

DESCRIPTION OF GWYNEDD COUNCIL MEMBERS’
ROLE AND RESPONSIBILITIES

1. Accountability.

- To the ward’s electors and residents of the wider community
- To Full Council

2. Specific functions.

2.1 Leading the Community

- Represent the community’s interests in the Council
- Listen to the voice of everyone in the community
- Communicate with the community, inform them of the policies and activities of the Council, and control their expectations
- Influence the Council to respond to the requirements of the community
- Undertake individual casework and refer individuals to the correct departments
- Act as a link person between the Council and the community
- Facilitate activities in the community, by bringing them together
- Act in accordance with the election promises

2.2 Corporate governance

- Influence Council policies, decisions and vision, by taking part in meetings of the Council, the scrutiny committees and other committees
- Understand the Council’s policies and procedures in order to make the best use of them
- Attend the relevant committees and prepare fully for them before hand
- Come to decisions on a balanced basis by giving due consideration to all the relevant factors
- Try to build a consensus by collaborating with other members and officers
- Balance the need of the local community with those of the entire Council in coming to decisions

2.3 Representing the Council on outside bodies

(e.g. school governors, police authority, local organisations)

- Understand the role of the outside body, and the role of the Council’s representative thereon
- Attend meetings of outside bodies and contribute to the discussions
- Collaborate to build a good working relationship with the outside body
- Report back to the Council on the work of the outside body as required
- Prepare for meetings in order to represent the Council effectively
- Adhere to the Council’s rules and guidelines relating to representation on outside bodies
- Accept and respect the constitution of the outside body
- Attend meetings of the relevant community council as observer from time to time

2.4 Maintaining standards

- Adhere to the Members Code of Conduct and promote high standard of conduct
- Adhere to the protocol on member/officer relations
- Commit the time required for Council work and play a full part in that work (*on average the work occupies 3 days a week*)
- Respect the role and contribution of other members and officers
- Undertake training and self-development
- Respect the Council's values
- Respect the democratic decisions of the Council

3. Values

3.1 Council's values

- Respect
- Serving people
- Working as a team
- Positive
- Value for money

3.2 The principles of members' conduct

- Selflessness
- Honesty
- Integrity and propriety
- Upholding the law
- Stewardship
- Objectivity in decisions-making.
- Equality and respect
- Openness
- Accountability
- Leadership

4. Support

Members can expect support to the standard of the Wales Charter for Member Support and Development and every member is asked to avail him/herself of the support available