

Mae'r ddogfen hon ar gael yn Gymraeg hefyd



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SECTION 25

25.1 - Elected Member Role Description

1 Accountabilities

- To the electorate of the Electoral Division that the Member represents
- To the electorate of the County Borough of Conwy

2 Role Purpose and Activity

Representing, supporting and enabling communities

- To represent electoral division interests
- To be an advocate for the Council in the electoral divisions and communities they serve
- To be a channel of communication to the community on Council strategies, policies, services and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- To promote tolerance and cohesion in local communities

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

Making decisions and overseeing council performance

- To participate in Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed
- To adhere to the principles of democracy in decision making
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services
- To act in a responsible manner to support the Council.

Representing the Council (subject to appointment and where appropriate, to further the agreed policies of the Council)

- To represent the Council on local outside bodies as an appointee of the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- To represent and be an advocate for the Council on national bodies and at national events

Personal and role development

- To attend and participate in training and development opportunities provided for members by the Authority

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

25.2 - Elected Member Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Representing and supporting communities

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- The ability to present relevant and well reasoned arguments □ Good communication skills

Making decisions and overseeing council performance

- Knowledge and understanding of meetings law, rules and conventions
- An understanding of strategic, policy and service contexts for decisions
- The ability to challenge ideas and contribute positively to policy development

Representing the Council (subject to appointment)

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with integrity

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Personal and role development

- An ability to assess personal and role development needs
- Desire and skills to participate in development

25.3 - Leader (and Deputy) Role Description

1 Accountabilities

- To the electorate of the County Borough of Conwy
- To the Council

2 Role Purpose and Activity

Provide political leadership to the Council

- To be the political figurehead for the Council; to be the principal political spokesperson for the Council.
- To provide leadership in building a political consensus around Council policies
- To form a vision for the Council and community
- To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery

Appoint the Cabinet

- Designate the appropriate portfolios
- Appoint appropriate elected members to each portfolio
- Allocate cabinet members to roles with regard to their abilities.
- Designate Deputy Leader, if deemed necessary by the Leader.

Representing and acting as ambassador for the Authority

- Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies.
- Represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board.
- Provide leadership and support local partnerships and organisations.
- Represent the Authority in regional and national bodies as appropriate.

Provide leadership within the portfolio

- Fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive member

Manage and lead the work of the Cabinet and chair meetings

- Ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development.
- Ensure the work of the Cabinet meets national policy objectives.
- Advise and mentor other cabinet members in their work.
- To chair meetings of the Cabinet in line with the Constitution.

- In the Leader's absence the Deputy Leader (if appointed by the Leader) should fulfil this role.

Participate in the collective decision making of the Cabinet

- To work closely with other cabinet members to ensure the development of effective Council policies and the budgetary framework for the Council, and the delivery of high quality services to local people.
- To accept collective responsibility and support decisions made by the Cabinet once they have been made.

To work with officers to lead the organisation

- Liaise with the Chief Executive, and other appropriate officers, on a regular basis
- Work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

Leading partnerships and community leadership

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3 Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership

- Consensus building

Deputy Leader (if appointed by the Leader)

- To fulfil the duties of the Leader in his or her absence
- To assist the Leader in specific duties as required

25.4 - Leader Person Specification

To fulfil his or her role as laid out in the role description, an effective leader requires:

Providing political leadership to the Council

- Knowledge of community strengths, areas of improvement and key issues.
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

Appointing the Cabinet*

- An understanding of the rules for the appointment of Cabinet Members
- An ability to recognise talent amongst members
- An ability to negotiate the most advantageous appointments within and across political groups
- To appraise, guide and mentor senior members

Representing and acting as ambassador for the Authority

- High level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills

Providing leadership within the portfolio

- The skills necessary for a cabinet member to fulfil their role.

Managing and leading the work of the Cabinet and chairing meetings of the Cabinet

- An understanding of the Cabinet procedure rules
- Skills to Chair meetings, including encouraging participation from all members.
- A knowledge and understanding of national policy objectives
- An overview of the work being carried out by cabinet members.

