

# 1 Councillor Job Roles

Role	Key Messages
<b>Decision Maker</b>	Member of many decision making committees Makes decisions about how Council services are run Makes decisions about planning and licensing May be a local school governor May be a community centre committee or community partnership member Will represent your views when making decisions
<b>Community Volunteer</b>	Gets involved with many community activities, groups and projects Can give advice and help organise support Can help volunteers find something to get involved in
<b>Signposter</b>	Will let people know about services offered by the Council and other agencies Can provide advice about who to contact Can explain why Council decisions have been taken
<b>Watchdog</b>	Can report problems about local public services Can spot common problems and get something done Member of Overview & Scrutiny Boards which look in detail at some services Can raise problems at meetings where decisions are made
<b>Caseworker</b>	Deals with individual problems and complaints Gives advice and suggests solutions May hold local surgeries Will act as a representative at meetings and through letters
<b>Campaigner</b>	Works to support causes of personal interest Can support causes in the local community or Swansea wide May be involved with charities and voluntary groups May be an 'issue champion' in the Council (e.g. for Young People) Can give advice about campaigning

## **Scrutiny Convener Role Description**

1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

### **2 Providing leadership**

- a) To provide confident and effective management of the topics for which they are responsible.
- b) To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- c) To contribute to the development of a balanced scrutiny work programme.
- d) To 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.
- e) To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- f) To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- g) To promote cross party working.
- h) To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required.

### **3 Managing the work programme**

- a) To ensure that the work programme is delivered.
- b) To report on progress against the work programme to Council, and others as appropriate.
- c) To liaise with officers, other members and community representatives to resource and deliver the work programme.

### **4 Effective meeting management**

- a) To set agendas containing clear objectives and outcomes for meetings
- b) To manage the progress of business at meetings, ensuring that meeting objectives are met.
- c) To ensure that the necessary preparation is done beforehand.
- d) To ensure that all participants have an opportunity to make an appropriate contribution

### **5 Community leadership**

- a) Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- b) To build understanding and ownership of the scrutiny function within the community.
- c) To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.

- d) To support the involvement and development of scrutiny members
- e) To encourage high performance from all scrutiny councillors in task and finish groups.
- f) To assess individual and collective performance within task and finish groups and facilitate appropriate development.

## 6 Values

### 6.1 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 difference;
- f) Sustainability.

## Equality Member Champion - Role Description

- 1 In addition to the Generic Member Champion Role Description, the Equality Member Champions shall abide by the following.
- 2 Based on the existing role and parts of the WLGA Member Role Guidance the core role of the Elected Member Equality Champion role in the City and County of Swansea would be to:
  - a) Be familiar with equality and diversity legislation and issues;
  - b) Be familiar with the needs and priorities of people with protected characteristics and represented groups;
  - c) Raise awareness of the views and needs of people with protected characteristics and represented groups within the business of the Council;
  - d) Support the Council's engagement and communication with people with protected characteristics and represented groups;
  - e) Encourage the participation of people with protected characteristics and represented groups in the work of the Council including the planning and evaluation of the services it provides;
  - f) Establish effective engagement with, and be recognised as, a link between people with protected characteristics and represented groups and the authority's members, officers and the Equalities Committee;
  - g) Champion good practice across the Council including learning from other organisations and linking with partner organisations;
  - h) Regularly report to the Equality Committee and represented groups.
- 3 The aim would be to implement and adapt the role over a period of time in conjunction with the development of the role of the Equalities Committee. A Member Champion's role could cover more than one of the protected characteristics and represented groups.

# **Chair of Policy Development Committee**

## **1 Accountabilities**

- a) To the Leader of the Council;
- b) To Cabinet;
- c) To Council.

## **2 Role Purpose and Activity**

### **2.1 Providing Portfolio Guidance and Assistance to the Cabinet Member**

- a) To assist the Cabinet Member in giving political leadership in relation to Cabinet portfolios;
- b) To provide support to Cabinet Members in the implementation and delivery of portfolio policies and change and alignment with the direction in Sustainable Swansea - Fit for the Future;
- c) To liaise and work closely with the Chair of the Scrutiny Programme Committee and the Scrutiny Inquiry Panel Conveners and to comment on reports as necessary.

### **2.2 Contributing to the setting of the Strategic Agenda and Work Programme for the portfolio**

- a) To work with the Cabinet to formulate policy development both strategic and statutory. Subject to the Cabinet Member having the final say, ensuring that the political will of the majority is carried to and through Cabinet;
- b) To provide assistance in working up and carrying through a strategic work programme both political and statutory. Make sure that the portfolio's forward work programme is kept up to date and accurate.

### **2.3 Providing representation for the Portfolio**

- a) To fully support the Cabinet Member when they have to provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

### **2.4 Reporting and Accounting**

- a) To report as appropriate to the Leader of the Council, Council, Cabinet, Chair of the Scrutiny Programme Committee, regulatory bodies and the media;
- b) To appear with the Cabinet Member if necessary before the Scrutiny Programme Committee in respect of matters within the portfolio.

### **2.5 Taking an active part in Cabinet meetings and Decision Making**

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

### **2.6 Leading Partnerships and Community Leadership**

- a) To assist the Cabinet Member in giving leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities;
- b) To negotiate and broker in cases of differing priorities and disagreement;
- c) To provide community leadership and active citizenship by showing vision and foresight.

## **2.7 Internal Governance, Ethical Standards and Relationships**

- a) To promote and support good governance of the Council and its affairs;
- b) To promote and support open and transparent government;
- c) To support, and adhere to respectful, appropriate and effective relationships with employees of the Council;
- d) To adhere to the Member's Code of Conduct, Member / Officer Protocol and the highest standards of behaviour in public office.

## **2.8 Providing leadership and direction**

- a) To provide confident and effective management of meetings to facilitate inclusively, participation and clear decision making;
- b) To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- c) To communicate on behalf of the Leader of the Council and Cabinet on Council Strategies, Policies, Services and Procedures.

## **3 Values**

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

- a) Working Together;
- b) Innovation;
- c) People Focussed.