

CABINET

Agenda Item: 9

Ward: N/A

Portfolio: Transformation

Report Author(s): Portfolio Holder for Transformation and Cllr Peter Bradshaw, Chair of the Member Development Group

Date: 13 November 2017

SUBJECT: Member Role Descriptions and Person Specifications

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Report Sign off	Seen by:	Name	Date
	Chief Executive/ Deputy Chief Executive(s)	Donna Nolan	30.10.17
	Legal	Donna Nolan	30.10.17
	Finance	Paul Deal	31.10.17
	Group Manager	David Clark	31.10.17
	Portfolio Holder	Philip Ham	30.10.17
	Ward Member	NA	
	Summary:	<p>The Member Development Group are pleased the Council has a clear commitment to Councillor development and support. As part of this the Group feel it is important for the Council to clearly define the role of a Councillor and how they contribute to the achievement of community, political and council objectives.</p> <p>In addition to this role descriptions could be used to help in the recruitment and selection of candidates and to identify and prioritise development needs. The Member Development Group feel it is important for the Council to actively encourage citizenship and to highlight the role of Councillors as community leaders as part of promoting local democracy so as to encourage under-represented groups to become Councillors.</p> <p>The use of role descriptions and personal specifications is a key component for Charter Plus Status for member development accredited by SW Councils.</p> <p>The adoption of role descriptions and personal specifications will also underpin the Shape Our Future programme of Member and Officer development.</p>	
Recommendation:	That Cabinet recommends that full council agree the Role Descriptions and Person Specifications set out in the report.		

Direct and/or indirect impact on service delivery to our customers and communities:	Member Role Descriptions and Person Specifications will be kept by Democratic Services.
Contribution to Corporate Priorities:	Member Role Descriptions and Person Specifications will assist in the delivery of the Council's priorities set out in the Corporate Strategy.
Legal Implications:	There are no direct legal implications arising from this report.
Financial Implications:	The documents will be kept and maintained within the resources allocated. By highlighting development needs the Council will be better able focus its spending of the Member development budget.
Impact on Service Plans	The production of Role Descriptions and Person Specifications, and the support of the Member Support Officer are included in the Operational Plan.
Value for Money	The Councillor development budget and training is assessed for value for money by the Member Development Group.
Equalities Implications:	By publishing the roles of Councillors and highlighting their role as community leaders the Council is promoting local democracy and may encourage under-represented groups to become Councillors.
Risk Assessment and Adverse Impact on Corporate Actions:	The risks are considered very low.
Scrutiny Recommendation (if any)	None

INTRODUCTION

In 2007 Cabinet agreed to form a group to monitor and influence Member development. That group, known as the Member Development Group (MDG) currently consists of Councillors Peter Bradshaw (Chairman), Tom Killen, Roy Mackenzie, Graham Noel and John Osman. The group meets on an ad hoc basis to consider the Member Development Programme and general member development opportunities, any Member satisfaction surveys, a review of the member Development Strategy and a review of the Member development budget.

The Member Development Group are pleased the Council has a clear commitment to Councillor development and support. As part of this the Group feel it is important for the Council to clearly define the role of a Councillor and how they contribute to the achievement of community, political and council objectives.

In addition to this role descriptions could be used to help in the recruitment and selection of candidates and to identify and prioritise development needs. The Member Development Group feel it is important for the Council to actively encourage citizenship and to highlight the role of Councillors as community leaders as part of promoting local democracy so as to encourage under-represented groups to become Councillors.

The use of role descriptions and personal specifications is a key component for Charter Plus Status for member development accredited by SW Councils.

The adoption of role descriptions and personal specifications will also underpin the Shape Our Future programme of Member and Officer development.

Attached to the report are a suite of Member Role Descriptions and Person Specifications for consideration by Cabinet.

OPTIONS CONSIDERED

Rather than introduce the new suite of Member Role Descriptions and Person Specifications the Council could decide to take no further action and continue to rely on the information set out in Section 3 of the Constitution with regard to Members of the Council.

RECOMMENDATIONS

That Cabinet recommends that full council agree the role descriptions and job specifications set out in the report.

REASONS FOR RECOMMENDATIONS

Because it is important for the Council to clearly define the role of a Councillor and how they contribute to the achievement of community, political and council objectives.

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