Participating in the collective decision making of the Cabinet

- The ability to constructively challenge decisions and suggest alternatives

Working with officers to lead the organisation

- An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

25.5 - Cabinet Member Role Description

1 Accountabilities

- To the electorate of the County Borough of Conwy
- To the Leader
- To the Cabinet (through collective responsibility)
- To the Overview and Scrutiny Committees
- To the Council

2 Role Purpose and Activities

Portfolio leadership

- Giving political direction to officers working within the portfolio and contribute to the planning framework of the Council as a whole
- Gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
- Provide leadership in the portfolio
- Liaise with the appropriate overview and scrutiny chairs and receive scrutiny reports as required
- Be accountable for choices and performance in the portfolio
- Have an overview of the performance management, efficiency and effectiveness of the portfolio
- Making executive decisions within the Portfolio

Contribute to the setting of strategic agenda and work programme for the Authority and the portfolio

- Work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
- Provide assistance in working up and carrying through a strategic work programme both political and statutory.
- Carry out consultations with stakeholders as required.
- Make sure that the portfolio's forward work programme is kept up to date and accurate.
- Collective responsibility for delivering the Corporate Plan as authorised by the Council.

Provide representation for the portfolio

- Provide a strong, competent and persuasive figure to represent the portfolio. Take the lead in meetings with stakeholders.

Reporting and accounting

- Report as appropriate to the Leader, the Council, Cabinet, appropriate chair of scrutiny, regulatory bodies and the media.
- Be the principal political spokesperson for the portfolio.
- Appear before overview and scrutiny committees in respect of matters within the portfolio.

Take an active part in cabinet meetings and decision making

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

Leading partnerships and community leadership

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership

25.6 - Cabinet Member Person Specification

To fulfil his or her role as laid out in the role description, an effective Cabinet Member requires:

Portfolio leadership

- An understanding of the Council's strategy, policies and operations □
Leadership skills

Contributing to the setting of the strategic agenda and work programme for the portfolio

- The ability to present to others
- The ability to exercise strategic awareness and judgement
- Knowledge of relevant issues and who to involve in decision making
- The ability to persuade others
- Knowledge of Council and national objectives

Providing representation for the Portfolio

- Public speaking skills
- Good presentation skills

Reporting as appropriate

- High level communication skills

Taking an active part in cabinet meetings and decisions

- The ability to constructively challenge decisions and suggest alternatives
- The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

25.7 - Chair of the Council Role Description

1 Accountabilities

- The electorate of the County Borough of Conwy
- The Council

2 Role Purpose and Activity

Act as a symbol of the Council's democratic authority

- As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
- To represent the Council at civic and ceremonial functions

Chair Council meetings

- To preside over meetings of the Council, so that its business can be carried out efficiently
- To ensure the Council conducts its meetings in line with the Council's Standing Orders

Uphold and promote the Council's Constitution

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- To ensure the Council's Complaints Procedure is adhered to.

Work programming

- To oversee the annual work of the Council to meet its legal obligations (e.g. approving the Council Tax and making Head of Paid Service and Directors appointments)

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Vice Chair

- To fulfil the duties of the Chair in his or her absence
- To assist the Chair in specific duties as required
- To ensure the Council's Complaints Procedure is adhered to.

25.8 - Chair of the Council Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Acting as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair

Chairing Council meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Standing Orders

Upholding and promoting the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Work programming

- The ability and discipline to plan and manage work programmes

25.9 – Protocol - The Role of the Chair – Conwy County Borough Council

The Chair is ‘the first citizen’ of the County Borough.

Accordingly, he or she represents the Council at all civic and ceremonial functions and acts as the ambassador for the Council at such functions.

As the ceremonial head of the Council, when exercising the role of Chair he or she will be non-political and will seek to uphold the democratic values of the Council.

It is appropriate for the Chair to be invited whenever a representative of the Council is required to officiate at a public function and to greet distinguished visitors of national and international significance to the County Borough area including, of course, members of the Royal family.

As the first citizen the Chair takes precedence in the area over everyone, other than the Queen or her representatives. Accordingly, the place to be reserved for the chair should be after the Lord Lieutenant and High Sheriff in a line of introduction or on the immediate right of the person presiding at a seated gathering or similar. The Chair of Conwy County Borough Council always takes precedence over Town Mayors and Chairs of Community Councils.

Therefore, the Chair should represent the Council at ‘ceremonial’ or ‘meeting and greeting’ functions, whereas the Council Leader should be the Council’s representative at meetings or discussions with people such as Assembly Members or Members of Parliament.

The Chair may choose a person, normally his or her spouse or partner to act as Chair’s consort and may attend functions with the Chair

The Chair may have such arrangements made for a Civic service, an annual charity dinner and other civic events during his or her tenure in office as he or she considers appropriate.

In the absence of the Chair the Vice-chair is empowered to act.

