



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.00 am, TUESDAY, 4TH APRIL, 2017

Location

Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH

Contact Point

Sion Owen

01286 679665

(DISTRIBUTED 27/03/17)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
E. Selwyn Griffiths
Charles Wyn Jones
Michael Sol Owen

Gweno Glyn
Annwen Hughes
Dilwyn Morgan
Vacant Seat - Plaid Cymru

Independent (5)

Councillors

Lesley Day
Jean Forsyth
Dylan Fernley

Thomas G. Ellis
Anne Lloyd Jones

Llais Gwynedd (1)

Councillors

Jason Humphreys

Labour (1)

Councillor Sion W. Jones

Aelodau Ex-officio / Ex-officio Members

Chair and Vice-Chair of the Council

A G E N D A

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

To note any items that are a matter of urgency in the view of the Chairman for consideration.

4. MINUTES

4 - 6

The Chair shall propose that the minutes of the previous meeting of this committee held on November 29th 2016, be signed as a true record.

5. HEAD OF DEMOCRATIC SERVICES' ANNUAL REPORT

7 - 17

To present a draft report to be submitted to the Full Council in June 2017 outlining the support that has been developed and is being developed on behalf of members.

6. LOCAL GOVERNMENT ELECTIONS 2017

18 - 21

To update the committee on the latest arrangements for member induction following the elections on 4th May, 2017

7. MEMBERS' CHARTER

22 - 76

To update the committee on the application for the charter.

8. MEMBERS' REMUNERATION

77 - 78

To update committee members on member remuneration matters and seek recommendations for the new Council.

DEMOCRATIC SERVICES COMMITTEE 29/11/16

Present: Thomas G. Ellis (Chair)

Councillors: Annwen Daniels, E. Selwyn Griffiths, Charles Wyn Jones, Dilwyn Morgan, Michael Sol Owen, Jean Forsyth and Anne Lloyd Jones

OFFICERS: Arwel Ellis Jones (Corporate Support Senior Manager), Vera Jones (Members Support Manager – Democratic Services), Siôn Owen (Members' Support Officer)

APOLOGIES: Councillors Annwen Hughes, Lesley Day, Jason Humphreys and Dylan Fernley

1. **DECLARATION OF PERSONAL INTEREST**

No declarations of personal interest were received from any members present.

2. **URGENT ITEMS**

None to note.

3. **MINUTES**

The Chair signed the minutes of the previous committee meeting held on 20 September 2016, as a true record.

4. **INDEPENDENT REMUNERATION PANEL FOR WALES CONSULTATION**

Submitted - observations from the meeting attended by the Chair of this Committee and the Head of Democratic Services with members of the Independent Panel. It was noted that a slight increase of 0.75% in the basic salary for elected members was intended for next year following the Council elections. This meant an increase of £100 per annum. The committee was asked for its comments.

It was reported that the purpose of the reimbursement of care costs was to enable people from a range of backgrounds and circumstances to be elected members by enabling them to attend meetings. It was noted that no claim for reimbursement of care costs had been made recently as negative publicity had derived from the publication of care cost repayment claims.

In terms of recording the reason why a member had been absent from a meeting, it was noted that the intention was in order to inform others that a member had been unable to attend as they were elsewhere on Council business.

Observations arising from the discussion:-

- What was the response of other councils? In response, the Senior Democracy and Delivery Manager noted that there was a difference of opinion in general, with a few councils refusing the proposal.
- That the proposal should be accepted in principle, in order to encourage candidates from different backgrounds to stand in an election.
- That it was important to refrain from sharing details regarding care cost repayment claims as part of freedom of information requests. In response, the Senior Corporate Support Manager noted that details regarding the repayments was not information covered under the 'right to information'. As checks that the

money had been distributed appropriately would be carried out along normal channels.

- A record should be kept of when members were absent due to other Council business, and that organisations should be aware of meetings arranged by other organisations and the demand of that on members' time.
- That the Panel should not receive an invitation to speak with the Full Council. In response, the Senior Corporate Support Manager noted that the Panel wished to hear different voices, and that this did not necessarily have to happen in the Full Council.

RESOLVED:

- a) to support the proposal to increase the basic allowance from £13,300 to £13,400**
b) in order to encourage more eligible members to claim the care costs support, give support that the total reclaimed by the authority during the year should be published, but without attributing the payments to any member, and to ask the Panel also to consider how to ensure that freedom of information requests in the future do not mean that authorities have to release information about care cost repayment claims per individual.
c) support the proposed new arrangements for the sickness absence of a recipient at a higher salary.
ch) to support the recommendation to note the reason for the absence where it is as a result of a member representing the Council at another meeting, whilst noting that individual members have to provide the information themselves.
d) to invite the Panel to meet with the Democratic Services Committee in the future and not with the Full Council.

5. LOCAL GOVERNMENT ELECTIONS 2017

Submitted - a progress report on the preparations for the 2017 election. It was reported that the proposed arrangements had been submitted at the previous meeting of the Committee. It was noted that the meetings to raise awareness amongst prospective candidates had been arranged.

It was added that the Committee needed to consider three things specifically when discussing the Welcome Days:

- A - Increasing the resource for on-line learning - e-learning
- B - Looking at making training mandatory
- C - Publish members' attendance at training

Observations arising from the discussion:-

- Was there a suggestion that Members do not attend the meetings in their own areas? The Senior Corporate Support Manager replied that the Sub-group had made arrangements for Members who did not intend to stand in the Election to speak at the meetings, and for them to do so outside their own areas. He noted that the meetings were public meetings, with the intention of sharing information and giving an opportunity to ask questions only. It was intended to share information with the Council and Area Forums also.
- That the clerk of one Community/Town Council had complained about the promotional poster as he felt that it was derogatory as it portrayed a childish image of Councillors. In response, the Senior Democracy and Delivery Manager noted that the intention of the poster was to be simple and non-threatening, and that there had been no intention to appear derogatory.
- Concern was raised as to the short time between the election and the induction sessions which could prove tricky for newly elected Members in 2017 to arrange time off work to attend the induction sessions. In response, the Senior Corporate

Support Manager noted that the induction dates for prospective candidates would be spread out in order to pre warn and prepare them should they be elected.

- That e-learning was very relevant and important in order to enable members to receive training at a time that was convenient to them.
- That members' attendance at training should be noted, and that efforts should be made to include information about e-learning also.

RESOLVED to accept the report.

6. MODERN.GOV DEVELOPMENT

Submitted - an update on the Council's use of the Modern.gov software since the purchase and installation of the software in 2015. It was noted that the programme allowed the Democracy Service to publish more information, with 40 elected members using the app linked to the software.

Observations arising from the discussion:-

- It would be beneficial to make better connections with Outlook to facilitate the attendance of members and officers when arranging meetings.

RESOLVED to accept the report.

7. MEMBERS CHARTER

The report was submitted, explaining that the resources were now available from the WLGA to assess councils for the charter (Members Charter). One of the main matters requiring attention in order to gain the Charter was to ensure that job descriptions for members were correct and fit for purpose. Therefore, a request was made for the Committee's permission to consult with those undertaking the jobs in question and convene a sub-group to provide their views and assist the Council to be awarded the Charter.

Observations arising from the discussion:-

- Considering that a job description would be in place, would there be an element of performance evaluation as a result? In response, the Senior Corporate Support Manager noted that elected members were not council staff, and that there was no element of evaluation associated with adopting job descriptions. However, personal development interviews were available to any member who wished to take advantage of them.
- To add "collaborate and discuss with the portfolio holder" into the Champion's job description.
- To add the category 'represent the Council on outside bodies' to the general job description. It was noted that a review was in the pipeline in the field to measure the expectations on members who were members of outside bodies.

RESOLVED to accept the report.

The meeting commenced at 10.30 am and concluded at 11.50 am

CHAIRMAN

Agenda Item 5

MEETING	Democratic Services Committee
DATE	4 April 2017
SUBJECT	Annual report by the Head of Democratic Services on behalf of the Democratic Services Committee with regards to support for members
PURPOSE	Submit a draft report to be submitted to the Full Council in June 2017 outlining the support that has been developed and is being developed on behalf of members.
AUTHOR	Geraint Owen Head of Democratic Services

1. A draft report is presented below which is to be submitted to the Full Council at its June 2017 meeting. The report outlines the support for members delivered to date over the term of this Council together with the elements that are still being developed for elected members.
2. From the draft report, you will see that some elements are still incomplete and some elements will need to be updated as a result of other discussions.
3. We also intend to further develop the design of the report, making it easier for present members and new members to read.
4. Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is responsible for specific matters (under Section 11), as follows:
 - Appointing a Head of Democratic Services on behalf of the Local Authority
 - Reviewing the available support for the Head of the Democratic Services in relation to staff, buildings and other resources, ensuring they are adequate for carrying out the requirements of the role
 - Producing a report, at least once a year, to present to the Full Council in relation to member support.
5. I wish to thank all members of the Committee for their support, enthusiasm, and constructive discussions, along with the work carried out over the past five years.



