

Member of Gwynedd Council

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

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.

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.

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.

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.

Personal and professional development

- Ability to assess personal and professional needs.
- Participate in development work.

Chairman of the Council

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

Represent the Council's democratic authority

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

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.

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.

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.

Prepare work programmes

- Ability to arrange and manage work programmes

Leader

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

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.

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.

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.

Offer guidance in the field that they are responsible for

- Ability to achieve the role of a Cabinet member appropriately

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.

Participate in the Cabinet's decision-making process

- Ability to question decisions constructively and suggest other options.

Collaborate with officers to lead the Authority

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

Lead partnerships and the community

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

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.



Opposition Leader

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

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.

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.

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.

Chair of the Standards Committee

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

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.

Promote the function of the Standards Committee

- Ability to advise and ensure training for the Members of the Council and Community Councils in accordance with the Members' Code of Conduct.
- Be honest, whilst operating in an unbiased way whatever their personal opinion.
- Know and understand the Members' Code of Conduct and the protocols, and promote them.
- Understand when to ask advice from the Monitoring Officer about the Constitution.

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.

Standards Committee Member

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

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 and the Constitution in relation to behaviour.
- Understand the roles of the Councillors and officers.
- Show objectivity by making independent decisions on the basis of evidence and the legal responsibility.
- Understand Gwynedd Council's Gifts and Hospitality Policy.
- Understand the seven principles of Nolan.

Participate in meetings, and decide

- Be honest, whilst operating in an unbiased way whatever their personal opinion.
- 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.

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.

Chair of the Democratic Services Committee

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

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.

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.

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.

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.

Democratic Services Committee Member

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

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.

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.



Chair of the Scrutiny Committee

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

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.

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.

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.

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.

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.

A member of the Scrutiny Committee

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

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.

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.

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.

Promoting scrutiny work

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

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.

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.

Chair of the Audit Committee

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

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.

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.

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.

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.

Audit Committee Member

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

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.

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.



The Chair of the Regulatory Committee

To fulfil their role according to the description, the Chair of the Regulatory Committee will need to:

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.

Promote the role of the Regulatory 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.

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.

A member of the Regulatory Committee

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

Understand the nature of the Regulatory Committee and quasi-legal decisions

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

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.

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.

Cabinet Member

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

Lead the field that they are responsible for

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

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.

Represent the field that they are responsible for

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

Provide reports and giving account

- High level of communication skills.

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.

Lead partnerships and the community

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

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.

Champion

To fulfil their role according to the description, they will need to:

In the Council

- Understand the field that is being promoted regarding the Council's strategies and policies, good practices, improvement matters, national programmes and the interests of the area in question.
- Ability to engage with various councillors and officers about the field in question and listen to their comments about their needs.
- Ability to represent the field in question in the Council.

In the Community

- Understand the needs of the community about the field in question
- Ability to engage with citizens/community groups in matters that are relevant to that field.
- Ability to lead and maintain local enterprises that are involved with the field.
- Ability to represent the Council's point of view in the community regarding the field.