25.10 - Chair of Democratic Services Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - Designating the Head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - Work with the member support and development champion where relevant to promote the role of members and necessary support and development.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

Promoting the role of the Democratic Services Committee

- To act as an ambassador for the Democratic Services Committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

Internal governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility
- To promote and support good governance by the Council.

3. Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

25.11 - Member of a Democratic Services Committee Role Description

1 Accountabilities

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

2 Role purpose and activity

Understanding the nature of the Democratic Services Committee:

- To be aware of and effectively undertake the role of the committee in:
 - Designating the Head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee.

Participating in meetings and making decisions

- To participate effectively in meetings of the Democratic Services Committee

- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

25.12 - Chair of a Regulatory Committee Role Description

1 Accountabilities

- To the electorate of the County Borough of Conwy
- To the Council
- To the members of the regulatory committee, where appropriate.

2 Role Purpose and Activity

Provide leadership and direction

- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and Council policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

- Act as an ambassador for the regulatory committee, facilitating understanding of the role
- Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

- Develop the standing and integrity of the committee and its decision making
- Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- Promote and support good governance by the Council.
- To give a commitment to undertake appropriate training
- To adhere to any protocols approved by the Standards Committee

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect

- Equality and fairness
- Appreciation of cultural differences
- Sustainability

25.13 - Chair of Regulatory Committee Person Specification

To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:

Providing leadership and direction

- Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
- Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
- Communication skills
- Knowledge of local issues
- Ability to manage the work of the committee
- Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the regulatory committee and quasi-judicial decision making

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols ☐
- Knowledge of and commitment to the values of the Council

25.14 - Member of a Regulatory Committee Role Description

1 Accountabilities

- To the electorate of the County Borough of Conwy
- To the Council
- To the Chair of the regulatory committee

2 Role purpose and activity

Understanding the nature of the regulatory committee and quasi-judicial decision making

- To be aware of the quasi-judicial nature of regulatory committee decision making
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

Participating in meetings and making decisions

- To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and Council policy requirements

Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- To give a commitment to undertake appropriate training
- To adhere to any protocols approved by the Standards Committee

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

25.15 - Regulatory Committee Member Person Specification

To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:

Understanding the nature of the regulatory committee and quasi-judicial decision making

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that regulatory/quasi judicial area
- Maintenance of knowledge
- Objectivity and judgement

Participating in meetings and making decisions

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Internal governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and a commitment to the values of the Council

25.16 - Chair of Standards Committee Role Description

1. Accountabilities

- To Full Council.

2. Role Purpose and Activity

(a) Providing Leadership and Direction

13.1.1.1.1 To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.

13.1.1.1.2 To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct.

13.1.1.1.3 To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.

13.1.1.1.4 To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.

13.1.1.1.5 To lead the committee in its role in:

- promoting and maintaining high standards of conduct by Councillors and co-opted members;
- assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
- advising the Council on the adoption or revision of the Members' Code of Conduct;
- monitoring the operation of the Members' Code of Conduct;
- advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
- granting dispensations to Councillors and co-opted members on dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales;

- the exercise of these functions in relation to community councils and the members of those community councils.

3. Values

- To be committed to the values of the council and the following values in public office:
 - a) openness and transparency;
 - b) honesty and integrity;
 - c) tolerance and respect;
 - d) equality and fairness;
 - e) appreciation of cultural differences;
 - f) sustainability.

25.17 - Member of a Standards Committee Role Description

1. Accountabilities

- To Full Council.
- Accountable to the Chair of the Standards Committee for matters conducted under the purview of the Committee

2. Role Purpose and Activity

- Understanding the nature of the Standards committee and effectively fulfilling its functions by:
 - (i) promoting and maintaining high standards of conduct by Councillors and co-opted members;
 - (ii) assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - (iii) advising the Council on the adoption or revision of the Members' Code of Conduct;
 - (iv) monitoring the operation of the Members' Code of Conduct;
 - (v) advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - (vi) granting dispensations to Councillors and co-opted members on dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee.
 - *Participating in Meetings and Making Decisions*
 - (i) To participate effectively in meetings of the Standards committee.
 - (ii) To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements.

- *Internal Governance, Ethical Standards and Relationships*
 - (i) To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements.
 - (ii) To promote and support good governance by the Council.
 - (iii) To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility.

3. Values

To be committed to the values of the Council and the following values in public office:

- openness and transparency;
- honesty and integrity;
- tolerance and respect;
- equality and fairness;
- appreciation of cultural difference;
- sustainability.

