

## **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**

- 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
- 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 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
- 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 training

## **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 four years. The Leader appoints the Cabinet and leads the Council's political direction)

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### **1. Accountability.**

- To the Full Council
- To the public

### **2. Purpose and activities**

#### **• 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.

#### **• 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.

#### **• Represent the Authority and be an ambassador for it**

- Represent the Authority according to high standards. 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.

- **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.
- **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.
- **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.
- **Collaborate with officers to lead the Authority**
  - Contact 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.
- **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.
- **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.



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

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**1. Accountability.**

- To the political party that nominated them.

**2. Purpose and activities**

- **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.
- **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.
- **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.



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

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

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### **1 Accountability**

- To the Full Council

### **2 Role, purpose and activities**

- **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.
  - 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 Gwynedd Council's constitutional rules. (See the Constitution, part 4 - Procedure Rules)
  - Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Lead the Committee in achieving its role regarding:
  - 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 intervenal 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.

## **A description of the role of a Standards Committee Member**

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

### **1 Putting the people of Gwynedd at the centre of everything we do.**

#### Councillors' principles of conduct

- Open and transparent attitude
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### **1 Accountability**

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

### **2 Role, purpose and activities**

- **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
  - 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.
- 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.

- **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.
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- **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.

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

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

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### **1 Accountability**

- To the Full Council

### **2 Role, purpose and activities**

- **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.
  - 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 Gwynedd Council's constitutional rules. (See the Constitution, part 4 - Procedure Rules)
  - Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- **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
- **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 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.
- **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.
- **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.

## **A description of the role of a Democratic Services Committee Member**

(who 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

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### **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.



## **A description of the role of a Scrutiny Committee Member**

(The Scrutiny Committee

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

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Councillors' principles of conduct

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- 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.

#### **2.1 Participate in 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

#### **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.

## **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)

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### **1 Accountability**

- To the Full Council

### **2 Role, purpose and activities**

- **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.
  - 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 Gwynedd Council's constitutional rules. (See the Constitution, part 4 - Procedure Rules)
  - Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- **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
- **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 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.
- **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.
- **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.

## **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)

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### **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 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.

#### **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.

- **Internal governance, moral standards and links**

- Understand the financial dangers that are relevant to corporate governance matters.
- **Be satisfied that the Council's assurance statements, such as the yearly statement on governance, reflects those dangers and any work that needs to be alleviated.**
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.