

WLGA Office Holders

Role Descriptions

June 2022

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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WLGA Council Member

1. Accountabilities

- To WLGA Full Council
- To the Member Authority

2. Role Purpose and Activity

Providing political leadership within the WLGA

- Represent the views of the member council and/or political group as appropriate.
- Seek to build political consensus around WLGA policies
- Elect the office holders of the WLGA.
- Agree the WLGA's business plan and corporate strategy.
- Agree the WLGA's budget and set the rate of subscriptions.
- Review the Annual Report
- Shape and agree WLGA policies, campaigns or commitments as appropriate

Representing the WLGA

- To meet with Welsh Government Ministers, UK Ministers and partner bodies as part of the WLGA Council
- To represent the WLGA on relevant outside bodies and/or forums as appropriate, subject to appointment through Council.
- Represent the WLGA and promote and champion the work of the WLGA in your council

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.
- To have regard to the requirements of the Group Leader (where one exists) in matters of conduct and behaviour.
- To promote equalities and diversity

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



WLGA Presiding Officer (Deputy)

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 and Group Leaders 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.
- To promote equalities and diversity

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 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 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.

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

Deputy Presiding Officer

To deputise for the Presiding Officer as appropriate. Where the Presiding Officer is absent or is unable to chair a WLGA meeting, the Deputy Presiding Officer from the largest political group will deputise, and if unavailable, the Deputy Presiding Officer from the next largest political group.



WLGA Leader (and Deputy 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 leaders, Group Leaders and WLGA Office Holders 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 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 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 Senedd Cymru, UK
- 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 support 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 through Management Sub-Committee.
- 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.
- To promote equalities and diversity

3. Values

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

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- Equality and fairness
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- Consensus building

Deputy Leader

- To fulfil the duties of the Leader in his or her absence
- To provide advice, assistance and support to the Leader in specific duties as required



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 developing WLGA policy issues (within the WLGA Council).
- To promote and represent the Group's views and WLGA views (where appropriate) within national Party forums and with colleague Members of the Senedd and Members of Parliament.
- To work with the Leader and other Group Leaders to seek consensus and collective leadership

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

- To meet regularly with Welsh Government 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 work with the Political Group Officer (where appointed) to support communication with and involvement of other Group Members in WLGA business
- 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 promote high and maintain high standards of conduct within the Group
- 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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- Sustainability
- Inclusive leadership
- Consensus building



WLGA Spokesperson (and Deputy)

1. Accountabilities

- To the WLGA Council
- To the WLGA Executive Board

2. Role Purpose and Activity

Leadership of Policy

- To take the lead in the WLGA for the designated policy area; promoting the WLGA's policy and speaking on behalf of the WLGA and wider Welsh local government.
- Work with officers of the WLGA and liaise with Ministers and UK Government Ministers, where applicable, to develop policy in the designated area.
- Seeking agreement for new policy positions through Executive Board or Council
- Chair meetings of cabinet member networks and participate in WLGA groups or committees as required.

Representing the WLGA

- Undertake bilateral meetings with Welsh Government Ministers and UK Government Ministers, where applicable.
- To meet with national partners on behalf of local government.
- To represent the WLGA at committees of the Senedd Cymru and UK Parliament.
- Provide interviews with the press and broadcast media in regard to the designated policy area.
- Represent the WLGA and promote and champion the work of the WLGA at all times.
- To report to WLGA Executive Board or Council, as appropriate, on engagement with Ministers and stakeholders and wider policy developments in the portfolio

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

Deputy Spokesperson

- To advise, support and work with the Spokesperson when required.
- To lead on a designated policy area, if determined by Council or the Spokesperson
- Deputising for the Spokesperson in their role as appropriate.



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

- Represent the views of the member council and/or political group as appropriate.
- To build a political consensus around WLGA policies.
- Working with other leaders, members of the Executive Board and Council members 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 Ministers, UK Ministers and partner bodies on matters of mutual interest and represent the collective views of Welsh local government.
- As a leader, to represent your authority and the WLGA on the Partnership Council
- To represent the WLGA on relevant outside bodies and/or forums as appropriate.
- To represent the WLGA at speaking engagements and speak on behalf of the WLGA through the media.
- Represent the WLGA and promote and champion the work of the WLGA in your council

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.
- To promote equalities and diversity

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



WLGA Management Sub-Committee Member

1. Accountabilities

- To WLGA Full Council
- To WLGA Executive Board

2. Role Purpose and Activity

Providing political leadership within the WLGA

- Represent the views of the member council and/or political group as appropriate.
- To build a political consensus around WLGA policies.
- Working with other members of the Management Sub-Committee 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.

Working with WLGA officers to lead the organisation

- To determine matters relating to the management of the WLGA, including internal WLGA policies, procedures and employment matters where appropriate
- To decide how matters on which urgent action is required, including those of a financial, legal or contractual nature which shall normally be dealt with by the Chief Executive
- 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.
- To promote equalities and diversity



3. Values

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

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- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building



WLGA Audit Committee Chair (& Vice Chair)

1. Accountabilities

- To the WLGA Council
- To the Audit Committee

2. Role Purpose and Activity

Providing Leadership and Direction

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To work according to the Terms of Reference for the Committee
- To work with senior officers including the Chief Financial Officer, to agree the forward work programme
- 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.
- Reporting to WLGA council on the work and recommendations of the Committee
- To participate in any training and development required for the role

To lead the committee in its role in reviewing and scrutinising the WLGA's financial affairs:

- Make reports and recommendations in relation to the WLGA's financial affairs
- Overseeing the WLGA's internal and external audit arrangements.
- Reviewing the financial statements prepared by the WLGA.
- Oversee the authority's internal and external audit arrangements

Review the financial statements prepared by the WLGA and approve them including making relevant reports and recommendations **To lead the Committee in its role in Reviewing and assessing the Governance, Risk Management and Control of the WLGA**

- 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.
- 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

Vice Chair

To deputise for the chair in his or her absence



WLGA Audit Committee Member

1. Accountabilities

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

2. Role Purpose and Activity

Participating in meetings of the committee and making decisions

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Chief Financial Officer or external auditors To work according to the Terms of Reference for the Committee
- To work with senior officers including the Chief Financial Officer, to agree the forward work programme
- 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.
- Reporting to WLGA council on the work and recommendations of the Committee
- To elect a vice-chair of the committee
- To participate in any training and development required for the role

To lead the committee in its role in reviewing and scrutinising the WLGA's financial affairs:

- Make reports and recommendations in relation to the WLGA's financial affairs
- Overseeing the WLGA's internal and external audit arrangements.
- Reviewing the financial statements prepared by the WLGA.
- Oversee the authority's internal and external audit arrangements

Review the financial statements prepared by the WLGA and approve them including making relevant reports and recommendations **To lead the Committee in its role in Reviewing and assessing the Governance, Risk Management and Control of the WLGA**

- 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.
- 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
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- Appreciation of cultural difference
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- Inclusive leadership
- Consensus building