25.18 - Chair of Governance and Audit Committee Role Description

1. Accountabilities

- To Full Council

2. Role Purpose and Activity

Providing Leadership and Direction

- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To agree the agendas for Governance and Audit Committee meetings.
- To lead the committee in its role in:
 - reviewing and scrutinising the authority's financial affairs;
 - making reports and recommendations in relation to the authority's financial affairs;
 - reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority;
 - making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
 - overseeing the authority's internal and external audit arrangements;
 - reviewing the financial statements prepared by the authority and approving them when powers are delegated;
 - developing relationships with internal and external auditors and the Authority's Monitoring Officer;
 - developing a Forward Work Programme designed to deliver the governance and audit committees functions;
 - reviewing and self-assessing the performance of the Committee and its members; and
 - reviewing and making recommendations in relation to the self-assessment report pursuant to section 91 of the Local Government and Elections (Wales) Act 2021.

3. Promoting the Role of the Governance and Audit Committee

- To act as an ambassador for the governance and audit committee, facilitating understanding of the role.
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process.

4. Internal Governance, Ethical Standards and Relationships

- Understanding the financial risks associated with corporate governance; being satisfied that the authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it.
- To develop the standing and integrity of the committee and its decision making.
- To understand the respective roles of members, officers and external parties operating within the governance and audit committee's area of responsibility.
- To promote and support good governance by the Council.

5. Values

- To be committed to the values of the council and the following values in public office:
 - openness and transparency;
 - honesty and integrity;
 - tolerance and respect;
 - equality and fairness;
 - appreciation of cultural differences;
 - sustainability.

25.19 - Member of a Governance and Audit Committee Role Description

1. Accountabilities

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

2. Role Purpose and Activity

- Understanding the role of the Governance and Audit Committee and undertaking its functions:
 - reviewing and scrutinising the authority's financial affairs;
 - making reports and recommendations in relation to the authority's financial affairs;
 - reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority;
 - making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
 - overseeing the authority's internal and external audit arrangements;
 - reviewing the financial statements prepared by the authority.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee.

3. Participating in Meetings and Making Decisions

- To participate effectively in meetings of the governance and audit committee; questioning and seeking clarification on matters falling within the committee's remit.
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements.

4. Internal Governance, Ethical Standards and Relationships

- Understanding the financial risks associated with corporate governance; being satisfied that the authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it.
- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements.
- To promote and support good governance by the Council.

- To understand the respective roles of members, officers and external parties operating within the governance and audit committee's area of responsibility.

5. Values

- To be committed to the values of the Council and the following values in public office:
 - openness and transparency;
 - honesty and integrity;
 - tolerance and respect;
 - equality and fairness;
 - appreciation of cultural difference;
 - sustainability.

25.20 - Overview and Scrutiny Chair Role Description

1. Accountabilities

- The electorate of the County Borough of Conwy
- The Council
- External Regulatory Bodies

2. Role purpose & activity

Provide leadership and direction

- Provide confident and effective management of the member team
- Promote the role of Overview and Scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners
- Develop a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
- Ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues
- Demonstrate an objective and evidence based approach to scrutiny
- Evaluate the impact and added value of scrutiny activity and identify areas for improvement
- To liaise with appropriate Cabinet Member/s

Manage the work programme

- Ensure that the work programme is delivered
- Report on progress against the work programme to Council, and others as appropriate
- Liaise with officers, other members and community representatives to resource and deliver the work programme

Hold the Executive to account

- Evaluate the validity of executive decisions and challenge inappropriate decisions through call in

Effective meeting management

- Set agendas containing clear objectives and outcomes for the meeting
- Manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- Ensure that the necessary preparation is done beforehand

- Ensure that all participants have an opportunity to make an appropriate contribution

Community leadership

- Act as a focus for liaison between the council, community and external bodies in relation to the overview and scrutiny function
- Build understanding and ownership of the overview and scrutiny function within the community
- Identify relevant community based issues for overview and scrutiny
- Involve fully external stakeholders for example, service users expert witnesses and partners in overview and scrutiny activity

Development of committee members

- Identify appropriate training opportunities with respect to the work of the Committee.

