

A description of the role of a Cabinet Member

(responsible for a specific portfolio of fields within the Council's services)

Putting the people of Gwynedd at the centre of everything we do

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Leader
- To the Cabinet (through joint responsibility)
- To the Full Council

2. Role, purpose and activities

2.1 Leading in the responsibility field

- Give political direction to the officers in the responsibility field.
- Represent the field in question in a strong, intelligent and convincing manner. Be a prominent leader in meetings with relevant people.
- Be a main political spokesman for the field in question.
- Lead the responsibility field, within and outside the Council, taking ownership of it, promoting it and explaining it.
- Develop and maintain good working relationship with the Chairs of the relevant Scrutiny Committees, attending occasional meetings with them, and responding to specific inquiries.
- Develop and maintain good working relationship with Chairs and members of the Council's various committees in order to share information about the area of responsibility.
- Attend the Scrutiny Committee(s) in order for the scrutiny members to hold them to account.
- Develop and maintain good working relationship with other members of the Cabinet and the Leader of the Council.
- Develop and maintain good working relationship with the Council's senior officers.
- Keep an overview on activities within the responsibility field in consultation with the head / relevant heads of Department.

- Be accountable for decisions and performance in the portfolio field.
- Help other members to understand the responsibility field, respond to their concerns and attempt to solve any difficulties.

2.2 As a Cabinet Member (team responsibilities)

- Act as a member of the Cabinet team
- Try to build consensus by collaborating with the Cabinet Members to discover common ground.
- Contribute towards forming and implementing a suitable work programme for the Cabinet.
- Ensure that the Council, as a business, operates effectively and efficiently.
- Recognise matters that cross boundaries of the responsibility field, contribute appropriately to them and make joint decisions.
- Take ownership of the Cabinet's decisions.
- Respect the Council and the Cabinet's democratic decisions.
- Collaborate with officers to form strategic and statutory policies. Ensure that the Cabinet operates according to the political will of the majority.
- Draw up reports to the Leader, the Full Council, the Cabinet, the Chair of the relevant Scrutiny Committee, the Regulatory Boards and the press where appropriate.

2.3 Internal governance, moral standards and contacts

- Promote and facilitate good governance in the Council and its work.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.

2.4 Self-management

- Inform him/herself about his/her field, ensuring appropriate briefing arrangements for him/herself.
- Undertake appropriate training for the post, taking responsibility for assessing and identifying his/her own training needs.
- Work within the Council's general policies.
- Promote and maintain good governance principles.

3. To fulfil their role according to the description, a Cabinet Member will need to:

3.1 Lead the field that they are responsible for

- Understand the Council's strategies, policies and activities.
- Ability to lead.

3.2 Help to appoint a strategic agenda and work programme in the field that they are responsible for

- Ability to present information to other people.
- Strategic acuity.
- Know about relevant matters and who should be involved when deciding.
- Ability to convince other people.
- Know about the Council and the country's objectives.

3.3 Represent the field that they are responsible for

- Ability to speak clearly in public.
- Ability to present well.

3.4 Provide reports and giving account

- High level of communication skills.

3.5 Participate in the Council's meetings and decisions

- Ability to question decisions constructively and suggest other options.
- Information, confidence and ability to take part in discussions and help solve matters relating to more than one field and/or member.

3.6 Lead partnerships and the community

- Ability to appropriately lead
- Ability to discuss terms and brockage.
- Smart and creative thinking - a talent for prediction.

3.7 Internal governance, moral standards and contacts

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The above role description and the skills requirements is in addition to your role description and the skills requirements as an ordinary member

Full name: _____

Signed: _____

Date: _____

DRAFT

Description of the role of the Leader and Deputy Leader

(The leader is elected by the Full Council and leads the Council until the next election - which is usually a period of five years. The Leader appoints the Cabinet and leads the Council's political direction).

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
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- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council
- To the public

2. Purpose and activities

2.1 Give political guidance to the Council:

- Act as a political leader for the Council and as the main political spokesperson for it.
- Give guidance in terms of nurturing a political concept in the Council's policies.
- To form a vision for the Council and the community.
- Give strong and clear guidance about co-ordinating policies, strategies and arrangements for providing services.

