

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

17 APRIL 2013

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

MEMBER ROLE DESCRIPTIONS

1. Purpose of Report

1.1 The purpose of this report is to:

- present the revised Member Role Descriptions for the consideration of the Democratic Services Committee
- request that the Committee propose and agree any amendments that may be required to the revised Member Role Descriptions
- confirm the submission of the agreed Member Role Descriptions to Council for approval at its meeting scheduled for 1 May 2013.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 Elected Members have a wide range of roles and responsibilities that they are expected to undertake. 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. Elected Members, who have a good understanding of their role, 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 existing Member Role Descriptions on 23 June 2010. The following Member Role Descriptions were approved:

- Leader (and Deputy Leader)
- Elected Member
- Cabinet Member
- Mayor
- Overview and Scrutiny Chair
- Chair of Regulatory Committee
- Overview and Scrutiny Member
- Member of Regulatory Committee
- Member Mentor

3.2 The WLGA Charter achieved by Bridgend County Borough Council in 2010 did not require any further use of Member Role Descriptions other than to be approved and act as reference documents.

- 3.3 With the introduction of the Local Government (Wales) Measure 2011 and its subsequent impact on the WLGA Charter, a review of Member Role Descriptions has been undertaken to ensure that the role descriptions:
- effectively cover the diversity of roles undertaken by councillors
 - reflect the requirements of the Measure
 - meet the requirements of Elected Members and the WLGA Charter for Member Development and Support

4. Current situation / proposal

4.1 General

- 4.1.2 The current WLGA Charter requires that Member Role Descriptions should not only be approved by Council but are used as part of the Personal Development Review process. It is intended that they be used to clarify the roles of individual Elected Members particularly those appointed into Senior Salary posts. Member Role Descriptions will assist councillors to identify any additional knowledge and skills required to undertake the roles to which Elected Members are appointed and to enable them to effectively carry out these additional responsibilities.

4.2 An Individual Portfolio

- 4.2.1 It is proposed that the primary Member Role Description be that of the Ward Member. This replaces the original Elected Member role description and identifies those activities that are undertaken by councillors when they are initially elected into office. This document is made up of several sections which will be personalised to reflect the activities that are undertaken by each Elected Member:

- Accountabilities – this section defines to whom the role is responsible to.
- Role, Purpose and Activities – this section outlines a councillor's basic roles and activities
- Representing the Authority- this section identifies the committees, outside bodies, champion roles and national or regional organisations to which Elected Members are appointed.
- Member Development – confirms that the Elected Member will adhere to the Code of Conduct and the commitment to undertake member development activities that are identified or provided.
- Values – This section identifies a simple list of values that are necessary to fulfil the role.

- 4.2.2 Each key role that is undertaken by a councillor will be identified in the personalised Ward Member Role Description and have an associated Member Role Description i.e. Member of an Overview & Scrutiny Committee. All associated Member Role Descriptions will be appended to primary Role Description to form a personalised portfolio for each Elected Member.

- 4.2.3 Members will be requested to date and sign their role descriptions portfolio. A copy of the portfolio will be kept by the individual councillor and a copy will be held by the Head of Democratic Services.

4.2.4 It is proposed that the completed portfolios will be scanned and published on the BCBC website and linked from the individual councillors webpage.

4.2.5 When the appointments or responsibilities of an individual councillor change the portfolio will be updated accordingly.

4.3 Timescales

4.3.1 It is proposed that the Member Role Descriptions and timescales are:

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| • Agreed by Democratic Services Committee | 17 Apr 13 |
| • Submitted for approval to Council | 01 May 13 |
| • Drafted for use in the PDR process | 31 May 13 |
| • Issued/amended/updated and signed by councillors | 15 Jun 13 |
| • Used in the completion of the PDR process | 26 Jul 13 |

4.4 Revised Role Descriptions

4.4.1 The following Member Role Descriptions have been developed from the model role descriptions produced by the WLGA and tailored to the requirements of the roles undertaken by councillors within Bridgend County Borough Council.

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|---|-------------|
| • Ward Member | Appendix 1 |
| • Leader | Appendix 2 |
| • Deputy Leader | Appendix 3 |
| • Cabinet Member | Appendix 4 |
| • Overview and Scrutiny Member | Appendix 5 |
| • Overview and Scrutiny Chairperson | Appendix 6 |
| • Regulatory Committee Member* | Appendix 7 |
| • Regulatory Committee Chairperson* | Appendix 8 |
| • Audit Committee Member | Appendix 9 |
| • Audit Committee Chairperson | Appendix 10 |
| • Democratic Services Committee Member | Appendix 11 |
| • Democratic Services Committee Chairperson | Appendix 12 |
| • Standards Committee Member | Appendix 13 |
| • Standards Committee Chairperson | Appendix 14 |
| • Mayor (Deputy Mayor) | Appendix 15 |
| • Leader of the Opposition | Appendix 16 |
| • Member Champion | Appendix 17 |
| • Member Mentor | Appendix 18 |

* It should be noted that the Member Role Descriptions for Regulatory Committee Member and Chairperson will be used for Appeals Panel, Licensing Committee/Sub-Committee, Development Control Committee Member and Chairperson and the Rights of Way Sub-Committee Member and Chairperson

4.4.2 Role descriptions for outside bodies are not always available and a generic outside bodies role guidance has been provided at Appendix 19. Elected Members appointed to those outside bodies that do not currently have specific role description will be requested to work with the body to which they are appointed and the Democratic Services Team to provide or develop a relevant role description.

4.5 The Democratic Services Committee are requested to review the revised Member Role Descriptions appended to this report and propose any amendments to ensure that they accurately reflect the roles that councillors carry out.

5. Effect upon Policy Framework & 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 It is recommended that the Democratic Services Committee:

8.1.1 considers and agrees any amendments to the appended revised Member Role Descriptions as necessary

8.1.2 note the outside bodies guidance as shown at appendix 19

8.1.3 approves the use of the individual portfolio method proposed for the compilation of Member Role Description for each individual councillor

8.1.4 approves subject to 8.1.1 and 8.1.3 above that the revised role descriptions and the method of compilation for each elected member be submitted to Council for approval by 1 May 2013

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Background documents – None