25.21 - Overview and Scrutiny Chair Person Specification

To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires:

Providing leadership and direction

- Ability to see the 'big picture'
- Understanding of the role and functions of the council
- Understanding of the key strategies, priorities and direction of travel of the Council
- Understanding of the purpose of the scrutiny function and its role in the council's wider improvement planning and reporting arrangements
- Ability to promote an approach to scrutiny which is (a) member led, (b) seeks to provide an evidence based challenge of decision makers and service providers and (c) is an important mechanism for community engagement and service improvements
- Understanding of the legal requirements around scrutiny, including prohibition of political whipping and taking the views of the public into account
- Understanding of the purposes and processes associated with the Councillor Call for Action and the Call In procedure
- Understanding of the terms of reference for the committee and the role of the chair
- Understanding of member support functions
- Understanding of council service, improvement and financial priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity and understanding of equalities and diversity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive
- A commitment to personal development in the role
- Commitment to develop other members by mentoring and guidance
- Working closely with scrutiny support officers to ensure the continual development of scrutiny
- Making sure that scrutiny is making a difference

Managing the work programme

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles – verbally and in writing
- Ability to monitor and constantly review work programmes

Leading Joint Scrutiny

- An ability to create an effective, supportive and welcoming environment for scrutiny members and partner representatives from different organizations
- An ability to see the big picture at the regional level
- A clear understanding of the role and functions of the partnership/regional organization
- An understanding of the key strategies, priorities and direction of travel of the partnership/regional organization
- A commitment to enabling an approach to joint scrutiny which is member-led, provides an evidence-based challenge and is an important mechanism for community engagement and service improvement
- An ability to work constructively with partnerships/regional organisations under scrutiny
- A commitment to develop and embed an apolitical, objective, collective and inclusive scrutiny process
- A commitment to offer guidance and mentorship to scrutiny members
- A willingness to ensure that joint scrutiny makes a difference
- An ability to negotiate and build consensus
- An ability to manage people, projects and resources
- A commitment to raising the profile of joint scrutiny and an ability to champion it within the authority and beyond

Effective meeting management

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements including protocols for public speaking and webcasting
- Ability to chair meetings effectively, managing members contributions and the agenda and progressing business to achieve the desired outcomes
- Ability to facilitate effective discussions focussing on the agreed questioning strategy.
- Ability to listen and question effectively
- Ability to prepare and introduce speakers and make them feel at ease when presenting to the committee
- Ability to be impartial and ensure that the committee is acting in a non-political way

Community engagement

- Understanding of the role of scrutiny in enabling local people and communities to contribute to the decision and policy making process
- Knowledge of local issues and expectations

- Ability to work effectively with all members of the community and to build an understanding of the role of scrutiny with the public and stakeholders
- ability to engage with individuals and organisations in the community especially those traditionally excluded
- To promote an understanding that scrutiny is a last resort for matters such as CCfA
- Ability to manage expectations of the public in asking scrutiny to consider issues

Involving and developing of committee members

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and Champion and participate in appropriate learning and development
- Provide mentoring, guidance and support to members in their roles such as members leading task and finish groups

25.22 - Overview and Scrutiny Member Role Description

1. Accountabilities

- The electorate of the County Borough of Conwy
- Chair of the appropriate overview and scrutiny committee
- The Council

2. Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, delivery of its work programme and any associated task and finish groups

Reviewing and developing policy

- Assist in the creation, development, improvement and refinement of Council policy
- Challenge policies on a sound basis of evidence for example against legislation or local political priority
- Assess impact of existing policy

Monitoring performance and service delivery

- Monitor the performance of internal and external providers against standards and targets
- Contribute to the identification and mitigation of risk
- Investigate and address the causes of poor performance

Promoting the work of scrutiny

- Promote the role of scrutiny within and outside the council, developing effective internal and external relationships
- Demonstrate an objective and evidence based approach to scrutiny
- Add value to the decision making and service provision of the authority through effective scrutiny
- To give a commitment to undertake appropriate training

Community leadership

- Use scrutiny as a means to address community issues and engage the public
- Encourage stakeholders to participate in the work of the authority
- Develop locally viable and acceptable policy solutions
- Build a dialogue around priorities, objectives and performance, among communities and stakeholders

Meeting participation

- Make adequate and appropriate preparation for meetings through research and briefings
- Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

Hold the Executive to account

- Evaluate the validity of executive decisions and challenge inappropriate decisions through call in

25.23 - Overview and Scrutiny Member Person Specification

To fulfil his or her role as laid out in the role description, an effective scrutiny member requires:

