

Role Descriptions WLGA Office Holders



May 2017

These role descriptions have been developed to assist councillors holding office in the WLGA to understand the requirements of the role and the expectations placed on them, in this role, by their authorities and by the WLGA.

They have also been designed to work alongside the nationally developed [Framework of Member Role](#) Descriptions developed jointly by the WLGA and local authorities which form the basis of role descriptions for all councillors in Wales. They will underpin the induction for councillors taking office in the WLGA for the first time.

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Role Description: WLGA Council Member

1. Accountabilities

- To WLGA Full Council
- To the Member Authority

2. Role Purpose and Activity

Providing political leadership within the WLGA

- Working with other WLGA Office Holders and Group Leaders to formulate policy and develop a vision for the WLGA and Welsh local government.
- Represent the views of the member council.
- Represent the views of the Political Group.
- Elect the office holders of the WLGA.
- Agree the WLGA's business plan.
- Agree the WLGA's budget.
- Review the annual report of the Chief Executive
- Set the rate of subscriptions.
- Report back to the member council on the work of the WLGA.
- Provide strong, clear leadership in the co-ordination of WLGA's policies and strategies where appropriate.
- To agree, in line with the WLGA policy framework, WLGA policies, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- To meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the Chief Executive, and other appropriate officers, as appropriate.
- To work with employees of the WLGA in relation to the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.

Internal governance, ethical standards and relationships

- To promote and support good governance of the WLGA and its affairs.
- To ensure that the WLGA is managed effectively and ethically
- To promote and support open and transparent government.

- To adhere to the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards of behaviour in public office.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Leader

1. Accountabilities

- To WLGA Full Council
- To WLGA Executive Board

2. Role Purpose and Activity

Providing political leadership to the WLGA

- To be the principal political figurehead and spokesperson for the WLGA and the family of Welsh local government.
- To provide leadership in building a political consensus around WLGA policies.
- Working with other WLGA Office Holders and Group Leaders to form and promote a vision for the WLGA and Welsh local government.
- To provide strong, clear leadership in the co-ordination of WLGA's policies and strategies.
- To be a lead member of the statutory Partnership Council with the Welsh Government.
- To agree, in line with the WLGA policy framework, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- To meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at committees of the National Assembly for Wales, UK Parliament or European Institutions, where applicable.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- To work with employees of the WLGA to develop the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.

Internal governance, ethical standards and relationships

- To promote and seek to secure the good governance of the WLGA and its affairs.
- To ensure that the WLGA is managed effectively and with probity and integrity.
- To monitor the performance of the organisation.
- To promote and support open and transparent government.

- To adhere to the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards of behaviour in public office.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Deputy Leader

1. Accountabilities

- To WLGA Full Council
- To WLGA Executive Board
- To WLGA Leader

2. Role Purpose and Activity

Providing political leadership to the WLGA

- To provide support to the Leader as the principal political figurehead and spokesperson for the WLGA and the family of Welsh local government.
- To be a lead Spokesperson for the WLGA on a key policy portfolio.
- To provide leadership in building a political consensus around WLGA policies.
- Working with other WLGA Office Holders and Group Leaders to form and promote a vision for the WLGA and Welsh local government.
- To provide strong, clear leadership in the co-ordination of WLGA's policies and strategies.
- To be a lead member of the statutory Partnership Council with the Welsh Government and the WLGA's Improvement Board.
- To agree, in line with the WLGA policy framework, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- In support of the Leader and in a lead Spokesperson's role, to meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the Leader, colleague Deputy Leader, Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the WLGA in relation to the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.
- To be a member of the WLGA's Management Sub-Committee.

Internal governance, ethical standards and relationships

- To promote and support good governance of the WLGA and its affairs.
- To ensure that the WLGA is managed effectively and ethically.

