

## Elected Member Role Description

### **1 Accountabilities**

- To the electorate of their electoral division
- To full Council
- For those members who sit as a member of a political group: To their group.

### **2 Role Purpose and Activity**

- **Representing and Supporting Communities**
  - To represent ward interests
  - To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
  - To be an advocate for the County 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 liaise with Cabinet Members, other Council Members, Council Officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
  - 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
- **Representing the Council (subject to appointment)**
  - To represent the Council on local outside bodies as an appointee of the Council
  - To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
  - To represent and be an advocate for the Council on national bodies and at national events
- **Members appointed to the licensing or planning committees**
  - Should undertake the appropriate training to ensure they fulfil their role properly.

- **Internal Governance, Ethical Standards and Relationships**
  - To promote and support good governance of the Council and its affairs
  - To promote civic leadership and 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
- **To understand and be committed to:**
  - Appreciation of cultural difference
  - Improving the quality of Denbighshire's environment, economy and society now and in the future.

### **3 Values**

- To be committed to the values of Denbighshire County Council and the following values in public office:
  - ◆ Pride
  - ◆ Integrity
  - ◆ Respect
  - ◆ Unity

## Elected Member Person Specification

To fulfil his or her role as laid out in the role description, an effective member is likely to demonstrate the following:

- **Representing and Supporting Communities**
  - Advocacy skills
  - Interpersonal skills
  - Integrity and the ability to set aside own views and act impartially
  - The ability to present relevant and reasoned arguments
  - Communication skills
  
- **Making Decisions and Overseeing Council Performance**
  - Knowledge and understanding of meeting structure
  - An understanding of strategic and service context for decisions
  - The ability to challenge ideas and contribute positively to policy development
  
- **Representing the Council (subject to appointment)**
  - Public speaking skills
  - Presentation skills
  - The ability to persuade others and act with integrity
  
- **Members appointed to the licensing or planning committees**
  - Should undertake the appropriate training to ensure they fulfil their role properly.
  
- **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 Denbighshire County Council