THE ANNUAL REPORT OF THE HEAD OF DEMOCRATIC SERVICES

- Support for Gwynedd
Elected Members



RHOI POBL GWYNEDD YN GANOLOG I BOPETH RYDYM YN EI WNEUD • PUTTING THE
PEOPLE OF GWYNEDD AT THE CENTRE OF EVERYTHING WE DO

FOREWORD

With the 2017 Local Elections in May, this year is a good opportunity to reflect on the past year and Council term since the Democratic Services Committee was established for the first time in 2012.

Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is responsible for specific matters (under Section 11), as follows:

- Appointing a Head of Democratic Services on behalf of the Local Authority
- Reviewing the available support for the Head of the Democratic Services in relation to staff, buildings and other resources, ensuring they are adequate for carrying out the requirements of the role
- Producing a report, at least once a year, to present to the Full Council in relation to member support.

Reviewing the available support for elected members in order that they can fulfil their role has been a fundamental part of my work and that of the Committee and I sincerely thank everyone who has contributed over the past few years.



A handwritten signature in black ink, appearing to read 'E. Owen'. The signature is written in a cursive, flowing style.

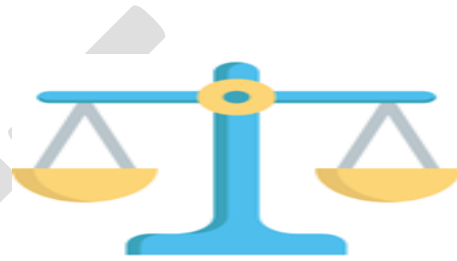
Head of Democratic Services
Head of Corporate Support Department

BACKGROUND

In 2012, 75 members were welcomed to the new Council; a combination of returning members and new members. During the term, we have also welcomed nine additional members.

What changes have taken place since 2012?

GOVERNANCE ARRANGEMENTS



- Setting up a Cabinet/Scrutiny procedure for the first time following the 2012 elections, and developing the arrangements over the past five years.
- Reviewing the scrutiny arrangements in order to make improvements. The scrutiny system was not working as well as it could, and this was acknowledged. During the past year, therefore, arrangements were revised and a decision was made by the Full Council on 3 March 2017 on how to proceed.
- Holding a number of workshops on specific topics - informal workshops that provide opportunities for members to understand the topic in question, thus, ensuring they are able to come to a fair conclusion having received all the information e.g. the Gwynedd Challenge, Boundary Commission etc.

ELECTRONIC COMMUNICATION



- Electronic communication - the vast majority of Members now have electronic devices which enable them to receive information quickly. It also reduces the Council's carbon footprint by using less paper. £220,379.60 of savings have been made since 2012 through cutting printing and posting costs.

- Modern.gov is now used to distribute committee papers. This is an electronic system and many have said that it is more straightforward for the user than the previous arrangements. 65% of council papers are able to be distributed at least five working days before the Committee date and x% are distributed three full working days before the date of the Committee
- Modern.gov has also made it far easier for the people of Gwynedd to find information about their local Councillors. Every member has his/her picture on the website along with contact details and interesting statistics e.g. information about the committees or outside bodies of which they are members, and their attendance at those committees.

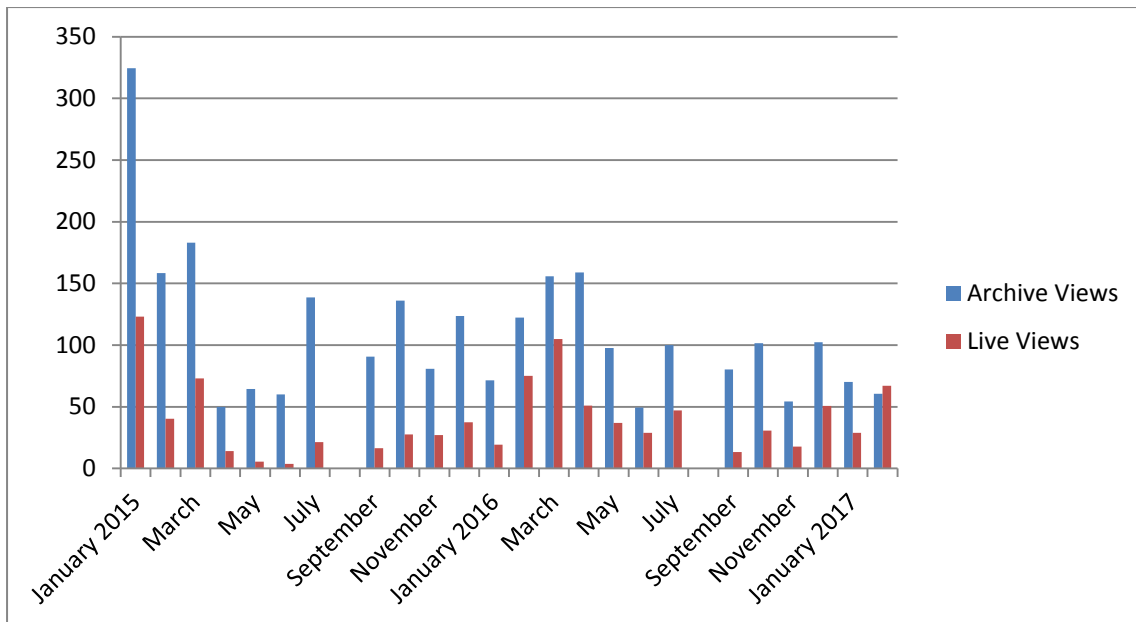
Meetings and committees are held in Welsh with a simultaneous translation provision available. All information is published bilingually, and Gwynedd Council has worked with outside companies to ensure the Modern.gov provision is readily available in both languages.

- At the beginning of the Council's term, members noted that they received information them from various sources. To resolve this, an electronic information bulletin was developed named 'Rhaeadr'. Important information is shared in good time through Rhaeadr.

LOCATION OF MEETINGS AND ENSURING A MORE OPEN DEMOCRACY



- Meeting rooms were updated, including Siambr Dafydd Orwig and Siambr Hywel Dda.
 - Modifications were carried out on disabled entrances.
 - 'Hearing loops' were installed in a number of meeting rooms to help with sound
 - Specific steps were taken through the identity cards to ensure staff and member safety
- As part of the above, the translation equipment at the Caernarfon chambers was updated and, at the same time, an electronic voting system was installed in Siambr Dafydd Orwig. Members enjoy testing the system at the beginning of every Council meeting!
- In January 2015, Gwynedd Council began web-casting some of the main committees in order to encourage more people to take part in democracy in Gwynedd and for people to see what goes on at committees. Viewing figures show that interest in the web-casts is quite high, especially archived web-casts. Graphs show higher viewing figures for contentious issues, or if specific promotional work has taken place.

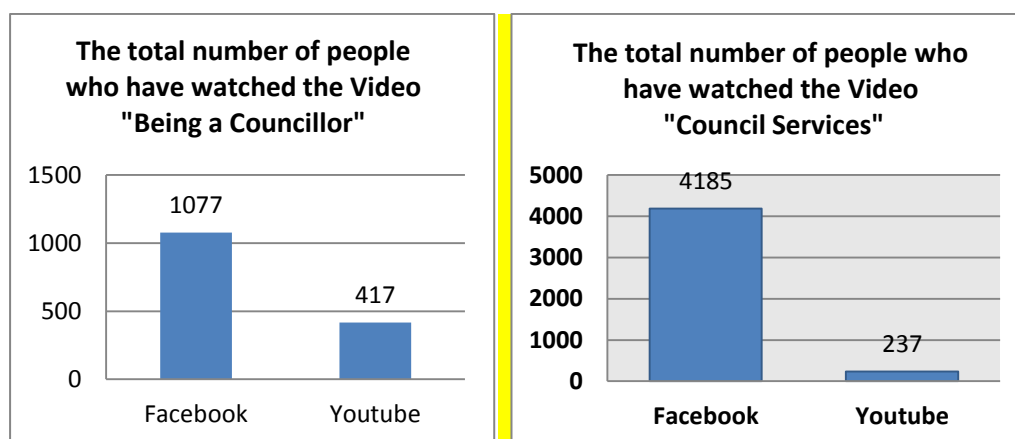


Again, Gwynedd Council is seen to be at the forefront of ensuring a bilingual web-casting provision.

