

EXTRACT

SECTION 23 – MEMBER ROLE DESCRIPTIONS, PERSON SPECIFICATION AND DEVELOPMENT FRAMEWORK

Section J

Chair, Vice-Chair and Assistant Vice-Chair of the Council Role Description

Chair

1. Accountabilities

- Full Council
- To the public

2. Role Purpose and Activity

- **Acting 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
- **Chairing 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 Constitution
- **Upholding and promoting 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 promote and support the well being of Members
 - To promote effective communication between and provision of information to Members
- **Work programming**
 - To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

3. Values

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

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- 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

Assistant-Vice Chair

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

Chair, Vice-Chair and Assistant Vice-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 Constitution

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 Members' 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

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Development Framework for Councillors 2014

As a Chair/ Vice Chair/ Assistant Vice Chair of Council	Knowledge required	Role skills	The effective chair is able to	Learning Method	Time scale
Provide leadership and direction	<ul style="list-style-type: none"> an in depth understanding of the role of the Council in depth understanding of own role as chair understand the role of member support officers 	<ul style="list-style-type: none"> leadership people management team building 	<ul style="list-style-type: none"> provide confident management of the member team 	<ul style="list-style-type: none"> Leadership Academy coaching and mentoring support group with other chairs chairing skills seminar 	On appointment
Oversee work programme	<ul style="list-style-type: none"> understand Council priorities understand work planning procedure understand role and priorities of other committees 	<ul style="list-style-type: none"> project management planning 	<ul style="list-style-type: none"> encourage proactivity and independent thought tempered with collaboration with officers and other committees manage projects to support prioritisation and review 	<ul style="list-style-type: none"> liaison with officers to define work programme project management workshop 	Within planning cycle When need identified
Provide effective meeting management	<ul style="list-style-type: none"> understand meeting protocols in depth knowledge of the Members' Code of Conduct 	<ul style="list-style-type: none"> meeting skills facilitation public speaking mediation 	<ul style="list-style-type: none"> ensure that meetings progress effectively ensure that the necessary preparation is done beforehand 	<ul style="list-style-type: none"> meeting skills seminar observation, feedback/coaching by external facilitator 	On appointment and as required

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		<ul style="list-style-type: none"> personal skills non verbal communication questioning listening 	<ul style="list-style-type: none"> ensure that all participants are able to make an appropriate contribution ensure that meetings are focussed and time is not wasted 		
Ensure that adequate resources are provided	<ul style="list-style-type: none"> understand the resource requirements of the Council 	<ul style="list-style-type: none"> prioritisation negotiation lobbying 	<ul style="list-style-type: none"> liaise with officers to ensure time, staff, development and funding is available for the committee 	<ul style="list-style-type: none"> budget updates from officers 	Linked to budget round
Ensure development & contribution of all members	<ul style="list-style-type: none"> understands the potential role of each team member understands the preferred team role style of each member 	<ul style="list-style-type: none"> facilitation 	<ul style="list-style-type: none"> encourage high performance from all team members and witnesses where appropriate by encouraging appropriate participation and offering feedback as required 	<ul style="list-style-type: none"> team roles identification activity 	As required
Emotional Intelligence	<ul style="list-style-type: none"> self-awareness social awareness 	<ul style="list-style-type: none"> self management advanced interpersonal skills 	<ul style="list-style-type: none"> recognise own strengths and limitations and recognise how own feelings and values affect performance 	<ul style="list-style-type: none"> the Leadership Academy personal skills development sessions receiving high level coaching/mentoring 	As required

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			<ul style="list-style-type: none"> display self control, transparency adaptability display organisational awareness 		
Leadership	<ul style="list-style-type: none"> in depth knowledge of the business of local government breadth of vision and long-term horizons understanding of the roles and responsibility of a leader as set out in the role description adopted by the authority 	<ul style="list-style-type: none"> leadership skills, including collaboration coaching skills relationship management 	<ul style="list-style-type: none"> lead, inspire, influence, develop and motivate others display a commitment to an ethos of public service and stewardship for the future lead by example project a positive image build coalitions internally and externally be brave enough to take risks manage conflict promote and subscribe to organisational values 	<ul style="list-style-type: none"> Leadership Academy development of networks support/mentoring from other council Leaders 	As required

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Develop relationships and engage with the public and community	<ul style="list-style-type: none"> knowledge of key issues relevant to the local community knowledge of working practices of Welsh Government [WG] and relevant public bodies 	<ul style="list-style-type: none"> advanced community leadership skills advanced communication advanced presentation 	<ul style="list-style-type: none"> identify and nurture external contacts identify and make use of events for developing external networks make contact with traditionally hard to reach groups or those who feel excluded from established communication links 	<ul style="list-style-type: none"> attendance at events visits to “Excellent” Councils such as those receiving awards under the “Excellence Wales” initiative collaborative training with Communities First Partnerships or other representative community groups 	As required
Communicate the Vision for the Council and the Community	<ul style="list-style-type: none"> knowledge of the strategic and community issues which have shaped the vision understanding of when and how the vision should be communicated 	<ul style="list-style-type: none"> strategic vision alliance building communication and engagement skills 	<ul style="list-style-type: none"> communicate a clear and succinct vision that has been demonstrably co-produced with local communities demonstrate a commitment to equality, diversity and the well-being of future generations 	<ul style="list-style-type: none"> Leadership Academy development of networks support/mentoring from other Council Leaders/appropriate peers joint planning training and information seminars 	As required
Understanding of Political Environment	<ul style="list-style-type: none"> understanding of the relationship between national and local politics understanding of political 	<ul style="list-style-type: none"> political vision strategic awareness 	<ul style="list-style-type: none"> demonstrate political judgement 	<ul style="list-style-type: none"> attendance at relevant events at a national level undertake peer support 	As required

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	leadership in the community				
Relationship with Chief Executive	<ul style="list-style-type: none"> understanding of the roles and responsibilities of the Chief Executive as a manager and in his/her role of Head of Paid Service 	<ul style="list-style-type: none"> networking joint working on strategic objectives 	<ul style="list-style-type: none"> establish and maintain a positive relationship communicate effectively and frequently give appropriate feedback operate with integrity display openness and trust call the Chief Executive to account within statutory parameters 	<ul style="list-style-type: none"> participation in regular meetings and discussions with Chief Executive and other senior officers 	Ongoing and as appropriate
Relationship with key Officers e.g. Monitoring Officer Finance Officer [Section 151 Officer]	<ul style="list-style-type: none"> understanding of the legally defined role that certain officers have and the protection afforded them 		<ul style="list-style-type: none"> refer to the monitoring and finance officers for appropriate guidance 		As required
Manage reputation of council	<ul style="list-style-type: none"> knowledge of current reputation and issues for this council and local government 	<ul style="list-style-type: none"> high level media, networking and interpersonal skills 	<ul style="list-style-type: none"> work to ethical standards 	<ul style="list-style-type: none"> briefings and discussion with senior officers 	Ongoing and as appropriate