

Committee:	Standards Committee	Agenda Item No.:	15
Date:	15 <sup>th</sup> August 2012	Category	
Subject:	Review of Members' Roles & Responsibilities	Status	Open
Report by:	Principal Solicitor		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder			

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring provisions within the Constitution are fit for purpose giving clearer guidance to Members on their roles within the organisation.

#### **TARGETS**

N/A

#### **VALUE FOR MONEY**

N/A

## THE REPORT

### Recent Developments

The draft descriptions went to Council last year where the decision was deferred pending revisions to the roles and responsibilities. Those revisions have now been completed, aimed at creating greater consistency between the differing roles, accounting for changes to officer titles following the implementation of the Strategic Alliance and reflecting the recent changes to the Standards regime.

Queries were raised last year in relation to use of subjective terms in the roles and responsibilities. Following discussion with the Leader and Deputy Leader it was agreed that inclusion of such terms was appropriate, as it mirrors the use of such terms in job descriptions of officers.

The revised roles and responsibilities are attached for consideration by the committee for inclusion in the Constitution.

### The Review

It was decided to carry out a review of the members' job descriptions in Part 5 of the Constitution and to create a more comprehensive description of members' roles and responsibilities. The purpose of the review is to ensure that descriptions of roles and responsibilities are accurate, adequate and fit for purpose. This is also a key requirement for obtaining the Member Development Charter.

A critical examination of the job descriptions has taken place, using similar provisions of other councils nationwide to provide useful comparisons.

As a result the job descriptions currently included in the Constitution have been reviewed and updated to provide a more comprehensive and relevant indication of what those roles entail. This will give the relevant members greater clarification of their roles, and will provide further information allowing those members to be held to account as part of the democratic process.

The existing roles which have been reviewed are:

- Leader of the Council
- Members of the Executive
- Members of Scrutiny Committees
- Chair of the Council

It is also proposed that the list of job descriptions be expanded. This will provide clearer guidance to councillors who have important roles to play within the organisation, including the Chairs of Planning and Licensing Committees, the Leader of the Opposition and Vice-Chairs of all committees.

New job descriptions have been included for the following roles:

- All District Councillors
- Deputy Leader of the Council
- Opposition Leader
- Chair of the Scrutiny Management Board
- Chairs of Planning / Licensing Committees
- Chair of Standards Committee
- Vice-Chairs of all Committees

The attached draft roles and responsibilities have been prepared following consultation with the Solicitor to the Council and Member Development Working Group.

The final approval of the Standards Committee is now sought on the draft roles and responsibilities attached to this report together with recommendation for inclusion in the Constitution by Council.

### **ISSUES FOR CONSIDERATION**

The approval for recommendation to Council of the attached Job Descriptions.

### **IMPLICATIONS**

Financial :               None  
Legal :                    None  
Human Resources : None

### **RECOMMENDATIONS**

- (1) That the revised draft roles and responsibilities attached are approved as drafted;**
- (2) That a recommendation be made to Council that the Constitution be amended to include the new roles and responsibilities as drafted**

ATTACHMENT:               **Y – Members Roles and Responsibilities**  
FILE REFERENCE:  
SOURCE DOCUMENT: