

**DESCRIPTION OF ROLE AND RESPONSIBILITIES
OF A MEMBER OF THE GWYNEDD COUNCIL BOARD.**

1. **Accountability..**

- To the Full Council
- To the Board
- To the Scrutiny Committees.

2. **Specific Functions.**

2.1 As an individual leader.

- Give political direction to the officers in the portfolio area.
- Lead the portfolio area within and outside the Council, taking ownership of it, promoting it and explaining it.
- Develop a good working relationship with the chair of the relevant scrutiny committees, attending meetings with them as required.
- Attend the scrutiny committees to be held to account.
- Develop good working relationship with other portfolio leaders, senior leaders and the Council Leader.
- Develop a good working relationship with the Council's senior officers.
- Maintain an overview of the activities within the portfolio area; in consultation with the head, set appropriate targets and monitor achievement against those targets.
- Be accountable for choices and performance in the portfolio area.
- Collaborate with officers and the relevant Scrutiny Committee(s) to formulate policies in the portfolio area and to establish an appropriate programme of work.
- Assist other members to understand the work of the portfolio, respond to their concerns and attempt to resolve any difficulties.

2.2 As a member of the Board (team responsibilities).

- Act as a member of the governing team (Board).
- Try to build consensus by collaborating with other leaders to discover common ground.
- Contribute towards formulating an appropriate programme of work for the Board.
- Take collective decisions to ensure the effective and efficient operation of Council business.
- Contribute to formal and informal meetings with other leaders, senior leaders and the Council Leader to promote the work of the Board.
- Recognise matters which cut across portfolios, contribute appropriately to them and take collective decisions.
- Take ownership of Board decisions.

2.3 Self management.

- Inform him/herself of the portfolio area and ensure appropriate briefing arrangements.
- Undertake training appropriate to the post and take responsibility for assessing and recognising his/her own training requirements.
- Undertake appraisals in accordance with the Council's strategy for training and developing members.
- Work within the Council's general policies.
- Promote and maintain the principles of good governance.