- To promote and support open and transparent government
- To adhere to the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards in public office.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Executive Board Member

1. Accountabilities

- To WLGA Full Council
- To WLGA Executive Board

2. Role Purpose and Activity

Providing political leadership within the WLGA

- To build a political consensus around WLGA policies.
- Working with other WLGA Office Holders and Group Leaders to form and promote a vision for the WLGA and Welsh local government.
- To provide strong, clear leadership in the co-ordination of WLGA's policies and strategies where appropriate.
- To agree, in line with the WLGA policy framework, WLGA policies, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- As a lead Spokesperson of a particular policy portfolio, speak on behalf of the WLGA and wider Welsh local government.
- To meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- To work with employees of the WLGA in relation to the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.

Internal governance, ethical standards and relationships

- To promote and support good governance of the WLGA and its affairs.
- To ensure that the WLGA is managed effectively and ethically
- To promote and support open and transparent government.
- To adhere to the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards of behaviour in public office.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Presiding Officer

1. Accountabilities

- To WLGA Full Council
- To WLGA Executive Board

2. Role Purpose and Activity

Internal governance, ethical standards and relationships

- To chair and manage formal meetings of the WLGA, including the WLGA Council, Executive Board and WLGA Management Sub-Committee.
- To promote and support good governance of the WLGA and its affairs.
- To work with the WLGA leadership to ensure that the WLGA is managed effectively and with probity and integrity.
- To promote and support open and transparent government
- To uphold and promote the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards in public office.

Acting as ambassador for the WLGA

- Representing the WLGA in a 'ceremonial' capacity and promoting Welsh local democracy and local government to partner organisations and as part of relevant promotional campaigns and/or visits of foreign delegations or other local government associations.

Providing political leadership to the WLGA

- To be a lead Spokesperson for the WLGA on a key policy portfolio
- To provide leadership in building a political consensus around WLGA policies.
- Working with other WLGA Office Holders and Group Leaders to form and promote a vision for the WLGA and Welsh local government.
- To provide strong, clear leadership in the co-ordination of WLGA's policies and strategies.
- To be a lead member of the statutory Partnership Council with the Welsh Government, the Reform Delivery Group and the WLGA's Improvement Board.
- To agree, in line with the WLGA policy framework, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- As a lead Spokesperson, meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the wider Leadership of the WLGA, Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the WLGA in relation to the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.
- To be a member of the WLGA's Management Sub-Committee.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Group Leader

1. Accountabilities

- To relevant WLGA Political Group
- To WLGA Full Council
- To WLGA Executive Board

2. Role Purpose and Activity

Providing political leadership to the Group

- To be the principal political figurehead and spokesperson for the relevant WLGA Group.
- To liaise with and communicate with colleague Group members about WLGA policy issues (within the WLGA Council and in local authorities).
- To promote and represent the Group's views and WLGA views (where appropriate) within national Party forums and with colleague Assembly Members, Members of Parliament and Members of the European Parliament.

Providing political leadership within the WLGA

- To provide leadership in building a political consensus around WLGA policies.
- Working with other WLGA Office Holders and Group Leaders to form and promote a vision for the WLGA and Welsh local government.
- To provide strong, clear leadership in the co-ordination of WLGA's policies and strategies where appropriate.
- To agree, in line with the WLGA policy framework, WLGA policies, WLGA correspondence, evidence, consultation responses and public statements.

Representing the WLGA

- As a lead Spokesperson of a particular policy portfolio, speak on behalf of the WLGA and wider Welsh local government.
- To meet regularly with Welsh Government Cabinet Secretaries and Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- To represent the WLGA on relevant national bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.

Working with WLGA officers to lead the organisation

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- To ensure that an appropriate chief executive appraisal is in place.
- To work with employees of the WLGA in relation to the strategic vision and direction of the WLGA, the management roles of officers and the development of policy issues.

- To be a member of the WLGA's Management Sub-Committee.

Internal governance, ethical standards and relationships

- To promote and support good governance of the WLGA and its affairs.
- To ensure that the WLGA is managed effectively and ethically
- To promote and support open and transparent government.
- To adhere to the WLGA's Constitution, follow the Members' Code of Conduct and commit to the highest standards of behaviour in public office.

