

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

12 SEPTEMBER 2013

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL AND REGULATORY SERVICES & MONITORING OFFICER

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 the role description for Elected Members undertaking rota visiting of social care and nursing establishments, managed by both the Council and the independent sector at **Appendix 1**
- propose and agree any amendments that may be required to the role description
- recommend the adoption of the agreed role description for an Elected Member undertaking Rota Visiting of Social Care and Nursing Establishments to Council on 16 October 2013

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 | • Overview and Scrutiny |
| • Leader | Chairperson |
| • Deputy Leader | • Regulatory Committee |
| • Cabinet Member | Member |
| • Overview and Scrutiny | • Regulatory Committee |
| Member | 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 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 and provided comments which have been included in the final draft role description accordingly.

4.3 The Democratic Services Committee is requested to consider the Role Description for Rota Visiting of Social Care and Nursing Establishments appended to this report and propose any amendments necessary to ensure that it accurately reflects the roles that Elected Members carry out.

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 is requested to:

8.1.1 Consider the draft role description for the Rota Visiting of Social Care and Nursing Establishments.

8.1.2 propose any amendments that may be needed.

8.1.3 recommend the adoption of the agreed role description for an Elected Member

undertaking Rota Visiting of Social Care, Nursing And Day Care Establishments to Council on 16 October 2013

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6 Sep 13

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Background documents – None