- The Council also acknowledges that it is challenging for some members to attend some meetings. We have, therefore, piloted and made use of video conferencing facilities for less formal meetings in order to reduce the need for members to travel. Whilst use of this resource has increased, it still, clearly, needs improving in the hope of being able to use the resource at formal committees.
- Following a review of the old Area Committee arrangements, four Area Forums were set up in 2013 - Gwryfai, Ogwen, Dwyfor and Meirionnydd, which meet five times a year. Area Forums/Committees were set up in the hope of improving community engagement, achieve better results for the area and make better use of member and officer resources.
- In addition, a specific project was run to attempt to promote Democracy for all. An attempt was made to encourage people from all backgrounds to take part in Democracy and especially to stand as a candidate in local government elections. This was achieved by
 - Improving the website and providing more information for prospective candidates
 - Producing videos to try to help explain in simple terms the role of a Councillor and the Services for which Gwynedd Council is responsible
 - Generating a questionnaire to try to understand the obstacles to standing for election

The questionnaire was promoted in the press, the Council's website and in social media, namely, Facebook and Twitter. From the responses, it appears that there are no specific obstacles that the Council has not already attempted to address e.g. the Council has raised awareness of the childcare assistance available. The highest levels of interest were seen in the 26 - 49 age group, which shows that the campaign attracted the attention of a younger age range than the average age of Gwynedd Council members before the May 2017 Election

Number of viewers of both videos since July 2016:



OTHER DEVELOPMENTS

- Salaries and higher salaries of members resolved and reviewed and published in line with requirements.
- Arrangements were developed to report back when representing the Council on outside bodies or in their roles as Champions
- 39 members were assisted to produce 102 annual reports, and they were published on the website so that the people of Gwynedd could see what their local member has been up to.
- Induction arrangements were ensured for new members who joined the Council during the term.
- A Committee sub-group was established to assist officers with the work of preparing an application for a Members' Charter by the end of 2017.
- Personal development interviews were held so that members could identify a specific training programme to improve their own skills, using the messages as a basis of the members' general training programme. In addition, huge steps were taken to develop the following elements:
 - On-line training
 - Unique training for individual members in accordance with their requirements
 - Training for small groups of members which encourages better learning
 - Webinars
 - Experimenting with filming training so that members who are unable to attend are able to watch the course
 - Feedback from members was very positive, especially for new fields of training e.g. social media

PREPARATIONS FOR THE 2017 LOCAL GOVERNMENT ELECTIONS



- ❖ Much work has also been carried out to try make rigorous preparations for the period before and directly following the May 2017 elections. A number of conversations have been held with current members to ask them about their experiences and how things can be improved for the benefit of those members who will be joining the Council after the elections. Following the discussions, a number of preparations are under way, including:
 - Holding sessions to prepare candidates
 - Develop an information 'portal' specifically for elected members
 - On-line training
 - Arranging welcome days in a different way, ensuring more interactive sessions for members
 - Prioritising the information to be presented to members at the beginning of term
 - Making sure that members are able to source information for themselves.
 - Ensuring developments in Information Technology
 - Ensuring that members understand the requirements of outside bodies: what the work would entail should they be nominated for these bodies

What are the plans for 2017/18 and onward?

xxxxx new members were welcomed to the Council following the May 2017 elections and, in order to support them and the other members, the following plans are in the pipeline:

- ❖ Intense induction/training - specific work programme created for 9 and 10 May, 2017, with a full programme for the first year already in place. The Democratic Services Committee will assess the training programme during the first year in order to ensure that the correct issues are identified for the following year, and so on.
- ❖ Develop the new scrutiny model and implement it. The Council made its decision about the new scrutiny model at its meeting on 3 March, 2017. Specific work will take place to establish and implement the new arrangements in 2017/18.
- ❖ Online arrangements for claiming travelling costs and payments of salaries. The intention is to move away from paper forms when claiming travelling costs and paying the Salary of elected members. Claiming through electronic methods would enable members to process their claims from home and would reduce paperwork for everyone.
- ❖ Further response to the Government's White Paper on Reforming Local Government
- ❖ Consult continuously with Members of the Democratic Services Committee in order to identify areas for improving efficiency and service
- ❖ Adopt a description of roles for the different functions of members. The recommendation of the Democratic Services Committee is to be presented to the Full Council on 15 June in order to ensure guidance and clarity for members on the expectations of various roles. This would also contribute to ensuring a decision on the 'members' charter' for the Council
- ❖ Continue to develop the Members' Portal. The Members' Portal is a recent development for the new Council term. It is an 'intranet' for members where useful information will be available in one central location. Members would be consulted on a regular basis in order to constantly improve this resource.
- ❖ Assist members in their role as Local Members. This matter was identified by current members. Rather than only being able to file information that's relevant to their work for the Council, the intention is to develop the way in which members can file work that is related to their work in their ward.

The current consultation on Constituency Boundaries by the Boundary Commission is ongoing. When the result of the consultation is made clear, it will be necessary to implement it from 2022 onward.

- ❖ Continue to consult with members, especially members of the Democratic Services Committee about how to improve the support they receive.

DRAFT

Agenda Item 6

MEETING	Democratic Services Committee
DATE	4 th April 2017
SUBJECT	Arrangements for Member Induction
PURPOSE	Update the Committee on the latest arrangements for Member Induction following the elections on 4th May, 2017
AUTHOR	Vera Jones, Democratic Services Manager

1. BACKGROUND

- 1.1. Committee members have worked hard over the last year to make arrangements for the elections to be held in May 2017.
- 1.2. The main element for consideration by the Committee by now is the current arrangements for Member Induction, the Welcome Days, for new and returning Members. The Welcome Days are to be held on the 9th and 10th May, 2017.
- 1.3. The arrangements for the Welcome days can be seen on the pages below.
- 1.4. In addition, substantial work has been undertaken to facilitate matters for the members of the new Council eg developing the website, holding awareness raising sessions, and starting to develop the members portal – Y Porth, where important information will be made available.

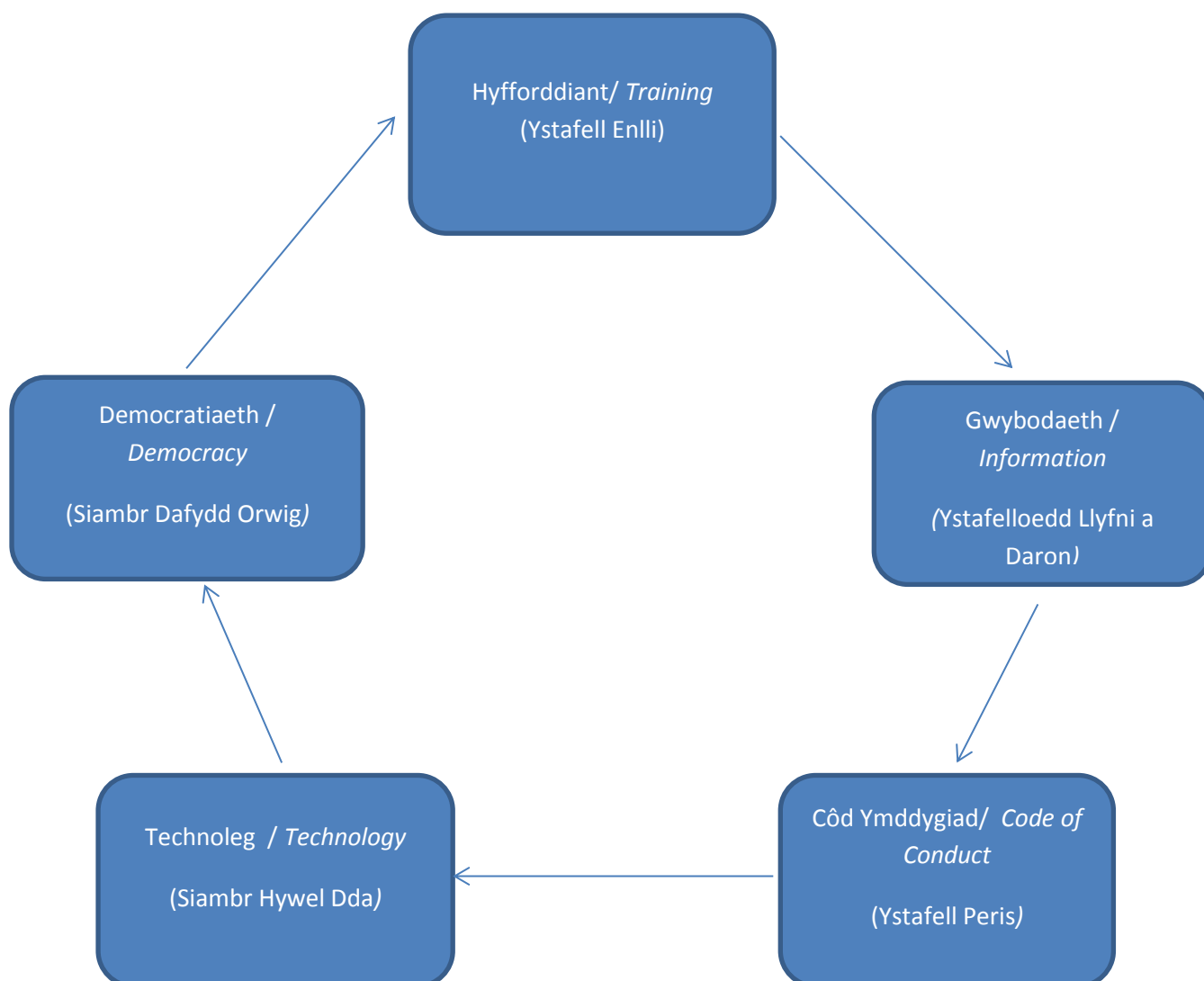
DYDDIAU CROESO AELODAU ETHOLEDIG / ELECTED MEMBERS WELCOME DAYS

9FED A'R 10FED O FAI 2017/ 9TH AND 10TH MAY 2017

Dydd Mawrth, 9fed o Fai, 2017:		Tuesday, 9th May, 2017	
9.30 - 10	Cofrestru a phaned	9.30 - 10	Registration and refreshments
10 - 11	Croeso a chyflwyniad i'r Cyngor gan y Prif Weithredwr – Dilwyn Williams Lleoliad - Siambr Dafydd Orwig.	10 - 11	Welcome and introduction to the Council by the Chief Executive – Dilwyn Williams Location – Siambr Dafydd Orwig.
11 - 12	Ymweld â stondin fesul grŵp. (*) Lleoliad – Amrywiol	11 - 12	Group visits to the stands. (*) Location - Variable
12 - 1	EGWYL CINIO.	12 - 1	LUNCH BREAK.
1 - 2	Ymweld â stondin fesul grŵp. Lleoliad – Amrywiol	1 - 2	Group visits to the stands. Location - Variable
2 - 3	Ymweld â stondin fesul grŵp Lleoliad – Amrywiol	2 - 3	Group visits to the stands. Location – Variable
3 - 4	Cyflwyniadau gan Benaethiaid Gwasanaeth Lleoliad – Siambr Dafydd Orwig. <ul style="list-style-type: none"> • Oedolion – Aled Davies • Plant – Marian Parry Hughes • Addysg – Arwyn Thomas • Cefnogaeth Gorfforaethol - Geraint Owen 	3 - 4	Presentation by Heads of Service. Location – Siambr Dafydd Orwig <ul style="list-style-type: none"> • Adults – Aled Davies • Children – Marian Parry Hughes • Education – Arwyn Thomas • Corporate Support - Geraint Owen
4 - 5	Cyfle i rwydweithio a holi'r Penaethiaid yn anffurfiol	4 - 5	<i>Opportunity to network informally with the Heads of Services.</i>

Dydd Mercher, 10fed o Fai, 2017:		Wednesday, 10th May, 2017	
9.30 - 10	Cofrestru a phaned	9.30 - 10	Registration and refreshments
10 - 11	Ymweld â stondin fesul grŵp. (*) Lleoliad – Amrywiol	10 - 11	Group visits to the stands. (*) <i>Location - Variable</i>
11 - 12	Sesiwn rhwydweithio a chyfarfod cyd-aelodau (anffurfiol) Lleoliad - Siambr Dafydd Orwig.	11 - 12	Informal networking session and to meet other Members <i>Location – Siambr Dafydd Orwig.</i>
12 - 1	EGWYL CINIO.	12 - 1	LUNCH BREAK.
1 - 2	Ymweld â stondin fesul grŵp. Lleoliad – Amrywiol	1 - 2	Group visits to the stands. <i>Location - Variable</i>
2 - 3	Cyflwyniadau gan Benaethiaid Gwasanaeth Lleoliad – Siambr Dafydd Orwig. <ul style="list-style-type: none"> • Economi – Sioned Williams • Priffyrdd a Bwrdeistrefol – Gwyn Morris Jones • Rheoleiddio – Dafydd Wyn Williams • Ymgynghoriaeth Gwynedd – Huw Williams • Cyllid – Dafydd L Edwards 	2 - 3	Presentation by Heads of Service. <i>Location – Siambr Dafydd Orwig</i> <ul style="list-style-type: none"> • Economy – Sioned Williams • Highways and Municipal – Gwyn Morris Jones • Regulatory – Dafydd Wyn Williams • Gwynedd Consultancy – Huw Williams • Finance – Dafydd L Edwards
3 - 4	Cyfle i rwydweithio a holi'r Penaethiaid yn anffurfiol	4 - 5	<i>Opportunity to network informally with the Heads of Services.</i>

STONDINAU Y DYDDIAU CROESO / STANDS AT THE WELCOME DAYS



Agenda Item 7

MEETING	Democratic Services Committee
DATE	4 th April 2017
SUBJECT	Members Charter
PURPOSE	Update the Committee on the application of the Charter
AUTHOR	Geraint Owen, Head of Democratic Services

1. BACKGROUND

- 1.1. The members will recall that the Democratic Services Committee has discussed the 'Charter for Member Support and Development' and received an update on the application of the Charter at its meeting on 29th November 2016.
- 1.2. The Charter was developed by the Welsh Local Government Association and it is referred to as 'Members Charter'. Elements of the charter coincide with and build on the requirements of the Local Government Measure (Wales) 2011. Its intention is to set specific standards in the field of member development.
- 1.3. At its meeting on 29th November 2016, it was decided to establish a sub-group of members of the Democratic Services Committee to share their views on various developments in order to assist the Council in their application to bid to win the Charter.
- 1.4. One of the main matters that required attention was to develop member role descriptions in order to assist them in understanding the requirements of the different roles. It was noted that it would be beneficial to develop this element now so that the 'role descriptions' are available as an aid to new members to understand the different roles within the Council.
 - 1.1. Although a number of role descriptions already existed, there was a need to create several new roles as well.
 - 1.2. We took the opportunity to update the existing ones at the same time of creating new ones. The guidelines of the Welsh Local Government Association were used to produce each of the 'Member Role Descriptions and Responsibilities' and in addition, the guidelines of CIPFA (The Chartered Institute of Public Finance and Accountancy) were used for the Audit Committee. Each Draft Member Role Description and Responsibilities includes a description of the necessary skills to carry out the different roles.

2. CONSULTATION

2.1 We consulted on the content of the various Draft Member Role Description and Responsibilities with the relevant Heads of Service, Head of Legal Services and with the Democratic Services officers.

2.2 The Draft Member Role Descriptions and Responsibilities for a Cabinet Member, the Council Leader and Deputy, and Champion were presented to the Leadership Team for their opinions.

2.3 The sub-group met to give their views on the Draft Member Role Descriptions and Responsibilities on the roles set out below, namely

- A Gwynedd Council Member (which applies to all Members)
- Member of Audit Committee
- Chair of Audit Committee
- Member of Scrutiny Committee
- Chair of Scrutiny Committee
- Member of Democratic Services Committee
- Chair of Democratic Services Committee
- Member of Standards Committee
- Chair of Standards Committee
- Member of Licensing Committee
- Chair of Licensing Committee
- Members of Planning Committee
- Chair of Planning Committee
- Chair of the Council
- Leader and Deputy of the Opposition

See Appendix A for details of the 'role descriptions'.