2.2 Appoint the Cabinet*

- Allocate appropriate responsibilities.
- Appoint appropriate councillors to fulfil those responsibilities.
- Give responsibilities to the members of the Cabinet according to their abilities.
- Appoint the Deputy Leader.

2.3 Represent the Authority and be an ambassador for it

- Represent the Authority in a strong, dexterous and eloquent manner in all county and in outside bodies.
- Represent the Authority in the WLGA Co-ordinating Committee and the WLGA Regional Partnership Board.

- Provide guidance and advice for local partnerships and organisations.
- Represent the Authority in regional and national bodies where appropriate.

2.4 Offer guidance in the field that they are responsible for

- Take specific responsibilities, bearing in mind the purpose and work of the executive councillor and the description of their function.

2.5 Manage and lead the Cabinet's work and steer its meetings

- Ensure that the work of the Cabinet goes smoothly by managing the work programme and developing it continuously.
- Ensure that the work of the Cabinet complies with national policy objectives.
- Advise and mentor other members of the Cabinet in their work.
- Steer the Cabinet's meetings in accordance with the Constitution.

2.6 Participate in the Cabinet's decision-making process

- Collaborate closely with other members of the Cabinet in order to ensure that the Council's financial policies and framework are effective and that services of the highest standard are available for the local people.
- Accept joint responsibility and support the Cabinet's decisions after announcing them.

2.7 Collaborate with officers to lead the Authority

- Collaborate with the Chief Executive and other appropriate officers regularly.
- Collaborate with the Council's staff on the Council's vision and strategic direction, the responsibilities of officers in the field of managing, and creating policies.

2.8 Lead partnerships and the community

- Give guidance to local strategic partnerships and local partnerships about the aims and priorities that are common to them.
- Act as a mediator when there are disagreements about priorities.
- Lead the local community by showing a vision and a foresight.

2.9 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

Deputy Leader

(support the leader with their responsibilities and work on their behalf in their absence)

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

3. To fulfil their role according to the description, a Leader will need to:

3.1 Give political guidance to the Council:

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between state and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.

3.2 Appoint the Cabinet

- Understand the rules regarding appointing Cabinet members.
- Ability to identify talent amongst Councillors.
- Ability to arrange the most advantageous appointments in and across political groups.
- Evaluate, advise and mentor Cabinet members.

3.3 Represent the Authority and be an ambassador for it

- High level of communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.

3.4 Offer guidance in the field that they are responsible for

- Ability to achieve the role of a Cabinet member appropriately

3.5 Manage and lead the Cabinet's work and steer its meetings

- Understand the Cabinet's rules and procedures.
- Ability to steer meetings, including encouraging every member to participate.
- Know and understand national policy objectives.
- Take a look at the work the Cabinet members achieve.

3.6 Participate in the Cabinet's decision-making process

- Ability to question decisions constructively and suggest other options.

3.7 Collaborate with officers to lead the Authority

- Understand the roles and responsibilities of the Chief Executive and other officers.

3.8 Lead partnerships and the community

- Ability to appropriately lead
- Ability to discuss terms and brockage.
- Smart and creative thinking - a talent for prediction.

3.9 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DESCRIPTION OF THE ROLE AND RESPONSIBILITIES OF A MEMBER OF GWYNEDD COUNCIL

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. **Accountability**

- To the ward's electorate and the residents of the wider community
- To the Full Council

2. **Specific functions**

2.1 Lead the Community

- Represent the Council's interests in the Council
- Listen to the voices of everyone in the community
- Communicate with the communities, inform them about the Council's policies and activities, and manage their expectations
- Influence the Council to respond to communities' needs
- Undertake individual case work, and refer individuals to the correct departments
- Act as a link between the Council and the community
- Act in accordance with the pledges made during the election

2.2 Participate in the Council's work

- Understand the rules of discussion relevant to the committee in accordance with the Constitution
- Understand the expectation that a number of committees elect members on subgroups
- Influence the Council's policies, its decisions and its vision, by participating in Council meetings, scrutiny committees and other committees.
- Understand the council's policies and procedures in order to make the best use of them.
- Attend all of the relevant meetings and Committees, thoroughly

preparing for them beforehand and contributing fully bearing in mind that some committees will be web broadcast

