

Standards Committee

Monday, 29 October 2007

**Item 7 – Review of Council Codes and
Protocols.**

**Appendix 2 - Additional Proposed
Role Definitions**

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Councillor Role Definitions

INDEPENDENT CHAIR OF STANDARDS COMMITTEE

ROLE PURPOSE:

1. Under the direction of the Council and the Standards Committee:-
 - (a) to act as the spokesperson of the Standards Committee to the Council, Town and Parish Councils, and the local community;
 - (b) to contribute fully as a member of the Standards Committee.

DUTIES AND RESPONSIBILITIES:

To work with other Standards Committee members, the Council's Monitoring Officer and the officers of the Council:-

Duties and Responsibilities:

1. To develop a working knowledge of the Ethical Framework and the matters that are the responsibility of the Standards Committee and its Sub-Committees.
2. To actively promote ethics and standards within Swindon Borough Council and within Town and Parish Councils within the Borough and to ensure that the work of the Standards Committee is managed effectively.
3. To foster and maintain a disciplined approach by the Members involved in the Standards Committee and its Sub-Committees having regard to high standards of procedure, behavior and ethics.
4. To lead the Standards Committee function within the Council and to act as the link between the Committee, the Monitoring Officer, relevant Council Departments, officers and Councillors, and the Parish and Town Councils.
5. To fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. To accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. To represent the Standards Committee in all dealings with the public media and other bodies in respect of the work of the Committee.
8. To promote and participate in Training and Development associated with the work of the Standards Committee and the Ethical Framework, including the Code of Conduct.

9. To establish, as appropriate, and in liaison with the Monitoring Officer, the Standards Committee work programme.
10. To ensure that any work programme associated with the Standards Committee is carried out satisfactorily and in accordance with any timetable determined by statute, the Standards Board for England, the Council or by the Committee itself.
11. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol.
12. To participate in any forum established for independent members of the Standards Committee.
13. To attend, if required, other meetings of the Borough Council or Parish Councils in order to represent the Standards Committee and raise the profile of ethics and standards within the authority and Borough.

Councillor Role Definitions

INDEPENDENT MEMBER OF STANDARDS COMMITTEE OF STANDARDS COMMITTEE

ROLE PURPOSE:

1. Under the direction of the Council's Standards Committee:-
 - (a) to assist in the delivery of high standards of ethics and probity within Swindon Borough Council and within Town and Parish Councils within the Borough to the benefit of the local community;
 - (b) to contribute fully as a member of the Standards Committee.

DUTIES AND RESPONSIBILITIES:

To work with the Chair of the Standards Committee and other Standards Committee members and the officers of the Council:-

Duties and Responsibilities:

1. To attend and actively participate as of a member of the Standards Committee in meetings of the Committee and any sub-committees as and when required.
2. To actively promote ethics and standards within Swindon Borough Council and within Town and Parish Councils within the Borough area.
3. To participate in training events to promote awareness of the Code of Conduct.
4. To participate in any forum established for independent members of the Standards Committee.
5. To attend if required other meetings of the Borough Council or Parish Councils in order to represent the Standards Committee and raise the profile of ethics and standards within the authority and Borough.

Councillor Role Definitions

CHAIR OF LICENSING COMMITTEE

ROLE PURPOSE:

1. Under the direction of the Council:-
 - (a) to act as the spokesperson of the Licensing Committee to the Council and the local community;
 - (b) to contribute fully as a member of the Licensing Committee.

DUTIES AND RESPONSIBILITIES:

To work with other Licensing Committee members and the officers of the Council:-

Duties and Responsibilities:

1. To develop a working knowledge of the Licensing function and the matters that are the responsibility of the Licensing Committee and its Panels and Sub-Committees.
2. To ensure that the approach to Licensing is managed effectively, and that matters before the Committee, and its Panels and Sub-Committees are approached with an open mind avoiding any predetermination or bias.
3. To foster and maintain a disciplined approach by the Members involved in the Licensing Committee and its Panels and Sub-Committees having regard to high standards of procedure, behavior and ethics.
4. To lead the Licensing function within the Council and to act as the link between the Licensing function and relevant Council Departments, officers and Councillors.
5. To fulfil the role of Chair and to ensure that the meeting is run in accordance with the Council's Constitution and its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. To accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. To represent the Council and the Licensing Committee in all dealings with the public media and other bodies in respect of the work of the Committee.
8. To promote and participate in Member Training and Development associated with the Licensing function.