2.4 Note, as explained already in previous meetings, no element of evaluation is tied to the adoption of role descriptions. However, personal development interviews will be available for any members wishing to take advantage.

3. NEXT STEPS

3.1 As regards the next steps, the Committee is asked to consider the content of the draft 'role descriptions' and present the recommendations of the Democratic Services Committee to the new Full Council on 15th June 2017 for formal adoption.

- 3.2 As explained already, one of the main benefits of creating and adopting 'role descriptions' is the benefit to new Council members from their use as a guide to better understand the different roles on different committees.
- 3.3 In view of the above, the Committee is also asked to consider placing the draft 'role descriptions' on the Porth for members (Internet for members) as a tool to assist the new members in May, before they are formally adopted by the new Council.
- 3.4 The work of completing the remainder of the application for the Charter will go ahead with the intention of utilising a sub-group of the new Democratic Services Committee following the Election. It is intended to present the application for the Charter during the Autumn term.

4. RECOMMENDATIONS

The Democratic Services Committee is asked to

- present the 'role descriptions' on their current draft form as a recommendation to the new Full Council for formal adoption at its meeting on 15th June 2017.
- Present the 'role descriptions' on their current draft form on the members Porth until they have been formally adopted by the Full Council.

A description of the role of a Cabinet Member

(responsible for a specific portfolio of fields within the Council's services)

Putting the people of Gwynedd at the centre of everything we do

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Leader
- To the Cabinet (through joint responsibility)
- To the Full Council

2. Role, purpose and activities

2.1 Leading in the responsibility field

- Give political direction to the officers in the responsibility field.
- Represent the field in question in a strong, intelligent and convincing manner. Be a prominent leader in meetings with relevant people.
- Be a main political spokesman for the field in question.
- Lead the responsibility field, within and outside the Council, taking ownership of it, promoting it and explaining it.
- Develop and maintain good working relationship with the Chairs of the relevant Scrutiny Committees, attending occasional meetings with them, and responding to specific inquiries.
- Develop and maintain good working relationship with Chairs and members of the Council's various committees in order to share information about the area of responsibility.
- Attend the Scrutiny Committee(s) in order for the scrutiny members to hold them to account.
- Develop and maintain good working relationship with other members of the Cabinet and the Leader of the Council.
- Develop and maintain good working relationship with the Council's senior officers.
- Keep an overview on activities within the responsibility field in consultation with the head / relevant heads of Department.

- Be accountable for decisions and performance in the portfolio field.
- Help other members to understand the responsibility field, respond to their concerns and attempt to solve any difficulties.

2.2 As a Cabinet Member (team responsibilities)

- Act as a member of the Cabinet team
- Try to build consensus by collaborating with the Cabinet Members to discover common ground.
- Contribute towards forming and implementing a suitable work programme for the Cabinet.
- Ensure that the Council, as a business, operates effectively and efficiently.
- Recognise matters that cross boundaries of the responsibility field, contribute appropriately to them and make joint decisions.
- Take ownership of the Cabinet's decisions.
- Respect the Council and the Cabinet's democratic decisions.
- Collaborate with officers to form strategic and statutory policies. Ensure that the Cabinet operates according to the political will of the majority.
- Draw up reports to the Leader, the Full Council, the Cabinet, the Chair of the relevant Scrutiny Committee, the Regulatory Boards and the press where appropriate.

2.3 Internal governance, moral standards and contacts

- Promote and facilitate good governance in the Council and its work.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.

2.4 Self-management

- Inform him/herself about his/her field, ensuring appropriate briefing arrangements for him/herself.
- Undertake appropriate training for the post, taking responsibility for assessing and identifying his/her own training needs.
- Work within the Council's general policies.
- Promote and maintain good governance principles.

3. To fulfil their role according to the description, a Cabinet Member will need to:

3.1 Lead the field that they are responsible for

- Understand the Council's strategies, policies and activities.
- Ability to lead.

3.2 Help to appoint a strategic agenda and work programme in the field that they are responsible for

- Ability to present information to other people.
- Strategic acuity.
- Know about relevant matters and who should be involved when deciding.
- Ability to convince other people.
- Know about the Council and the country's objectives.

3.3 Represent the field that they are responsible for

- Ability to speak clearly in public.
- Ability to present well.

3.4 Provide reports and giving account

- High level of communication skills.

3.5 Participate in the Council's meetings and decisions

- Ability to question decisions constructively and suggest other options.
- Information, confidence and ability to take part in discussions and help solve matters relating to more than one field and/or member.

3.6 Lead partnerships and the community

- Ability to appropriately lead
- Ability to discuss terms and brockage.
- Smart and creative thinking - a talent for prediction.

3.7 Internal governance, moral standards and contacts

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The above role description and the skills requirements is in addition to your role description and the skills requirements as an ordinary member

Full name: _____

Signed: _____

Date: _____

DRAFT

Description of the role of the Leader and Deputy Leader

(The leader is elected by the Full Council and leads the Council until the next election - which is usually a period of five years. The Leader appoints the Cabinet and leads the Council's political direction).

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council
- To the public

2. Purpose and activities

2.1 Give political guidance to the Council:

- Act as a political leader for the Council and as the main political spokesperson for it.
- Give guidance in terms of nurturing a political concept in the Council's policies.
- To form a vision for the Council and the community.
- Give strong and clear guidance about co-ordinating policies, strategies and arrangements for providing services.

2.2 Appoint the Cabinet*

- Allocate appropriate responsibilities.
- Appoint appropriate councillors to fulfil those responsibilities.
- Give responsibilities to the members of the Cabinet according to their abilities.
- Appoint the Deputy Leader.

2.3 Represent the Authority and be an ambassador for it

- Represent the Authority in a strong, dexterous and eloquent manner in all county and in outside bodies.
- Represent the Authority in the WLGA Co-ordinating Committee and the WLGA Regional Partnership Board.

- Provide guidance and advice for local partnerships and organisations.
- Represent the Authority in regional and national bodies where appropriate.

2.4 Offer guidance in the field that they are responsible for

- Take specific responsibilities, bearing in mind the purpose and work of the executive councillor and the description of their function.

2.5 Manage and lead the Cabinet's work and steer its meetings

- Ensure that the work of the Cabinet goes smoothly by managing the work programme and developing it continuously.
- Ensure that the work of the Cabinet complies with national policy objectives.
- Advise and mentor other members of the Cabinet in their work.
- Steer the Cabinet's meetings in accordance with the Constitution.

2.6 Participate in the Cabinet's decision-making process

- Collaborate closely with other members of the Cabinet in order to ensure that the Council's financial policies and framework are effective and that services of the highest standard are available for the local people.
- Accept joint responsibility and support the Cabinet's decisions after announcing them.

2.7 Collaborate with officers to lead the Authority

- Collaborate with the Chief Executive and other appropriate officers regularly.
- Collaborate with the Council's staff on the Council's vision and strategic direction, the responsibilities of officers in the field of managing, and creating policies.

2.8 Lead partnerships and the community

- Give guidance to local strategic partnerships and local partnerships about the aims and priorities that are common to them.
- Act as a mediator when there are disagreements about priorities.
- Lead the local community by showing a vision and a foresight.

2.9 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

Deputy Leader

(support the leader with their responsibilities and work on their behalf in their absence)

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

3. To fulfil their role according to the description, a Leader will need to:

3.1 Give political guidance to the Council:

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between state and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.

3.2 Appoint the Cabinet

- Understand the rules regarding appointing Cabinet members.
- Ability to identify talent amongst Councillors.
- Ability to arrange the most advantageous appointments in and across political groups.
- Evaluate, advise and mentor Cabinet members.

3.3 Represent the Authority and be an ambassador for it

- High level of communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.

3.4 Offer guidance in the field that they are responsible for

- Ability to achieve the role of a Cabinet member appropriately

3.5 Manage and lead the Cabinet's work and steer its meetings

- Understand the Cabinet's rules and procedures.
- Ability to steer meetings, including encouraging every member to participate.
- Know and understand national policy objectives.
- Take a look at the work the Cabinet members achieve.

3.6 Participate in the Cabinet's decision-making process

- Ability to question decisions constructively and suggest other options.

3.7 Collaborate with officers to lead the Authority

- Understand the roles and responsibilities of the Chief Executive and other officers.

3.8 Lead partnerships and the community

- Ability to appropriately lead
- Ability to discuss terms and brockorage.
- Smart and creative thinking - a talent for prediction.