- Make decisions based on balanced evidence having given due consideration to all the relevant factors
- Try to build consensus by collaborating with other members and officers
- Balance the needs of the local community with the needs of the whole Council when making decisions

2.3 Represent the Council on external bodies

(e.g. school governing bodies, police authority, local organisations)

- Understand the role of the external body, and the role of the Council's representative on it
- Attend meetings of the external body, and contribute to its discussions
- Collaborate to build a good working relationship with the external body
- Report back to the Council on the role of the external body as required
- Prepare for meetings, in order to effectively represent the Council
- Adhere to the Council's rules, guidance and Language Policy on representation on external bodies
- Accept and respect the constitution of the external body
- Periodically attend meetings of the relevant community council as a member or an observer

2.4 Maintain standards

- Adhere to the Members' Code of Conduct and promote high standards of conduct
- Adhere to the member/officer relations protocol
- Adhere to the Social Media Protocol
- Allocate the required time for Council work and fully participate in the work (*the work takes 3 days per week on average*)
- Respect the role and contribution of other members, and officers
- Respect the Council's values
- Respect the Council's democratic decisions

2.5 Personal and professional development

- Commit to self-development and relevant training

3. To fulfil their role according to the description, a Councillor will need to:

3.1 Represent and assist communities

- Good representation skills.
- Ability to deal with people.
- Be honest, with the ability to work in an unbiased way whatever their personal opinion.
- Ability to present relevant and reasonable arguments.
- Ability to communicate well.

3.2 Decide, and take a look at what the Council achieves

- Knowing and understanding the rules and practices of meetings.
- Understanding the context of strategies, policies and services for making decisions.
- Ability to question ideas and contribute positively in order to draw up policies.

3.3 Representing the Council (on external bodies)

- Ability to speak clearly in public.
- Ability to present clearly.
- Ability to convince other people to act in an appropriate manner.

3.4 Internal governance, moral standards and links

- Be respectful of others.
- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

3.5 Personal and professional development

- Ability to assess personal and professional needs.
- Attend relevant training

Full Name: _____

Signed: _____

Date: _____

A description of the role of an Audit Committee Member

(The Committee is responsible for ensuring that the Council's governance and finance arrangements are in order and review and scrutinize corporate matters)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council
- To the Chair of the Audit Committee

2 Role, purpose and activities

2.1 Understand the role of the financial audit committee and achieve its roles:

- Review and audit the Council's financial matters.
- Present reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Present reports and recommendations regarding the Council's corporate matters.
- Review and assess the risk management arrangements, internal control and the Council's corporate governance.
- Present reports and recommendations to the Council regarding how suitable and effective those arrangements are.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and thorough manner in receiving and using specialist advice on how to hold meetings and the various matters that are put before the Committee.
- Understand the Council's arrangements to uphold ethical standards for both members and staff.
- Understand the 'Whistleblowing' arrangements of the Council.

2.2 Participate in meetings and decide on matters

- Participate effectively in the meetings of the Audit Committee; ask about matters that are part of the Committee's remit and ask for an explanation when there is ambiguity.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Challenge the contents of the statements of accounts of Gwynedd Council, Gwynedd Pension Fund and relevant joint committees, and agree that the Head of Finance and Chair of the Committee sign them.
- Display relevant understanding of issues relating to Treasury Management.
- Challenge reports on the Council's corporate matters.

2.3 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Understand and challenge the Council's arrangements for managing risks
- Understand the financial dangers that are relevant to corporate governance matters.
- Be satisfied that the Council's assurance statements - such as the annual governance statement - reflects the true position of the Council, and to approve a work programme to address any weaknesses identified.
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, the member of the Audit Committee will need to:

3.1 Participate in full in the Council's work

- Understand the purpose and role of the Audit Committee, as well as the remit of its own Committee and other Committees.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand comparative audit and scrutiny roles.
- Understand the contexts of acts and state and local policies.
- Understand the Council's priorities and the arrangements for assessing risks.
- Ability to analyse data and to question objectively.
- Attend relevant training.

3.2 Participate in meetings

- Ability to analyse information and data from various sources.
- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.