3. Values

- To be committed to and demonstrate the following values in public office:
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 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Spokesperson

1. Accountabilities

- To the WLGA Council
- To the WLGA Executive Board

2. Role Purpose and Activity

Leadership of Policy

- To take the Political lead in the WLGA for the designated policy area; speaking on behalf of the WLGA and wider Welsh local government.
- Work with officers of the WLGA and liaise with Cabinet Secretaries and Ministers and UK Government Ministers, where applicable, to develop policy in the designated area.
- Chair meetings of cabinet members and participate in WLGA groups or committees as required.

Representing the WLGA

- Undertake bilateral meetings with Welsh Government Cabinet Secretaries and Ministers and UK Government Ministers, where applicable.
- To meet with national public service partners on behalf of local government.
- To represent the WLGA at committees of the National Assembly for Wales, UK Parliament or European Institutions, where applicable.
- Provide interviews with the press and broadcast media in regard to the designated policy area.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Deputy Spokesperson

1. Accountabilities

- To the Spokesperson
- To the WLGA Council
- To the WLGA Executive Board

2. Role Purpose and Activity

Leadership of Policy

To work with and deputise for the Spokesperson when required. Assisting the spokesperson in their role to:

- Take the political lead in the WLGA for the designated policy area; speaking on behalf of the WLGA and wider Welsh local government.
- Work with officers of the WLGA and Welsh Government to develop policy in the designated area.
- Chair meetings of cabinet members and participate in WLGA groups or committees as required.

Representing the WLGA

- To represent the WLGA at committees of the National Assembly for Wales or UK Parliament.
- Undertake bilateral meetings with Welsh Cabinet Secretaries and Ministers.
- Maintain effective relationships with the press and broadcast media in line with the WLGA publicity protocol.
- Provide interviews with the press and broadcast media in regard to the designated policy area.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Role Description: WLGA Audit Committee Chair

1. Accountabilities

- To the WLGA Council
- To the Audit Committee

2. Role Purpose and Activity

Providing Leadership and Direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To agree agendas for Audit committee meetings
- To ensure that the committee makes assessments and recommendations within its terms of reference which accord with legal, constitutional and policy requirements.

To lead the committee in its role in:

- Reviewing and scrutinising the WLGA's financial affairs
- Making reports and recommendations in relation to the WLGA's financial affairs.
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the WLGA.
- Making reports and recommendations to the WLGA on the adequacy and effectiveness of those arrangements.
- Overseeing the WLGA's internal and external audit arrangements.
- Reviewing the financial statements prepared by the WLGA.
- **Ensuring and supporting effective corporate governance**
 - Being satisfied that the WLGA's assurance and governance reporting reflects the risk environment and any activities required to improve it.
 - Working with the senior management of the WLGA to ensure that the WLGA is managed effectively and ethically.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference

- Sustainability
- Inclusive leadership
- Consensus building

Role Description: WLGA Audit Committee Member

1. Accountabilities

- To the Chair of the Audit committee
- To the WLGA Council

2. Role Purpose and Activity

- To review and scrutinise the WLGA's financial affairs
- To make reports and recommendations in relation to the WLGA's financial affairs.
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the WLGA.
- Making reports and recommendations to the WLGA on the adequacy and effectiveness of those arrangements.
- Overseeing the WLGA's internal and external audit arrangements.
- Reviewing the financial statements prepared by the WLGA.
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Audit committee; questioning and seeking clarification on matters falling within the committee's remit.
 - To report, make assessments and recommendations within the terms of reference of the committee which accord with legal, constitutional and policy requirements.
- **Ensuring and supporting effective corporate governance**
 - Being satisfied that the WLGA's assurance and governance reporting reflects the risk environment and any activities required to improve it.
 - Working with the senior management of the WLGA to ensure that the WLGA is managed effectively and ethically.

3. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