- Understanding of the role and functions of the council
- Understanding of the key strategies, priorities and direction of travel of the Council
- Understanding of the purpose and a commitment to the scrutiny function
- Full understanding of the scrutiny remit and role, to deliver an approach to scrutiny which is (a) member led, (b) seeks to provide an evidence based challenge of decision makers and service providers and (c) is an important mechanism for community engagement and service improvements
- Understanding of the terms of reference for their own committee and how they relate to others.
- Ability to operate apolitically, objectively and with an understanding of equalities and diversity
- Understanding of member support functions
- Willingness to work within the guidance of the chair
- Willingness to undertake personal development as necessary and understand the skills they need to undertake the role
- Understanding of the legal requirement to take the views of the public into account
- Ability to negotiate and build consensus
- Understanding of the purposes and processes associated with the Councillor Call for Action and the Call In procedure
- Understanding of council service, improvement and financial priorities and risks
- Understanding of community issues
- Engage fully in scrutiny including asking questions

Scrutinising and developing policy

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national and local legislative and policy context

Monitoring performance and service delivery and holding the executive to account

- Understanding of the councils improvement programme and associated risk assessment arrangements
- Understanding of the principles and practice of performance management

- Understanding of council's performance management arrangements
- Ability to analyse data and challenge performance
- Understanding of the arrangements for call in
- Ability to act as a critical friend and in a non political way
- Undertake an overview rather than detailed monitoring
- Ability to hold executive members / officers to account for the achievement of targets / objectives
- Monitoring action plans arising from internal or external regulator reviews

Participating in Joint Scrutiny

- A commitment to working jointly with scrutiny members of other authorities and representatives of partner organizations
- An understanding of the role and functions of the partnership/regional organization
- An understanding of the key strategies, priorities and direction of travel of the partnership/regional organization
- A commitment to an approach to joint scrutiny which is member-led, provides an evidence-based challenge and is an important mechanism for community engagement and service improvement
- An ability to operate apolitically, objectively, collectively and inclusively
- Willingness to work within the guidance of the chair
- Willingness to undertake personal development as necessary and understand the skills they need to undertake the role
- An ability to negotiate and build consensus
- Full engagement in scrutiny, including asking questions

Community engagement

- Understanding of the role of scrutiny in enabling local people and communities to contribute to the decision and policy making process
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and to build an understanding of the role of scrutiny with the public and stakeholders
- ability to engage with individuals and organisations in the community especially those traditionally excluded

Meeting participation

- Ability to interpret information and data from a range of sources
- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to participate in meetings including effective listening, questioning and speaking
- Preparation work including considering lines of questioning □ Ability to present information to the committee

25.24 - Leader of the Opposition Person Specification

To fulfil his or her role as laid out in the role description, an effective leader of the opposition requires:

1. In Providing Political Leadership for the Opposition Group

- Knowledge of community strengths, areas of improvement and key issues.
- An understanding of the relationship between national and local politics.
- Have a good strategic awareness of issues facing the Council.
- An understanding of the Council's strategy, policies and operations.
- An ability to challenge different strategies, policies and operations.

2. In Representing the Authority's Opposition

- High level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills.
- Creative and lateral thinking skills; the ability to see ahead and be foresighted.
- Leadership skills.

3. Internal Governance, Ethical Standards and Relationships

- An understanding of the roles of officers, members and different agencies
Respect for, and willingness to work with, different groups and individuals.
- A thorough knowledge and understanding of the Code of Conduct and Member/Officer Protocol.
- A knowledge of and commitment to the values of the Council.

25.25 - Member Champion Role Description

1. Accountability

- To the Council for council functions
- To the Executive for executive functions

2. Role Purpose and Activities

Within the Council

- To promote the interest being championed within the Council's corporate and service priorities
- To promote the needs of the client group represented in the interest to the decision makers within the council
- To work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest
- To maintain an awareness of all matters connected with the interest
- To contribute to good practice and the continuous improvement of services and functions related to the interest
- To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet/Full Council meetings etc.
- Raising awareness of and assisting in the development of all members and officers in relation to the interest

In the Community

- To raise the profile of the interest in the community
- To engage with citizens and community groups in matters related to the interest
- To lead and support local initiatives related to the interest

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

25.26 - Member Champion Person Specification

Within the Council

- Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- Ability to engage with a range of members and officers around the area of interest and listening to requirements
- Ability to advocate on behalf of the area of interest within the council

In the Community

- Understanding of the needs of the community in relation to the interest
- Ability to engage with citizens and community groups in matters related to the interest.
- Ability to lead and support local initiatives related to the interest.
- Ability to represent the position of the council to the community in relation to the interest.

25.27 - Protocol for Member Champions

1. What are Member Champions?

- 1.1 Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business although they may not be the responsibility of any individual or committee.
- 1.2 Member Champions are elected members who, in addition to their other Council responsibilities, make sure that the issue or group that they are championing are taken into account when council policy is being developed and decisions are made.
- 1.3 The Council has, in recent years, appointed Member Champions for various roles or areas of Council activity. Many of these are now synonymous with, and are subsumed within, the role of the relevant portfolio holder, but it is still considered appropriate for some cross-cutting themes to have specific, identified Member Champions which do not necessarily link to a relevant portfolio.

