

Councillor «Inits» «Surname»

Elected Member - «Ward»

Role Description

1. Accountabilities

- To Full Council
- To the residents of Cardiff f
- To the electorate of their ward

2. Role Purpose and Activity

a. Representing and supporting communities to:

- represent ward interests ,
- be an advocate in their ward for the communities they serve
- be a channel of communication to the community on council strategies, policies, services and procedures,
- represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally,
- 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,
- be vigilant and do everything possible to protect adults and children at risk from abuse, harm or neglect,
- promote tolerance and cohesion in local communities.

b. Making decisions and overseeing council performance to:

- participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance,
- participate in informed and balanced decision making on committees and panels to which they might be appointed,
- adhere to the principles of democracy and collective responsibility in decision making,
- take corporate responsibility for the protection of vulnerable children and adults
- promote and ensure efficiency and effectiveness in the provision of council and other public services

c. Representing the Authority:

- Have an understanding of the terms of reference and your role for the committees to which you have been appointed;
 - «Committee 1»

- «Committee 2»
- «Committee 3»
- to represent the Council / Cabinet on local outside bodies to which you have been appointed, ensuring that you have an understanding of its the terms of reference and your role in promoting common interest and co-operation for mutual gain;
 - «Outside bodies 1»
 - «Outside bodies 2»
 - «Outside bodies 3»
- to represent and be an advocate for the Council / Cabinet on the following Regional and National Bodies and at associated events;
 - «Outside bodies 1»
 - «Outside bodies 2»
 - «Outside bodies 3»

d. 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 staff of the Council, its contractors and partners
- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

e. 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 Cardiff Council.
- To ensure that as corporate parents, 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.

f. Safeguarding Duty

- To be familiar with Cardiff Council's Corporate Safeguarding Policy
- To help keep safe children, young people and adults at risk by:
 - Ensuring that everyone understands their safeguarding accountabilities and responsibilities;
 - Contributing to the creation and maintenance of a safe environment;
 - Promoting safe practice and challenging poor or unsafe practice;
 - Identifying where there are concerns and taking appropriate action to address them.

g. Personal and role development

- Identify opportunities to assist in the active involvement with matters relating to your role and remit.
- To actively participate in Member Development to support your role
- 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 attend all training which has been identified as essential in the Member Induction Programme/Member Development Programme, to equip me to carry out my duties as a Councillor

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

Elected Member
Personal Attributes

To fulfil their role as set out in the role description, an effective elected member may benefit from having the following personal attributes:

1. 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

2. 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

3. Representing the Council (subject to appointment)

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

4. 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

5. Personal and role development

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

Signature: _____

Date: _____