necessary 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.

3 Values

To be committed to the values of the Council identified in its Council Plan as

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Member of a 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 the role of the Committee 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 reports as necessary 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 identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Transparency
- Accountability
- Fairness

Chair of Audit Committee Role Description

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 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 Auditors
 - Developing a forward work programme

Promoting the role of the audit committee

- 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

- 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 identified in its Council Plan as

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Member of an Audit Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the audit committee

2 Role purpose and activity

Understanding the nature of the audit committee:

- To be aware of the role of the committee 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.
- 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,
- 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 audit committee's area of responsibility

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Transparency
- Accountability
- Objectivity

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.

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Honesty
- Integrity
- Fairness
- Transparency
- Accountability
- Respect

Standards Committee Member 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.
- 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 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 identified in its Council Plan as

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Member Champion Role Description

1 Accountabilities

- To the appropriate committee/group

2 Role purpose and activity

Within the Council

- To represent the council at meetings relating to the interest area outside both locally
- and nationally
- To promote the interest area being championed within the Council's corporate and service priorities
 - To promote the needs of any group represented in the interest to the decision makers within the council
 - To work with the decision makers in the Council to establish strategies, Policies, plans etc connected with the interest area
 - To maintain an awareness of all matters connected with the interest area
 - To contribute to good practice and the continuous improvement of services and functions related to the interest area
- To engage with Members in matters relating to the interest area by attending relevant committee meetings
- Raising awareness of and taking a lead role in the development of Members and Officers in relation to the interest area

In the Community (where appropriate)

- To raise the profile of the interest area in the community
- To engage with citizens and community groups in matters related to the interest area
- To lead and support local and national initiatives related to the interest area

3 Values

To be committed to the values of the Council identified in its Council Plan as

- Openness
- Integrity
- Honesty
- Transparency
- Accountability
- Respect