3.9 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DESCRIPTION OF THE ROLE AND RESPONSIBILITIES OF A MEMBER OF GWYNEDD COUNCIL

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. **Accountability**

- To the ward's electorate and the residents of the wider community
- To the Full Council

2. **Specific functions**

2.1 Lead the Community

- Represent the Council's interests in the Council
- Listen to the voices of everyone in the community
- Communicate with the communities, inform them about the Council's policies and activities, and manage their expectations
- Influence the Council to respond to communities' needs
- Undertake individual case work, and refer individuals to the correct departments
- Act as a link between the Council and the community
- Act in accordance with the pledges made during the election

2.2 Participate in the Council's work

- Understand the rules of discussion relevant to the committee in accordance with the Constitution
- Understand the expectation that a number of committees elect members on subgroups
- Influence the Council's policies, its decisions and its vision, by participating in Council meetings, scrutiny committees and other committees.
- Understand the council's policies and procedures in order to make the best use of them.
- Attend all of the relevant meetings and Committees, thoroughly

preparing for them beforehand and contributing fully bearing in mind that some committees will be web broadcast

- Make decisions based on balanced evidence having given due consideration to all the relevant factors
- Try to build consensus by collaborating with other members and officers
- Balance the needs of the local community with the needs of the whole Council when making decisions

2.3 Represent the Council on external bodies

(e.g. school governing bodies, police authority, local organisations)

- Understand the role of the external body, and the role of the Council's representative on it
- Attend meetings of the external body, and contribute to its discussions
- Collaborate to build a good working relationship with the external body
- Report back to the Council on the role of the external body as required
- Prepare for meetings, in order to effectively represent the Council
- Adhere to the Council's rules, guidance and Language Policy on representation on external bodies
- Accept and respect the constitution of the external body
- Periodically attend meetings of the relevant community council as a member or an observer

2.4 Maintain standards

- Adhere to the Members' Code of Conduct and promote high standards of conduct
- Adhere to the member/officer relations protocol
- Adhere to the Social Media Protocol
- Allocate the required time for Council work and fully participate in the work (*the work takes 3 days per week on average*)
- Respect the role and contribution of other members, and officers
- Respect the Council's values
- Respect the Council's democratic decisions

2.5 Personal and professional development

- Commit to self-development and relevant training

3. To fulfil their role according to the description, a Councillor will need to:

3.1 Represent and assist communities

- Good representation skills.
- Ability to deal with people.
- Be honest, with the ability to work in an unbiased way whatever their personal opinion.
- Ability to present relevant and reasonable arguments.
- Ability to communicate well.

3.2 Decide, and take a look at what the Council achieves

- Knowing and understanding the rules and practices of meetings.
- Understanding the context of strategies, policies and services for making decisions.
- Ability to question ideas and contribute positively in order to draw up policies.

3.3 Representing the Council (on external bodies)

- Ability to speak clearly in public.
- Ability to present clearly.
- Ability to convince other people to act in an appropriate manner.

3.4 Internal governance, moral standards and links

- Be respectful of others.
- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

3.5 Personal and professional development

- Ability to assess personal and professional needs.
- Attend relevant training

Full Name: _____

Signed: _____

Date: _____

A description of the role of an Audit Committee Member

(The Committee is responsible for ensuring that the Council's governance and finance arrangements are in order and review and scrutinize corporate matters)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

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

2 Role, purpose and activities

2.1 Understand the role of the financial audit committee and achieve its roles:

- Review and audit the Council's financial matters.
- Present reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Present reports and recommendations regarding the Council's corporate matters.
- Review and assess the risk management arrangements, internal control and the Council's corporate governance.
- Present reports and recommendations to the Council regarding how suitable and effective those arrangements are.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and thorough manner in receiving and using specialist advice on how to hold meetings and the various matters that are put before the Committee.
- Understand the Council's arrangements to uphold ethical standards for both members and staff.
- Understand the 'Whistleblowing' arrangements of the Council.

2.2 Participate in meetings and decide on matters

- Participate effectively in the meetings of the Audit Committee; ask about matters that are part of the Committee's remit and ask for an explanation when there is ambiguity.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Challenge the contents of the statements of accounts of Gwynedd Council, Gwynedd Pension Fund and relevant joint committees, and agree that the Head of Finance and Chair of the Committee sign them.
- Display relevant understanding of issues relating to Treasury Management.
- Challenge reports on the Council's corporate matters.

2.3 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Understand and challenge the Council's arrangements for managing risks
- Understand the financial dangers that are relevant to corporate governance matters.
- Be satisfied that the Council's assurance statements - such as the annual governance statement - reflects the true position of the Council, and to approve a work programme to address any weaknesses identified.
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, the member of the Audit Committee will need to:

3.1 Participate in full in the Council's work

- Understand the purpose and role of the Audit Committee, as well as the remit of its own Committee and other Committees.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand comparative audit and scrutiny roles.
- Understand the contexts of acts and state and local policies.
- Understand the Council's priorities and the arrangements for assessing risks.
- Ability to analyse data and to question objectively.
- Attend relevant training.

3.2 Participate in meetings

- Ability to analyse information and data from various sources.
- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.

- Ability to participate in meetings, including listening, questioning and talking effectively.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DRAFT

A description of the role of the Chair of the Audit Committee

(The Committee is responsible for ensuring that the Council's governance and financial arrangements are in order and reviews and scrutinises corporate matters). It is a requirement that members of the Audit Committee attends specific training before the commencement of operations of the Committee.

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

3 Lead the Committee in achieving its role regarding:-

- Review and audit the Council's financial matters.
- Draw up reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Draw up reports and recommendations regarding the Council's corporate matters.
- Review and assess the Council's risk management arrangements, internal control and the Council's corporate governance.
- Draw up reports and recommendations to the Council regarding the suitability and effectiveness of those arrangements.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Nurture a relationship with internal and external inspectors and the Council's Monitoring Officer.
- Create a work programme to achieve the Committee's functions.
- Review and assess the work of the Committee and its members.

3.1 Promote the role of the Audit Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are submitted before the Committee and the financial audit processes.

3.2 Internal governance, moral standards and links

- Understand the financial risks that are relevant to corporate governance matters. Be satisfied that the Council's assurance statements, such as the Annual Governance Statement, reflects those risks and any work required to alleviate those risks.
- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Audit Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Council's function, the Committee's remit and the Chair's role.
- Understand comparative audit and scrutiny roles.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training.

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

4.4 The involvement and development of the Committee Members

- Understand the function of the Audit Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DRAFT

A description of the role of a Scrutiny Committee Member

(The Scutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the public
- To the Full Council
- To the relevant Chair of the Scrutiny Committee

2 Role, purpose and activities

- Participate in full in the Council's work, such as drawing up and accomplishing their work programme, and any relevant task and finish cycles
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee

2.1 Participate in meetings and preparatory meetings

- Sufficiently and appropriately prepare for meetings by researching and documents
- Take part in a proactive and effective way, according to relevant information, taking into consideration the Members' Code of Conduct, the standing rules and other constitutional requirements
- Act in an objective, impartial and comprehensive manner manner in receiving and using specialist advice about the various matters that are put before the Committee
- Challenge in a positive way and continue until a clear and adequate response is received

2.2 Ensure that the Cabinet is accountable, and monitor the performance / provision arrangements of services

- Address underachievement cases
- Evaluate the Cabinet's decisions and 'call them in' where appropriate

- Keep an eye on what the internal and external providers achieve according to relevant standards and targets, including questioning the Cabinet and the senior officers for a period

2.3 Pre-scrutinise policies

- Help to create, develop, improve and refine the Council's policies
- Question policies according to strong evidence such as the law or local political priorities
- Assess the effects of current policies

2.4 Leading the community

- Use scrutiny work to address matters within the community and engage with the public
- Encourage associated people to participate in the Authority's work
- Facilitate discussions amongst the local residents and other associated people for priorities, objectives and what needs to be achieved

3. To fulfil their role according to the description, a member of the Scrutiny Committee will need to:

3.1 Participate in full in the Council's work

- Understand the purpose and role of the Scrutiny Committee, as well as the remit of its own Committee and other Committees
- Understand the support arrangements for Councillors
- Work under the Chair's wing
- Be positive when challenging but continue until a clear and adequate response is received to any challenge
- Attend relevant training.