- Ability to participate in meetings, including listening, questioning and talking effectively.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DRAFT

A description of the role of the Chair of the Audit Committee

(The Committee is responsible for ensuring that the Council's governance and financial arrangements are in order and reviews and scrutinises corporate matters). It is a requirement that members of the Audit Committee attends specific training before the commencement of operations of the Committee.

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

3 Lead the Committee in achieving its role regarding:-

- Review and audit the Council's financial matters.
- Draw up reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Draw up reports and recommendations regarding the Council's corporate matters.
- Review and assess the Council's risk management arrangements, internal control and the Council's corporate governance.
- Draw up reports and recommendations to the Council regarding the suitability and effectiveness of those arrangements.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Nurture a relationship with internal and external inspectors and the Council's Monitoring Officer.
- Create a work programme to achieve the Committee's functions.
- Review and assess the work of the Committee and its members.

3.1 Promote the role of the Audit Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are submitted before the Committee and the financial audit processes.

3.2 Internal governance, moral standards and links

- Understand the financial risks that are relevant to corporate governance matters. Be satisfied that the Council's assurance statements, such as the Annual Governance Statement, reflects those risks and any work required to alleviate those risks.
- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Audit Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Council's function, the Committee's remit and the Chair's role.
- Understand comparative audit and scrutiny roles.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training.

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

4.4 The involvement and development of the Committee Members

- Understand the function of the Audit Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

DRAFT

A description of the role of a Scrutiny Committee Member

(The Scutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the public
- To the Full Council
- To the relevant Chair of the Scrutiny Committee

2 Role, purpose and activities

- Participate in full in the Council's work, such as drawing up and accomplishing their work programme, and any relevant task and finish cycles
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee

2.1 Participate in meetings and preparatory meetings

- Sufficiently and appropriately prepare for meetings by researching and documents
- Take part in a proactive and effective way, according to relevant information, taking into consideration the Members' Code of Conduct, the standing rules and other constitutional requirements
- Act in an objective, impartial and comprehensive manner manner in receiving and using specialist advice about the various matters that are put before the Committee
- Challenge in a positive way and continue until a clear and adequate response is received

2.2 Ensure that the Cabinet is accountable, and monitor the performance / provision arrangements of services

- Address underachievement cases
- Evaluate the Cabinet's decisions and 'call them in' where appropriate

- Keep an eye on what the internal and external providers achieve according to relevant standards and targets, including questioning the Cabinet and the senior officers for a period

2.3 Pre-scrutinise policies

- Help to create, develop, improve and refine the Council's policies
- Question policies according to strong evidence such as the law or local political priorities
- Assess the effects of current policies

2.4 Leading the community

- Use scrutiny work to address matters within the community and engage with the public
- Encourage associated people to participate in the Authority's work
- Facilitate discussions amongst the local residents and other associated people for priorities, objectives and what needs to be achieved

3. To fulfil their role according to the description, a member of the Scrutiny Committee will need to:

3.1 Participate in full in the Council's work

- Understand the purpose and role of the Scrutiny Committee, as well as the remit of its own Committee and other Committees
- Understand the support arrangements for Councillors
- Work under the Chair's wing
- Be positive when challenging but continue until a clear and adequate response is received to any challenge
- Attend relevant training.

3.2 Review and draw up policies

- Know the current policies and be able to analyse them
- Understand the best practices
- Understand the contexts of acts and national and local policies

3.3 Monitor the performance and provision arrangements of services, and ensure that the Cabinet is accountable

- Understand the Council's priorities and the arrangements for assessing risks
- Understand the principles and practices of performance management
- Understand the Council's performance management measures
- Ability to analyse data and to question what has been achieved
- Understand 'drop-in' arrangements

3.4 Promoting scrutiny work

- Ability to discuss terms and nurture concepts
- Ability to operate objectively on the basis of appropriate evidence

3.5 Leading the community

- Understand the fundamentals of the community
- Know about local matters and expectations
- Ability to collaborate effectively with all of the local residents and to develop an understanding of a scrutiny role and encourage them to come to grips with it
- Know individuals and organisations in the community, especially those that are mostly on the periphery

