

EXTRACT

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

Section S

Chair and Vice-Chair of the Shire Role Description

Chair

1. Accountabilities

- To Full Council
- To the Members of the Shire
- To the public

2. Role Purpose and Activity

- **Acting as a symbol of the Council's democratic authority**
 - As the ceremonial head of the Shire, to be non-political and uphold the democratic values of the Council
 - To represent the Shire at civic and ceremonial functions
 - To represent the Chair of the Council at civic and ceremonial functions as requested
- **Chairing Shire meetings**
 - To preside over meetings of the Shire, so that its business can be carried out efficiently
 - To ensure the Shire 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 Shire

3. Values

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

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- 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**

Chair and Vice-Chair of the Shire 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 Shire 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 of Shire Committee	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 committee 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 ensure that all 	<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"> participants are able to make an appropriate contribution ensure that meetings are focused and time is not wasted 		
Ensure that adequate resources are provided	<ul style="list-style-type: none"> understand the resource requirements of the committee 	<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 		
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
Relationship	<ul style="list-style-type: none"> understanding of the roles and 	<ul style="list-style-type: none"> networking 	<ul style="list-style-type: none"> establish and maintain 	<ul style="list-style-type: none"> participation in regular 	Ongoing and

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with the Management Team	responsibilities of the Chief Executive as a manager and in his/her role of Head of Paid Service	<ul style="list-style-type: none"> joint working on strategic objectives 	a positive relationship <ul style="list-style-type: none"> communicate effectively and frequently give appropriate feedback operate with integrity display openness and trust call the Chief Executive to account within statutory parameters 	meetings and discussions with the Chief Executive and other senior officers	as appropriate
Manage reputation of council	<ul style="list-style-type: none"> knowledge of current reputation and issues for this council and local government generally equality and diversity cultural awareness Members' Code of Conduct standards and ethics a sense of 'legacy', insight into, and respect for, the way future generations will look 	<ul style="list-style-type: none"> high level media, networking and interpersonal skills 	<ul style="list-style-type: none"> work to ethical standards ensure that accurate, open and honest two-way communication takes place with public and the media be willing to be held to account under the legal framework project a positive image of the council to a range of audiences 	<ul style="list-style-type: none"> briefings and discussion with senior officers "Excellence Wales" open days advanced media skills courses 	Ongoing and as appropriate

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	back on the previous Leader's period of stewardship		including the media that will stand the test of time and endure with future generations		
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