

**Councillor «Inits» «Surname»**

**Elected Ward Member - «Ward»**

**Role Description**

**1 Accountabilities**

- To Full Council
- To the electorate of their ward

**2 Role Purpose and Activity**

• **Representing and supporting communities**

- To represent ward interests
- To be an advocate for the Council in the ward 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 be vigilant and do everything possible to protect adults and children at risk from abuse
- To promote tolerance and cohesion in local communities

• **Making decisions and overseeing council performance**

- To participate in Full 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 and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of council and other public services
- To act within the budgetary framework of the Council

• **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
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- **Being a Corporate Parent**
    - To have an understanding of the legal responsibilities of elected members under the Children Act 2004 and the Social Services and Wellbeing (Wales) Act 2014 as a corporate parent to the children in the care of Bridgend County Borough Council.
    - To ensure that as corporate parents, they you are satisfied that there is a joined up, effective and holistic approach to meeting the needs of looked after children through policy and planning.

### **3 Representing the Authority**

- To represent the Council/Cabinet on the following Committees and be familiar with their terms of reference:
  - To represent the Council/Cabinet on the following outside bodies and partner organisations promoting common interests and co-operation for mutual gain and be familiar with their terms of reference:
  - To represent and be an advocate for the Council on Regional and National Bodies and at associated events (as appointed)
  - To represent the Authority in those roles to which you are formally appointed as a "Champion"

### **4 Member Development**

- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To actively participate in Member Development activities that support your role and in particular those activities identified during the Personal Development Review (PDR) process thus enabling full and active involvement in all matters within your role and remit.

- To participate in opportunities for learning & development to enhance your understanding of your role when appointed to Committees or outside bodies.
- To actively participate in opportunities for development provided for Members by the Authority.

## 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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_