3.6 Participate in meetings

- Ability to analyse information and data from various sources
- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements
- Ability to participate in meetings, including listening, questioning and talking effectively

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Scrutiny Committee

(The Scrutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the public
- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Challenge if there is clarity about why the matter is under scrutiny to ensure members and officers time is used effectively and pay attention to what can be improved by scrutiny.
- Represents the Committee on the Scrutiny Forum.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting
- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure clarity of any views that the Committee forms and reflect back to the Committee in order to get a clear decision.
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- Hold the Cabinet to account, monitor performance and assist in developing local policies for the benefit of Gwynedd residents
- Implement objective, impartial scrutiny methods, according to appropriate evidence
- Evaluate the impact and added value of scrutiny work and note fields that can be improved
- Formulate a balanced work programme for the Committee such as pre-decision scrutiny, formulating and reviewing policies, researching and ensuring that the Cabinet is accountable - including performance monitoring
- Ensure that the programme takes relevant factors into consideration such as the Cabinet and other Committees' work programmes, priorities and strategic risks, and community matters
- Ensure that the work programme is achieved
- Provide reports regarding the progress of the work programme to the Council, and other bodies where appropriate
- Contact officers, other councillors and community representatives to obtain the appropriate resources and deliver the work programme
- Promote opportunities for people from the community to participate in the scrutiny work, e.g. specialist witnesses, partners and service users
- Encourage Committee members to communicate effectively - at the Committee and Committee sub-groups

2.5 Promote the role of a Scrutiny Committee

- Act as an ambassador for the Committee, helping people understand its role
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner, and receive and use specialist advice on how to conduct meetings

2.6 Internal governance, moral standards and links

- Developing the reputation and honesty of the Committee and its decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance at the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Scrutiny Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the function of the Committee's scrutiny work and remit, the Chair's function and other elements of the democratic arrangements.
- Understand the support arrangements for Councillors.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- Understand community matters.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give progress reports to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

4.4 Leading the community

- Understand the fundamentals of community leadership
- Knowledge of local matters and expectations.
- Ability to collaborate effectively with all of the local residents, nurturing an understanding of scrutiny work and encourage them to grasp it.
- Know individuals and organisations in the community, especially those who are mostly on the periphery.

4.5 The involvement and development of the Committee Members

- Understand the function of the Scrutiny Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Democratic Services Committee Member

(The Committee is responsible for reviewing the resources available for the Council to implement their democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council
- To the Chair of the Democratic Services Committee.

2 Role, purpose and activities

2.1 Undertake the role of the Democratic Services Committee

- Appoint the Head of the Democratic Services.
- Ensure sufficient resources of staffing, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Full Council every year about the above matter.
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services has drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget for councillor development.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.

2.2 Participate in meetings and decide on matters

- Participate effectively at the meetings of the Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Democratic Services Committee will need to:

3.1 Participate in full in the Council's work

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the support arrangements and training for Councillors.
- An objective attitude.
- Attend relevant training.

3.2 The involvement and development of the Committee Members

- Understand the need to promote the Council's diversity.
- Ability to assess what needs to be developed and what has been achieved.
- Participate in development work.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Democratic Services Committee

(The Committee is responsible for reviewing the resources available for the Council to implement its democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting goes ahead, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timetables)
- Ensure that everyone that is participating at the meeting has the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- Appoint the Head of the Democratic Services
- Keep an eye on the staff, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Council every year on the above matter
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services have drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget to develop councillors.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Collaborate with an assistant activities promoter and develop the councillors where appropriate to promote the role of the councillors and insist on support with the aid of appropriate development courses
- Emphasise an independent, honest and impartial attitude in deciding on matters according to the requirements of the law, the Constitution and relevant policies.

2.5 Promote the role of the Democratic Services Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee.

2.6 Internal governance, moral standards and links

- Developing the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

4. To fulfil their role according to the description, the Chair of the Democratic Services Committee will need to:

4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the legal requirements for the Committee.
- Understand the state and local requirements in terms of assisting and developing councillors.
- Understand the support arrangements for Councillors.
- Understand and maintain the Wales Charter for Member Support and Development.
- Ability to co-ordinate effectively with the Head of Democratic Services and the Councillor for assisting and developing Members.
- Ability to draw up work programmes.
- An objective attitude.
- Ability to nurture concepts.