2. Appointment of Member Champions

- 2.1 A Member Champion can be any member of the Council.
- 2.2 The Cabinet is responsible for appointing Member Champions unless such appointment is a Council function or is reserved by law to the Council. If an Overview and Scrutiny Member is to be appointed, expressions of interest in the role will be invited via group leaders before any appointment is considered and confirmed by the Cabinet (either formally or informally).
- 2.3 Member Champions will normally be expected to serve for the period of his/her term of office to ensure some stability in the role. However, an appointment may be made during the term of office to any new position that is established or to a position where there is a vacancy.
- 2.4 A bi-annual review of appointments will be carried out to ensure Members are undertaking their Champion roles effectively. Member Champions will be expected to provide an annual update on their work to the Member Development and Information Forum. If the Champion cannot provide a satisfactory annual update this will be reported, as part of the bi-annual review, to the Cabinet for it to consider whether a replacement Member is required.

3. Role of Member Champions

- 3.1 It is difficult to create a role description that fits with the different roles expected of champions but a generic model has been developed and is attached as appendix 1 to this protocol.

4. How does their role fit within the corporate structure?

- 4.1 There is potential for confusion and overlap between the role of the Member Champion and that of the relevant Cabinet Member (if they are not one and the same). It is important that Member Champions are clear about their role and what they can and cannot do. The work of the Member Champion should complement the work of the relevant Cabinet Member.
- 4.2 All Member Champions must act reasonably in their role and recognise and work effectively within the political management and working arrangements adopted by the Council. They should take care not to impinge on issues outside their area of interest.
- 4.3 A Member Champion cannot make decision (unless the Champion is a Cabinet Member with delegated authority) and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may, however, confirm a position as stated in a published policy. Member Champions should not talk to the media without first consulting with the Cabinet Member and relevant professional officer.

5. Internal Working Relationships

- 5.1 The Champion will:
 - liaise regularly with other Member Champions and Cabinet Members whose portfolios are relevant to the role (for some generic interests this will be all or many of them)
 - monitor the Committee Forward Work Plan and seek information from the relevant officers and Cabinet Members about forthcoming business and exert influence on behalf of the interest
 - serve (alongside the Cabinet Member) where appropriate on Working Groups/Task and Finish Groups relating to their area of responsibility
 - take advice from professional officer(s)
 - in consultation with the Cabinet Member, seek to place appropriate items on agendas for Overview and Scrutiny/Cabinet where a review of policy/decision is needed
 - keep other Councillors up-to-date with activities within the interest via the Member Development and Information Forum, the Members' Information Booklet, or directly by e-mail, whichever is deemed to be most appropriate
 - generally promote the interest
- 5.2. In turn, the Leader, Cabinet Members, Overview and Scrutiny Chairs and officers will:
 - acknowledge the right of Champions to be consulted on matters relating to their interest
 - take full account of any views offered by Champions prior to any recommendations or executive decision being made on matters within the interest

6. External Working Relationships

6.1 The Champion will:

- monitor and work closely with partner bodies in the field of the interest being championed
- communicate on behalf of the 'interest' group and the Council to outside bodies
- (may) be the Council's representative on certain relevant external bodies
- identify the most relevant community bodies whose work is associated with the interest and foster good working relationships with those groups
- take to promote within the wider community the specific issues on which the Champion is to focus and to provide opportunities for local engagement – involving Cabinet and Overview and Scrutiny lead Members as appropriate.

25.28 - Political Group Leader Role Description

1. Accountabilities

- To the nominating Group

2. Role Purpose and Activity

Providing political leadership to the Group

- To be a political figurehead and role model for the Group
- To be the principal political spokesperson for the Group
- If in power, to provide Party Political leadership in the development of the Council's vision or policies and, if in opposition to provide constructive challenge and alternatives to the ruling Political Group's vision and policies.
- To canvass a range of views within the Political Group in the formulation of policy.
- To integrate and represent Political Group policy at a local level.
- To co-operate with other Political Groups where appropriate, particularly in matters of a non-Party Political nature.
- To chair and/or attend meetings where appointed to a representative role within the Council.
- To liaise with other local and regional representatives of the party.
- To be the representative voice of the Group for example and where applicable, in its dealings with outside organisations such as the Welsh Government or Senedd