3.2 Review and draw up policies

- Know the current policies and be able to analyse them
- Understand the best practices
- Understand the contexts of acts and national and local policies

3.3 Monitor the performance and provision arrangements of services, and ensure that the Cabinet is accountable

- Understand the Council's priorities and the arrangements for assessing risks
- Understand the principles and practices of performance management
- Understand the Council's performance management measures
- Ability to analyse data and to question what has been achieved
- Understand 'drop-in' arrangements

3.4 Promoting scrutiny work

- Ability to discuss terms and nurture concepts
- Ability to operate objectively on the basis of appropriate evidence

3.5 Leading the community

- Understand the fundamentals of the community
- Know about local matters and expectations
- Ability to collaborate effectively with all of the local residents and to develop an understanding of a scrutiny role and encourage them to come to grips with it
- Know individuals and organisations in the community, especially those that are mostly on the periphery

3.6 Participate in meetings

- Ability to analyse information and data from various sources
- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements
- Ability to participate in meetings, including listening, questioning and talking effectively

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Scrutiny Committee

(The Scrutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the public
- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Challenge if there is clarity about why the matter is under scrutiny to ensure members and officers time is used effectively and pay attention to what can be improved by scrutiny.
- Represents the Committee on the Scrutiny Forum.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting
- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure clarity of any views that the Committee forms and reflect back to the Committee in order to get a clear decision.
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- Hold the Cabinet to account, monitor performance and assist in developing local policies for the benefit of Gwynedd residents
- Implement objective, impartial scrutiny methods, according to appropriate evidence
- Evaluate the impact and added value of scrutiny work and note fields that can be improved
- Formulate a balanced work programme for the Committee such as pre-decision scrutiny, formulating and reviewing policies, researching and ensuring that the Cabinet is accountable - including performance monitoring
- Ensure that the programme takes relevant factors into consideration such as the Cabinet and other Committees' work programmes, priorities and strategic risks, and community matters
- Ensure that the work programme is achieved
- Provide reports regarding the progress of the work programme to the Council, and other bodies where appropriate
- Contact officers, other councillors and community representatives to obtain the appropriate resources and deliver the work programme
- Promote opportunities for people from the community to participate in the scrutiny work, e.g. specialist witnesses, partners and service users
- Encourage Committee members to communicate effectively - at the Committee and Committee sub-groups

2.5 Promote the role of a Scrutiny Committee

- Act as an ambassador for the Committee, helping people understand its role
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner, and receive and use specialist advice on how to conduct meetings

2.6 Internal governance, moral standards and links

- Developing the reputation and honesty of the Committee and its decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance at the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Scrutiny Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the function of the Committee's scrutiny work and remit, the Chair's function and other elements of the democratic arrangements.
- Understand the support arrangements for Councillors.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- Understand community matters.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give progress reports to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

4.4 Leading the community

- Understand the fundamentals of community leadership
- Knowledge of local matters and expectations.
- Ability to collaborate effectively with all of the local residents, nurturing an understanding of scrutiny work and encourage them to grasp it.
- Know individuals and organisations in the community, especially those who are mostly on the periphery.

4.5 The involvement and development of the Committee Members

- Understand the function of the Scrutiny Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Democratic Services Committee Member

(The Committee is responsible for reviewing the resources available for the Council to implement their democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council
- To the Chair of the Democratic Services Committee.

2 Role, purpose and activities

2.1 Undertake the role of the Democratic Services Committee

- Appoint the Head of the Democratic Services.
- Ensure sufficient resources of staffing, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Full Council every year about the above matter.
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services has drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget for councillor development.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.

2.2 Participate in meetings and decide on matters

- Participate effectively at the meetings of the Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Democratic Services Committee will need to:

3.1 Participate in full in the Council's work

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the support arrangements and training for Councillors.
- An objective attitude.
- Attend relevant training.

3.2 The involvement and development of the Committee Members

- Understand the need to promote the Council's diversity.
- Ability to assess what needs to be developed and what has been achieved.
- Participate in development work.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Democratic Services Committee

(The Committee is responsible for reviewing the resources available for the Council to implement its democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting goes ahead, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timetables)
- Ensure that everyone that is participating at the meeting has the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- Appoint the Head of the Democratic Services
- Keep an eye on the staff, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Council every year on the above matter
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services have drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget to develop councillors.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Collaborate with an assistant activities promoter and develop the councillors where appropriate to promote the role of the councillors and insist on support with the aid of appropriate development courses
- Emphasise an independent, honest and impartial attitude in deciding on matters according to the requirements of the law, the Constitution and relevant policies.

2.5 Promote the role of the Democratic Services Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee.

2.6 Internal governance, moral standards and links

- Developing the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Democratic Services Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the legal requirements for the Committee.
- Understand the state and local requirements in terms of assisting and developing councillors.
- Understand the support arrangements for Councillors.
- Understand and maintain the Wales Charter for Member Support and Development.
- Ability to co-ordinate effectively with the Head of Democratic Services and the Councillor for assisting and developing Members.
- Ability to draw up work programmes.
- An objective attitude.
- Ability to nurture concepts.

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.

4.4 The involvement and development of the Committee Members

- Understand the function of the Committee and the skills of its members.
- Understand the need to promote the Council's diversity.
- Ability to aid the Committee and its members to assess what needs to be developed and what has been achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Standards Committee Member

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions)

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Understand the nature of the Standards Committee and help it achieve its role by:

- promoting and maintaining high standards of conduct by councillors and co-opted members
 - assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
 - advising the Council on the adoption or revision of the Members' Code of Conduct
 - Monitoring the course of Members' Code of Conduct
 - advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members Code of Conduct Members' Conduct;
 - allowing exemptions for councillors and co-opted members
 - deal with any reports of a Tribunal or a Tribunal case temporary case and any report from the monitoring officer of any matter referred to that officer by Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
 - implement these functions in relation to elected members and co-opted by Gwynedd Council and members of community councils of Gwynedd.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
 - Operate in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
 - Demonstrate independence and impartiality in promoting, maintaining and improving ethical arrangements within Gwynedd Council and community councils in the County.

2.2 Participate in meetings and decide on matters

- Participate effectively in the meetings of the Standards Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure the quality of the Committee's decisions and ensure that you fulfil your role as a member of it by adhering to the Members' Code of Conduct and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Audit Committee will need to:

3.1 Understand the function of the Standards Committee

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Council
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Community Councils
- Understand the roles of the councillors and officers
- Attend relevant training

3.2 Participate in meetings, and decide

- Be honest, whilst operating in an unbiased way whatever their personal opinion.
- Show objectivity by taking independent decisions based on evidence and the law.
- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to analyse information.
- Monitoring the implementation of the Members' Code of Conduct
- Willing to be accountable to the public.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Standards Committee

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions).

An external independent member chairs the Standards Committee not a Gwynedd Council Councillor.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that the meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Work with officials to agree a programme with the aims and objectives being clear to every meeting
- Manage the way the meeting is run, ensuring that the objectives of the meeting are being achieved and that everyone adheres to the code of conduct for members, the rules of procedure and other constitutional requirements (bearing in mind that some Committee will be Web broadcast)

- Ensure that the appropriate preparatory work is being done in advance (which includes, as appropriate, preparatory meetings or briefing, clarify the roles of Committee members, officials and other attendees, scheduling)
- Ensure that all participants in the meeting will have the opportunity to contribute appropriately, and accept appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- promoting and maintaining high standards of conduct by councillors and co-opted members
- assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
- advising the Council on the adoption or amendment of the Members' Code of Conduct
- Monitor the course of Members' Code of Conduct
- advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members' Code of Conduct
- allow dispensations for councillors and co-opted members
- dealing with tribunal reports or interventional tribunals and the reports of the Council's Monitoring Officer regarding any matter that the officer has submitted to the Public Services Ombudsman for Wales.
- achieve roles regarding the Community Councils and their members.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Standards Committee will need to:

3.1 Understand the function of the Standards Committee

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the function of the Committee.
- Understand the law and the Constitution in relation to behaviour.
- Understand the roles of the Councillors and officers.
- Understand the seven principles of Nolan.
- Leadership skills.
- Ability to manage the work of the Committee.

- Show objectivity by making independent decisions on the basis of evidence and the legal responsibility.
- Willing to be accountable to the public.
- Attend relevant training.

3.2 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

3.3 The involvement and development of the Committee Members

- Understand the function of the Standards Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

3.4 Promote the function of the Standards Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in practicing its roles

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Licensing Committee Member

(Members of the Licensing Committee are required to attend specific training before the commencement of operations of these Committees.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council.
- To the Chair of the Licensing Committee.