4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.

4.4 The involvement and development of the Committee Members

- Understand the function of the Committee and the skills of its members.
- Understand the need to promote the Council's diversity.
- Ability to aid the Committee and its members to assess what needs to be developed and what has been achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Standards Committee Member

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions)

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Understand the nature of the Standards Committee and help it achieve its role by:

- promoting and maintaining high standards of conduct by councillors and co-opted members
 - assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
 - advising the Council on the adoption or revision of the Members' Code of Conduct
 - Monitoring the course of Members' Code of Conduct
 - advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members Code of Conduct Members' Conduct;
 - allowing exemptions for councillors and co-opted members
 - deal with any reports of a Tribunal or a Tribunal case temporary case and any report from the monitoring officer of any matter referred to that officer by Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
 - implement these functions in relation to elected members and co-opted by Gwynedd Council and members of community councils of Gwynedd.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
 - Operate in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
 - Demonstrate independence and impartiality in promoting, maintaining and improving ethical arrangements within Gwynedd Council and community councils in the County.

2.2 Participate in meetings and decide on matters

- Participate effectively in the meetings of the Standards Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure the quality of the Committee's decisions and ensure that you fulfil your role as a member of it by adhering to the Members' Code of Conduct and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Audit Committee will need to:

3.1 Understand the function of the Standards Committee

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Council
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Community Councils
- Understand the roles of the councillors and officers
- Attend relevant training

3.2 Participate in meetings, and decide

- Be honest, whilst operating in an unbiased way whatever their personal opinion.
- Show objectivity by taking independent decisions based on evidence and the law.
- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to analyse information.
- Monitoring the implementation of the Members' Code of Conduct
- Willing to be accountable to the public.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Standards Committee

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions).

An external independent member chairs the Standards Committee not a Gwynedd Council Councillor.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that the meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Work with officials to agree a programme with the aims and objectives being clear to every meeting
- Manage the way the meeting is run, ensuring that the objectives of the meeting are being achieved and that everyone adheres to the code of conduct for members, the rules of procedure and other constitutional requirements (bearing in mind that some Committee will be Web broadcast)

- Ensure that the appropriate preparatory work is being done in advance (which includes, as appropriate, preparatory meetings or briefing, clarify the roles of Committee members, officials and other attendees, scheduling)
- Ensure that all participants in the meeting will have the opportunity to contribute appropriately, and accept appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- promoting and maintaining high standards of conduct by councillors and co-opted members
- assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
- advising the Council on the adoption or amendment of the Members' Code of Conduct
- Monitor the course of Members' Code of Conduct
- advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members' Code of Conduct
- allow dispensations for councillors and co-opted members
- dealing with tribunal reports or interventional tribunals and the reports of the Council's Monitoring Officer regarding any matter that the officer has submitted to the Public Services Ombudsman for Wales.
- achieve roles regarding the Community Councils and their members.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Standards Committee will need to:

3.1 Understand the function of the Standards Committee

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the function of the Committee.
- Understand the law and the Constitution in relation to behaviour.
- Understand the roles of the Councillors and officers.
- Understand the seven principles of Nolan.
- Leadership skills.
- Ability to manage the work of the Committee.

- Show objectivity by making independent decisions on the basis of evidence and the legal responsibility.
- Willing to be accountable to the public.
- Attend relevant training.

3.2 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

3.3 The involvement and development of the Committee Members

- Understand the function of the Standards Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

3.4 Promote the function of the Standards Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in practicing its roles

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Licensing Committee Member

(Members of the Licensing Committee are required to attend specific training before the commencement of operations of these Committees.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council.
- To the Chair of the Licensing Committee.

2. Purpose and activities

2.1 Understand the nature of the Licensing Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Understand the need for Committee members to visit external sites before the formal Committee meeting and often at short notice.

2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Licensing Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct and other constitutional and legal requirements.

- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Licensing Committee will need to:

3.1 Understand the nature of the Licensing Committee and quasi-legal decisions

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the licensing committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

3.2 Participate in meetings, and decision-making

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Licensing Committee

Members of the Licensing Committee are required to attend specific training before the commencement of operations.

The Committee deals with licensing work.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council.
- To the Licensing Committee.

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

2.2 Promote the function of the Licensing Committee and quasi-legal decisions

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

2.3 Internal governance, moral standards and links

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Licensing Committee will need to:

3.1 Provide guidance and direction

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

3.2 Promote the role of the Licensing Committee and quasi-legal decisions

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.

- Know and understand the Members' Code of Conduct and the protocols, and promote them.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of a Planning Committee Member

Members of the Planning Committee are required to attend specific training before the commencement of operations.

The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council.
- To the Chair of the Planning Committee.

2. Purpose and activities

2.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Act in line with the Planning Code of Conduct and the Planning Protocol.
- Understand the need for Committee members to visit external sites before the formal Committee meeting.

2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Planning Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct, Planning Code of Conduct and the Planning Protocol and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

3. To fulfil their role according to the description, a member of the Planning Committee will need to:

3.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the regulatory committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

3.2 Participate in meetings, and decision-making

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Planning Committee

Members of the Planning Committee are required to attend specific training before the commencement of operations. The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council.
- To the Planning Committee.

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

2.2 Promote the function of the Regulatory Committee and quasi-legal decisions

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

2.3 Internal governance, moral standards and links

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Planning Committee will need to:

3.1 Provide guidance and direction

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

3.2 Promote the role of the Planning Committee and quasi-legal decisions

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know and understand the Members' Code of Conduct and the protocols, and promote them.

3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____

A description of the role of the Chair of the Council

(The Chair presides over Council meetings and they represent Gwynedd Council at civic and ceremonial events)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the Full Council

2. Purpose and activities

2.1 Represent the Council's democratic authority

- Act as the Council's ceremonial chief, be impartial and uphold the Council's democratic values.
- Represent the Council on civic and ceremonial occasions.

2.2 Steer the meetings of the Council

- Steer the meetings of the Council so that it can deliver its work efficiently.
- Ensure that the Council holds its meetings according to its standing rules.

2.3 Maintain and promote the Council's Constitution

- Ensure that everyone adheres to the Constitution and to adjudge on its interpretation where necessary.

2.4 Internal governance, moral standards and links

- Promote and facilitate good governance at the Council.

- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep worthy, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

2.5 Prepare work programmes

- Prepare and manage an annual work programme so that the Council can deliver its statutory responsibilities (e.g. determine Council budget and tax, and appoint people to specific posts).

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Council will need to:

3.1 Represent the Council's democratic authority

- Ability to speak clearly in public.
- Thoroughly understand the function of the Chair.

3.2 Steer the meetings of the Council

- Ability to steer meetings, ensuring that the objectives are being achieved and that everyone takes part in the discussions.
- Understand the Council's Standing Rules.

3.3 Maintain and promote the Council's Constitution

- Understand the Council's Constitution.
- Understand when to ask for advice from the Monitoring Officer about matters of the Constitution.

3.4 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.

- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

3.5 Prepare work programmes

- Ability to arrange and manage work programmes

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: _____

Signed: _____

Date: _____

Description of the role of an Opposition Leader (**Opposition** is the term for the second largest political party)

Put the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1. Accountability

- To the political group that nominated them.

2. Purpose and activities

2.1 Give political guidance to an opposition

- The political Head and the main spokesperson for opposition group.
- Give guidance when constructively challenging the Council's policies.
- Constructively challenge the vision of the Council and the community where appropriate.
- Give strong and clear guidance when co-ordinating alternative arrangements for policies, strategies and services.

2.2 Represent the Authority's opposition

- Represent the Authority's opposition group in accordance with high standards and be a strong, dexterous and eloquent Head in doing so.
- Represent the Council on outside bodies.

2.3 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture concepts and keep dignified, appropriate and effective contact with the Council staff.

- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

The role of a Vice-Opposition Leader

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

3. To fulfil their role according to the description, an Opposition Leader will need to:

3.1 Give political guidance to the opposition

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between national and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.
- Ability to question such strategies, policies and procedures.

3.2 Represent the Authority's opposition

- Excellent communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.
- Smart and creative thinking - a talent for prediction.
- Ability to lead.

3.3 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____