Internal governance, ethical standards and relationships:

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees and other members of the Council
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- Encourage due regard to the Seven Principles of Public life and to civility in public life
- To participate in and encourage Group members to take part in relevant development opportunities.
- To set clear expectations of the behaviour of group members and challenge any inappropriate behaviour
- To promote diversity among Group members

- To encourage Group members to claim salaries and reimbursements due to them in accordance with the determinations of the IRPW

Duty to promote and maintain high standards of conduct by Group Members in accordance with the Local Government and Elections (Wales) Act 2021

- Take reasonable steps to promote and maintain high standards of conduct by the members of the Group.
- Co-operate with the council's standards committee (and any sub-committee of the committee) in the exercise of the standards committee's functions. Specifically, to co-operate with the Standards Committee in its duty to monitor compliance of Group Leaders with their duty under the act and in providing information for the Standards Committee's annual report.
- To work constructively with the Monitoring Officer and other Group Leaders in relation to this duty
- To work within the local resolution protocol where this applies
- To participate in any training relating specifically to this duty.

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Political Group Leader supplementary guidance

The Local Government and Elections (Wales) Act places a duty on Group Leaders to take “Reasonable Steps” to promote and maintain high standards of conduct by the members of their group. The following note provides further interpretation of the Act in support of the Group Leaders’ role description.

- Group Leaders have a duty to promote and maintain high standards of behaviour by members of their group in a Unitary Authority. This applies to those group members whenever they are acting or giving the impression of acting in their capacity as a member.
- This duty has been introduced by the Welsh Government to encourage high standards of behaviour from members, including civility and respect in all situations and towards all people. The duty is not intended to be onerous and will not cover everyone (clearly those members who do not belong to a group), but rather to be proportionate and helpful and encourage the prevention of inappropriate behaviour before it becomes a breach of the Code.
- All councillors already have a responsibility to report breaches of the Code of Conduct
- The Duty applies to Group Leaders for their group members whenever these members are for example acting on the Council, in political group meetings, in the community and on outside bodies such as Fire and Rescue Authorities, National Park Authorities, Police Authorities, Community and Town Councils, Corporate Joint Committees and school governing bodies.
- In the case of outside bodies, the standards of conduct which apply are those set out by the body on which the group member is serving. If these are not available, the Council Code of Conduct applies.
- The Duty does not make Group Leaders accountable for the behaviour of their members as Conduct must be a matter of individual responsibility. However, Group Leaders must take “Reasonable steps” to promote and maintain high standards of conduct by the members of the group. And must cooperate with the standards committee and any subgroup of the committee in the exercise of the standards committee’s functions. And must have regard to guidance issued by Welsh Ministers on these matters.
- “Reasonable steps” might include Group Leaders:
 - Having informal discussions with and/or requesting training for members who may be showing early signs of inappropriate behaviour to ‘nip this in the bud’ before it becomes problematic or in danger of breaching the Code.
 - Working constructively with Standards committees to report compliance with their duty, any serious concerns about members’ behaviour which have not been remedied by informal actions, and training requirements for themselves and for their group members.
 - Working constructively with and supporting the Monitoring Officer in these matters
 - Acting as a positive role model for members, demonstrating the highest possible standards of behaviour, civility, and respect.

- Maintaining an awareness of what constitutes very high standards of behaviour, civility, and respect, particularly with regard to equalities and diversity.
 - Working constructively with other group members on the council and on other councils to ensure the highest possible standards of behaviour both in the Council and throughout Wales.
 - Welcoming and responding to concerns raised by Group members about behaviour in the group.
- Standards committees have a duty to monitor compliance by Political Group Leaders with their duties and advising, training or arranging to train leaders of political groups on the council about matters relating to their duties.
 - Standards committees must give an annual report to council about their work including compliance of group Leaders with this duty.
 - The sanctions which may be applied to group members acting inappropriately on an outside body are those set out by those bodies. Where sanctions are not set out, the Council rules apply.
 - If a member has breached the Code of Conduct and is suspended, they are only suspended in the capacity as a member of one relevant authority. They would have to be disqualified for it to apply to their capacity as a member of more than one relevant authority. (Local Government Investigations (Functions of Monitoring Officers and Standards Committees (Wales) regs 2001)
 - “A group leader who fails to comply with the new duty in a meaningful way may potentially be regarded as bringing their office into disrepute, in breach of paragraph 6(1)(a) of the Code” The Public Services Ombudsman for Wales, The Code of Conduct for members of local authorities in Wales May 2021.