

Member Mentor Role Description

1. Accountabilities

Before undertaking work with a mentee the mentor will agree to act within the 'Code of Practice for Member Mentors' contained within the WLGA's Guidance for Member Mentors.

2. Role Purpose and Activity

- **Offering support**

- To develop an active partnership with the mentee
- To be an advocate for the Council in developing a reciprocal learning process
- with the mentee, sharing resources and experience for mutual benefit
- To promote and facilitate networking
- To be responsive to the developing needs of the mentee
- To provide information and guide the mentee in identifying learning needs and developing a learning plan
- To act as a guide and coach on current practice and protocol
- To ensure regular contact and feedback is given to the mentee to support development

- **Creating challenge**

- To participate in reflective activities with the mentee to share experience, understanding, and to facilitate the evaluation of learning

- **Facilitating vision and identity with the mentee undertaking a new role**

- To promote governance, ethical standards and relationships in the Council's 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

- **Personal and role development of the mentee**

- To actively seek opportunities which support the personal and role development of the mentee Role Description:

3. Likely qualities of a good Member Mentor

- Demonstrates commitment 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
 - Is trained in the role of mentor and able to:
 - Give effective feedback
 - Develop rapport
 - Communicate well
 - Show an interest in developing others
 - Share their own experiences
 - Facilitate without instructing or steering
 - Create a supportive but challenging environment in developing others
 - Demonstrate enthusiasm and commitment to the role

4. To be committed to the values of the council and the following values in public office:

We are Cardiff



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

- To maintain the principles identified in [The Conduct of Members \(Principles\) \(Wales\) Order 2001 SI 2001 No.2276 \(W.166\)](#)
 - Selflessness
 - Honesty
 - Integrity and Propriety
 - Duty to Uphold the Law
 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect
 - Openness
 - Accountability
 - Leadership

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