

Article 2 Members of the Council

2.1 Composition and eligibility

- (a) Composition. The Council comprises 74 members, otherwise called councillors. All councillors will be elected by the voters of each electoral division in accordance with a scheme drawn up by the Boundary Commission in Wales and approved by the Wales Assembly Government.
- (b) Eligibility. To be elected as a member of the County Council a person must be at least 21 years of age and a Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member(s) State of the European Community. And either:-
 - (i) is and continues to be a local government elector for the area of the authority; or
 - (ii) has during the whole of the preceding twelve months occupied as owner or tenant any land or other premises in the area of the authority; or
 - (iii) is a person whose principal or only place of work has been in the area of the authority; or
 - (iv) has resided in the area of the authority during the whole of the preceding twelve months.

2.2 Election and term of office of councillors

Elections for all members of the council normally take place every four years. The Welsh Assembly Government has decided that the next elections for the whole council will be held in May 2004 rather than 2003. The normal four yearly cycle will then resume. The terms of office of councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3 Roles and functions of all councillors

Councillor Job Profile

2.3.1 Accountability

To the full Council
To the electorate of their ward

2.3.2 Role Purpose and Activity

2.3.2.1 Representing and supporting communities

To effectively represent the interests of the electoral division and their individual constituents.

Where appropriate to refer a local crime and disorder matter (as defined by Section 19 of the Police and Justice Act 2006) to the Social Justice, Crime and Disorder Scrutiny Committee as an agenda item for discussion at a meeting of the Committee.

To be an advocate for the Council in the ward and the communities they serve. To contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making by the council and its partnerships

To be a channel of communication to the community on council strategies, policies, services and procedures

To represent individual constituents and local organisations at the Council and undertake casework on their behalf, serving all fairly.

To liaise with Executive Board 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 their local communities

To forward service performance or policy issues raised at meetings of Community Networks to the appropriate Executive Board Member.

To maintain the highest standards of conduct and ethics.

2.3.2.2 Making decisions and overseeing council performance

Participating in the governance and management of the council by contributing to the decision-making process at meetings of the council and its committees and securing informed and balanced decisions. Collectively, to be the ultimate policy-makers and carry out a number of strategic and corporate management functions including overseeing performance

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.

2.3.2.3 Representing the Council

To represent and be an advocate for the Council on local outside bodies.

To represent and be an advocate for 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

2.3.2.4 Internal governance, ethical standards and relationships

Members must observe the Council's code of conduct whenever they:

- conduct the business of the authority;
- undertake the role of member to which they were elected or appointed;
or
- act as representatives of the authority.

Thereby:

Promoting and supporting good governance of the Council and its affairs
 Providing community leadership and promoting active citizenship
 Promoting and supporting open and transparent government
 Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council
 Adhering to the Member's Code of Conduct, the Protocol on Member/Officer relations and maintaining the highest standards of conduct and ethics in public office

2.3.2.5 Personal and role development

To participate in opportunities for development provided for members by the Council

2.3.3.3 Values

To be committed to the values of the Council and the following values in public office:

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

By applying human rights principles as a framework for resolving differences between social groups and reforming service delivery
 By promoting policies that encourage contact on equal terms between disabled and non-disabled people: at work, in school and through training, and by setting a personal example by identifying opportunities to do the same
 By ensuring that social care policy increases choice and control and is not diluted by being risk-averse
 By ensuring participation of all members of the community in shaping decisions
 By being open about personal experiences of impairment of long-term health conditions and providing positive role models to encourage others and help tackle low expectations
 By supporting mentoring schemes to help disabled people attain leadership positions

By understanding and promoting the value of good quality early years education for disabled children and the need for continuing learning opportunities throughout life

- (c) **Rights and duties – Members’ Access to files**
- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
 - (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
 - (iii) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules in Part 4 of the Constitution.
 - (iv) All such requests for access to documents will be made to the Chief Executive or other appropriate Chief Officer who will decide whether access is necessary for the proper discharge of a member’s functions and in accordance with the law. The Monitoring Officer will be consulted by the relevant officer, if so required.

2.4 Conduct

Councillors will at all times observe the Members’ Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in Part 6 of the Constitution.

2.6 PERSON SPECIFICATION FOR A COUNCILLOR

To fulfil his or her role as laid out in the job profile, an effective member requires the following:

2.6.1 Representing and supporting communities

Good advocacy skills
Interpersonal skills
Integrity and the ability to set aside own views and act impartially
The ability to present relevant and well reasoned arguments
Good communication skills

2.6.2 Making decisions and overseeing council performance

Knowledge and understanding of the council's constitution, rules and conventions
An understanding of strategic, policy and service contexts for decisions
The ability to challenge ideas and contribute positively to policy development

2.6.3 Representing the Council

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

2.6.4 Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

2.6.5 Personal and role development

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