2. Purpose and activities

2.1 Understand the nature of the Licensing Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Understand the need for Committee members to visit external sites before the formal Committee meeting and often at short notice.

2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Licensing Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct and other constitutional and legal requirements.

- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Licensing Committee will need to:

3.1 Understand the nature of the Licensing Committee and quasi-legal decisions

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the licensing committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

3.2 Participate in meetings, and decision-making

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Licensing Committee

Members of the Licensing Committee are required to attend specific training before the commencement of operations.

The Committee deals with licensing work.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council.
- To the Licensing Committee.

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

2.2 Promote the function of the Licensing Committee and quasi-legal decisions

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

2.3 Internal governance, moral standards and links

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Licensing Committee will need to:

3.1 Provide guidance and direction

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

3.2 Promote the role of the Licensing Committee and quasi-legal decisions

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.

- Know and understand the Members' Code of Conduct and the protocols, and promote them.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Planning Committee Member

Members of the Planning Committee are required to attend specific training before the commencement of operations.

The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council.
- To the Chair of the Planning Committee.

2. Purpose and activities

2.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Act in line with the Planning Code of Conduct and the Planning Protocol.
- Understand the need for Committee members to visit external sites before the formal Committee meeting.

2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Planning Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct, Planning Code of Conduct and the Planning Protocol and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Planning Committee will need to:

3.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the regulatory committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

3.2 Participate in meetings, and decision-making

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Planning Committee

Members of the Planning Committee are required to attend specific training before the commencement of operations. The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council.
- To the Planning Committee.

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

2.2 Promote the function of the Regulatory Committee and quasi-legal decisions

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

2.3 Internal governance, moral standards and links

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Planning Committee will need to:

3.1 Provide guidance and direction

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

3.2 Promote the role of the Planning Committee and quasi-legal decisions

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know and understand the Members' Code of Conduct and the protocols, and promote them.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Council

(The Chair presides over Council meetings and they represent Gwynedd Council at civic and ceremonial events)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council

2. Purpose and activities

2.1 Represent the Council's democratic authority

- Act as the Council's ceremonial chief, be impartial and uphold the Council's democratic values.
- Represent the Council on civic and ceremonial occasions.

2.2 Steer the meetings of the Council

- Steer the meetings of the Council so that it can deliver its work efficiently.
- Ensure that the Council holds its meetings according to its standing rules.

2.3 Maintain and promote the Council's Constitution

- Ensure that everyone adheres to the Constitution and to adjudge on its interpretation where necessary.

2.4 Internal governance, moral standards and links

- Promote and facilitate good governance at the Council.

- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep worthy, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

2.5 Prepare work programmes

- Prepare and manage an annual work programme so that the Council can deliver its statutory responsibilities (e.g. determine Council budget and tax, and appoint people to specific posts).

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Council will need to:

3.1 Represent the Council's democratic authority

- Ability to speak clearly in public.
- Thoroughly understand the function of the Chair.

3.2 Steer the meetings of the Council

- Ability to steer meetings, ensuring that the objectives are being achieved and that everyone takes part in the discussions.
- Understand the Council's Standing Rules.

3.3 Maintain and promote the Council's Constitution

- Understand the Council's Constitution.
- Understand when to ask for advice from the Monitoring Officer about matters of the Constitution.

3.4 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.

- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

3.5 Prepare work programmes

- Ability to arrange and manage work programmes

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: _____

Signed: _____

Date: _____

Description of the role of an Opposition Leader (**Opposition** is the term for the second largest political party)

Put the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the political group that nominated them.

2. Purpose and activities

2.1 Give political guidance to an opposition

- The political Head and the main spokesperson for opposition group.
- Give guidance when constructively challenging the Council's policies.
- Constructively challenge the vision of the Council and the community where appropriate.
- Give strong and clear guidance when co-ordinating alternative arrangements for policies, strategies and services.

2.2 Represent the Authority's opposition

- Represent the Authority's opposition group in accordance with high standards and be a strong, dexterous and eloquent Head in doing so.
- Represent the Council on outside bodies.

2.3 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture concepts and keep dignified, appropriate and effective contact with the Council staff.

- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

The role of a Vice-Opposition Leader

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

3. To fulfil their role according to the description, an Opposition Leader will need to:

3.1 Give political guidance to the opposition

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between national and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.
- Ability to question such strategies, policies and procedures.

3.2 Represent the Authority's opposition

- Excellent communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.
- Smart and creative thinking - a talent for prediction.
- Ability to lead.

3.3 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

MEETING	Democratic Services Committee
DATE	4 April, 2017
SUBJECT	MEMBER REMUNERATION
PURPOSE	Update Committee members on member remuneration matters and seek recommendations for the new Council.
AUTHOR	Vera Jones, Democratic Services Manager

BACKGROUND

1. The Independent Remuneration Panel for Wales' annual report has been published (February 2017). The requirements of the report are to be implemented for the 2017/18 financial year. Members of the Committee will remember responding to the Panel's draft consultation over the winter months.
2. By now, the final report has been published. Here is the link to the page where the Independent Panel report can be found.
<http://gov.wales/docs/ds/jlg/publications/localgov/170223-annual-report-en.pdf>
3. Here are the main points:-
 - a) Increase of £100 in the basic salary for all members (raising from £13,300 to £13,400)
 - b) Senior salaries are not increased, but these post holders will receive the increase in the basic salary element.
 - c) Each individual Council to decide on setting Cabinet Members on one of two levels, Level 1, (£29,100) or Level 2 (£26,100)
 - ch) Each individual Council to decide on setting Committee Chairs on one of two level, Level 1, (£22,100) or Level 2 (£20,100)
 - d) Arrangements for financial remuneration to cover cases of long term sickness absence of senior salary holders (in line with regulations relating to Family Absence of elected members)
 - dd) The term "reimbursement of costs of care" to replace "care allowance", and allowing optional approaches to the publication of reimbursement of costs of care by individual Authorities in the hope of encouraging individual members to access all the available support (without the negative publicity).

THE MATTER UNDER CONSIDERATION

4. The decisions of the Independent Remuneration Panel bind Councils to make the payments set by them. The only practical way of not making those payments is for an individual member to state, in writing to the Head of Democratic Services, that they will not accept part or all of the payments.

5. However, the Panel's reports states that a year has passed since the introduction of two levels of salary for members of Councils' Executives and Committee Chairs of principal Authorities who receive Senior salaries. The Panel has examined the schedules for 2016/17 and has established that no principal Council has introduced differential payments within Cabinets or to Chairs of Committees. 20 Authorities paid members of executives at Level 1, and 2 at Level 2, and 20 Authorities paid Committee Chairs at Level 1, and 2 at Level 2.
6. As this has only been in place for one year, the Panel is retaining this facility for flexibility to reflect variations in the levels of responsibility in the remuneration applied to specific senior posts.
7. Whilst discussing the matter last year, the Democratic Services Committee recommended basing the payments at Level 1, and that was the decision of the Full Council. In making the decision this year, the Council should consider not only at which level to set these posts but also whether there is any difference in the responsibilities shouldered in different posts. With regard to the levels of responsibility shouldered by different Cabinet Members, it should be noted that, as a Council, we have made a deliberate effort to share out Cabinet responsibilities as equally as possible. The Council will also need to consider whether there is a difference in the responsibilities shouldered by the committee chairs noted below and, indeed, the chairs of some other committees who do not receive special remuneration, such as the Employment Appeals Committee, Language Committee and Democratic Services Committee.
8. In addition to the consideration about the levels, the committee is reminded that there is a limit to the number of Senior salaries which the authority may pay. The limit is 18, and following previous Council discussions, they are currently paid to :-
 - Leader
 - Deputy Leader
 - 8 other Cabinet Members
 - Leader of the largest opposition groupThe following Chairs:
 - Scrutiny Committees (x3)
 - Audit Committee
 - Planning Committee
 - Licensing Committee
 - Pensions CommitteeDue to the latest assesment of responsibilities, all Cabinet Members are currently paid at Level 1 and all Committee Chairs noted above receive Level 1 payment.

RECOMMENDATION

9. The Committee's views are sought in order to submit a recommendation to the full Council on what should be paid during the new Council's first year, and recommending

that a review of the workloads of the Chairs who currently receive a Senior salary should be undertaken during the first year in order to assess whether the decision for the Senior salary holders or the level of payment needs to be reviewed.