9. To establish, as appropriate, and in liaison with relevant officers, the Licensing Committee work programme.
10. To ensure that any work programme associated with the Licensing function is carried out satisfactorily and in accordance with any timetable determined by the Council or by the Committee itself.
11. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

Councillor Role Definitions

NON-EXECUTIVE (BACKBENCH) COUNCILLOR LICENSING COMMITTEE

ROLE PURPOSE:

1. Under the direction of the Council:-
 - (a) to assist in the delivery of the Council's Licensing function for the benefit of the Council and the local community;
 - (b) to contribute fully as a member of the Licensing Committee.

DUTIES AND RESPONSIBILITIES:

To work with the Chair of the Licensing Committee and other Licensing Committee members and the officers of the Council:-

Duties and Responsibilities:

1. To develop a working knowledge of the Licensing function and the matters that are the responsibility of the Licensing Committee and its Panels and Sub-Committees.
2. To ensure that the approach to Licensing is delivered fairly and effectively, and that all matters before the Committee, and any Panels and Sub-Committees on which the Member serves are approached with an open mind avoiding any predetermination or bias.
3. To maintain a disciplined approach when involved in the work of the Licensing Committee and its Panels and Sub-Committees having regard to high standards of procedure, behavior and ethics.
4. To actively participate as of a member of the Licensing Committee and to ensure compliance with the requirements of the Council's Constitution, its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
6. To accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
7. To participate in Member Training and Development associated with the Licensing function.
9. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

Councillor Role Definitions

LEADER OF OPPOSITION GROUP

ROLE PURPOSE:

To undertake the functions of a Councillor and to provide leadership to the major Opposition Political Group on the Council.

DUTIES AND RESPONSIBILITIES:

1. To lead the Opposition Political Group within the Council, and to act as the link between that Opposition Group and the Administration (Controlling Political Group), the other Political Groups and independent Councillors, Council officers and relevant Council Departments.
2. To act as the principle spokesperson for the Opposition Group on the Council and as a representative of the Council to external bodies and other organisations as appropriate.
3. To actively participate in the work of the Council, particularly, by way of commenting, challenging and reviewing the Council Administration's (Controlling Political Group's) performance in the co-ordination and implementation of its policies.
4. To establish and represent the views of the Opposition Group on issues of policy.
3. To foster and maintain a disciplined approach by the Members of the Opposition Group having regard to high standards of procedure, behavior and ethics.
5. To accept responsibility for the decisions of the Opposition Group and to advocate these, as necessary, on behalf of the Group.
7. To represent the Opposition Group in all dealings with the public, media and other bodies in respect of the work of the Opposition Group.
8. To promote and participate in Member Training and Development.
9. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol, and in promoting this approach within the Opposition Group.

Councillor Role Definitions

LEADER OF AN OPPOSITION GROUP

ROLE PURPOSE:

To undertake the functions of a Councillor and to provide leadership to a minority Opposition Political Group on the Council.

DUTIES AND RESPONSIBILITIES:

1. To lead a minority Opposition Political Group within the Council, and to act as the link between that Opposition Group and the Administration (Controlling Political Group), the other Political Groups and independent Councillors, Council officers and relevant Council Departments.
2. To act as the principle spokesperson for the minority Opposition Group on the Council and as a representative of the Council to external bodies and other organisations as appropriate.
3. To actively participate in the work of the Council, particularly, by way of commenting, challenging and reviewing the Council Administration's (Controlling Political Group's) performance in the co-ordination and implementation of its policies.
4. To establish and represent the views of the minority Opposition Group on issues of policy.
3. To foster and maintain a disciplined approach by the Members of the minority Opposition Group having regard to high standards of procedure, behavior and ethics.
5. To accept responsibility for the decisions of the minority Opposition Group and to advocate these, as necessary, on behalf of the Group.
7. To represent the Opposition Group in all dealings with the public, media and other bodies in respect of the work of the minority Opposition Group.
8. To promote and participate in Member Training and Development.
9. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed protocol, and in promoting this approach within the minority Opposition Group.