

Ward: N/A

Portfolio: Transformation

FROM: Portfolio Holder for Transformation and
 Cllr Peter Bradshaw, **Date: 18 December 2017**
 Chair of the Member Development Group

SUBJECT: Member Role Descriptions and Person Specifications

Internal Use Only: Please complete sign off boxes below prior to submission to Democratic Services			
Report Sign off	Seen by:	Name	Date
	Legal	Donna Nolan	14.11.2017
	Finance	Paul Deal	14.11.2017
	Chief Executive	Donna Nolan	14.11.2017
	Group Manager	David Clark	14.11.2017
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> <p>At its meeting on 13 November 2017, Cabinet recommended that full Council agree the Role Descriptions and Person Specifications as set out in the Report.</p>		
Recommendation:			

	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.
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.
Legal Implications:	There are no direct legal implications arising from this report.
Crime and Disorder Implications:	There are no direct crime and disorder implications arising from this report.
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.

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 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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