

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO COUNCIL

20 DECEMBER 2017

### REPORT OF THE MONITORING OFFICER

#### REVIEW OF ELECTED MEMBER ROLE DESCRIPTIONS

##### 1. Purpose of Report

- 1.1 The purpose of this report is to present the Elected Member Role Descriptions for approval.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 Elected Member Role Descriptions will enable Elected Members to better understand their roles and support them in achieving the following Corporate Priorities:

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background

- 3.1 Elected Members have a wide range of roles and responsibilities which they are expected to undertake. Elected Member Role Descriptions provide a framework which describes the purpose, activities and responsibilities regarding a variety of the key roles which they undertake.
- 3.2 In 2010, the Authority adopted the generic roles descriptions which had been produced by the Welsh Local Government Association (WLGA). Following the introduction of the Local Government (Wales) Measure 2011 the WLGA developed the generic role descriptions which were then adapted to reflect the local practices and procedures in Bridgend. These role descriptions were approved by Council on 01 May 2013.
- 3.3 Following the Local Government elections in May 2017 it is considered appropriate to undertake a review of Member Role Descriptions to ensure that the role descriptions:

- effectively cover the diversity of roles undertaken by councillors;
- meet the requirements of Elected Members and the WLGA Charter for Member Development and Support.

#### **4. Current situation / proposal**

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. Additional role descriptions were developed by the Officers in Bridgend for the Member Mentor and the LA School Governor.

• Elected Ward Member	Appendix 1
• Leader	Appendix 2
• Deputy Leader	Appendix 3
• Cabinet Member	Appendix 4
• Overview and Scrutiny Chairperson	Appendix 5
• Overview and Scrutiny Member	Appendix 6
• Regulatory Committee Chairperson*	Appendix 7
• Regulatory Committee Member*	Appendix 8
• Audit Committee Chairperson	Appendix 9
• Audit Committee Member	Appendix 10
• Democratic Services Committee Chairperson	Appendix 11
• Democratic Services Committee Member	Appendix 12
• Standards Committee Chairperson	Appendix 13
• Standards Committee Member	Appendix 14
• Leader of the Opposition	Appendix 15
• Member Champion	Appendix 16
• Member Mentor	Appendix 17
• Mayor (Deputy Mayor)	Appendix 18
• School Governor	Appendix 19

\* It should be noted that the Member Role Descriptions for Regulatory Committee Member and Chairperson will be used for Appeals Panel, Licensing.

##### 4.1.1 Outside Bodies

4.1.2 Role descriptions for outside bodies are not always available and a generic outside bodies role guidance has been provided at Appendix 20. 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.

#### 4.2 An Individual Portfolio

4.2.1 It is intended that the primary Member Role Description be that of the Elected Ward Member which 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 Elected Ward Member Role Description. All associated Member Role Descriptions will be stored on the Members area on the Learning and Development website on the intranet.

4.2.3 All Members will be requested to date and sign an electronic copy of their Elected Ward Member Role description which will then be held with the Democratic Services team for reference.

4.2.4 When the appointments or responsibilities of an individual councillor change the Elected Ward Member Role description will be updated accordingly.

#### 4.3 The Charter requirement

4.3.1 The WLGA Charter for Member Support and Development requires that members are supported with role descriptions as follows:

Topic	Standard	Clarification
<b>Members are supported with role descriptions.</b>	<p>Role descriptions are adopted for the:</p> <ol style="list-style-type: none"> <li>1. Ward Member</li> <li>2. Leader</li> <li>3. Deputy Leader</li> <li>4. Cabinet Member</li> <li>5. Scrutiny Chair</li> <li>6. Scrutiny member/ Scrutiny Co-optees</li> <li>7. Chair of Regulatory Committee</li> <li>8. Member of Regulatory Committee</li> <li>9. Chair of the Audit Committee</li> <li>10. Member of Audit Committee</li> <li>11. Chair of Democratic Services</li> <li>12. Member of Democratic Services</li> <li>13. Chair of Standards committee</li> <li>14. Member of Standards Committee</li> <li>15. Leader of the Opposition</li> <li>16. Member Champion</li> <li>17. Mayor (Deputy)/Chair of Council</li> </ol>	<p><b>What does adopted mean?</b></p> <p>Role descriptions exist and have been formally adopted for all the roles listed.</p> <p>There is no need at this level for members to evidence that they perform the roles outlined in the descriptions but they should understand what their role is and what is expected of them.</p> <p>What can be defined as a role description?</p>

Topic	Standard	Clarification
	<p>Chairs of area committees – Not required by at present</p> <p>Guidance is provided to members on their role on outside bodies.</p>	<p>See:</p> <ul style="list-style-type: none"> <li>▪ the WLGA model role descriptions for Welsh Authorities and</li> <li>▪ the WLGA document <i>The Role of Councillors in Collaboration</i> and</li> </ul> <p><b>Outside Bodies</b></p> <p>Where members are responsible for formally representing the Authority or making decisions that could impact on the Authority or have legal obligations as - for example trustees of an organisation, they should be provided with a role description. In all instances members should be provided with guidance on their role on the outside body. Officers should secure (where available) terms of reference from outside bodies.</p>

4.4 The Charter requires that Member Role Descriptions should not only be approved by Council but are used as part of the Personal Development Review (PDR) 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.

#### 4.5 Timescales

4.5.1 It is proposed that the approval and use of the Member Role Descriptions meet the following timescales:

- |  |           |
|--|-----------|
| • Agreed by Democratic Services Committee          | 02 Nov 17 |
| • Submitted to the Standards Committee             | 30 Nov 17 |
| • Submitted for approval to Council                | 20 Dec 17 |
| • Issued/amended/updated and signed by councillors | 31 Jan 18 |
| • Used in the completion of the PDR process        | 31 Mar 18 |

4.6 Council is 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 The role descriptions for Elected Member will require translation at an approximate cost of £480. All activities described in this report will be met from existing budget provisions.

## **8. Recommendation**

8.1 It is recommended that Council approve the appended Elected Member Role Descriptions.

**PA Jolley**

**Corporate Director Operational and Partnership Services and Monitoring Officer**  
**05 Dec 2017**

**Contact Officer:** Gary Jones  
Head of Democratic Services

**Telephone:** (01656) 643385

**E-mail:** [Gary.Jones@bridgend.gov.uk](mailto:Gary.Jones@bridgend.gov.uk)

**Postal Address** Democratic Services,  
Civic Offices  
Angel Street  
Bridgend.  
CF31 4WB

**Background documents** – None