



## **Democratic Services Committee Chairperson Role Description**

### **1 Accountabilities**

- To Full Council

### **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 lead the committee in its role in designating the Head of Democratic Services
- To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
- Make annual reports to the full council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democratic Services
- Developing the Authority's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

#### **Promoting the role of the Democratic Services Committee**

- To act as an ambassador for the Democratic Services committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

### **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council
- Support the WLGA Member Support networks as necessary

### **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

### **4 Training and Development**

- To undertake the relevant training and development opportunities as identified through Personal Development Reviews or in agreement with the authority relevant to the role including training on the conduct of meetings and chairmanship.