

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

16 OCTOBER 2013

REPORT OF THE DEMOCRATIC SERVICES COMMITTEE

MEMBER ROLE DESCRIPTION - ROTA VISITING OF SOCIAL CARE AND NURSING ESTABLISHMENTS

1. Purpose of Report

- 1.1 The purpose of this report is to consider for adoption the role description for Elected Members undertaking rota visiting of social care and nursing establishments, managed by both the Council and the independent sector as shown at **Appendix 1**.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 Elected Members have a wide range of roles and responsibilities. Member role descriptions provide a framework which describes the purpose, activities and responsibilities of each of the roles that councillors may undertake during their term of office. Member role descriptions will also assist Elected Members during the Personal Development Review (PDR) process to identify any support that may be required to fulfil these roles effectively.
- 2.2 Elected Members, who have a good understanding of their role and responsibilities, are able to attain the appropriate level of knowledge, skills and experience necessary to undertake their roles effectively. This will then enable them to fully support all corporate priorities.

3. Background

- 3.1 Council approved the adoption of the following Member role descriptions on 1 May 2013:
- Elected Ward Member
 - Leader
 - Deputy Leader
 - Cabinet Member
 - Overview and Scrutiny Member
 - Overview and Scrutiny Chairperson
 - Regulatory Committee Member
 - Regulatory Committee Chairperson
 - Audit Committee Member
 - Audit Committee Chairperson
 - Democratic Services Committee Member
 - Democratic Services Committee Chairperson
 - Standards Committee Member

- Standards Committee Chairperson
- Mayor (Deputy Mayor)
- Leader of the Opposition
- Member Champion
- Member Mentor

3.2 Council subsequently approved the role description for LA School Governors on 29 May 13.

3.3 It was subsequently requested that a role description be developed for those members undertaking rota visiting of Social Care and Nursing Establishments.

4. Current situation / proposal

4.1 The draft role description for Elected Members undertaking Rota Visiting of Social Care and, Nursing Establishments has been developed as shown at Appendix 1.

4.2 The Interim Corporate Director Wellbeing and Head of Safeguarding and Family Support have considered the draft role description with no objections.

4.3 The Democratic Services Committee were requested to consider this new role description and to make any amendments necessary to ensure that it accurately reflected the roles that Elected Members carry out.

4.4 The Democratic Services Committee determined to recommend the role description for adoption by Council.

4.5 If Council determines to approve the adoption of this role description, Elected Members undertaking rota visiting duties will be issued with the new role description and have their personalised Ward Member Role Description updated to reflect this role.

5. Effect upon Policy Framework and Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation

8.1 The Democratic Services Committee recommends that Council approve the adoption of the role description for the Rota Visiting of Social Care and Nursing Establishments.

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01 October 13

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Background documents – None