

Report

Democratic Services Committee

Part 1

Date: 17 February 2017

Item No: 6

Subject **Framework Member Role Descriptions and Person Specifications: Review of the Constitution**

Purpose To consider including the Framework Member Role Descriptions and Person Specifications in the Council's Constitution

Author Chief Democratic Services Officer

Ward All Wards

Summary Committee Members may recall that, at the suggestion of the Democratic Services Committee, the previous version of the Framework Member Role Descriptions and Person Specifications were adopted as a guide

In 2015 an updated version was produced by the WLGA following a series of consultation exercises.

As part of this Committee's commitment to review the constitution, it is suggested that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution.

It needs to be made clear that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council.

Their main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.

The role descriptions will also provide advice to the public about the various types of tasks undertaken by members in their varying roles

It is suggested that the Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption in readiness for the May elections. They help provide a clear guide for any new Councillors as to the various roles within the Council.

Proposal: **To recommend to Council that the Framework Member Role Descriptions and Person Specifications are adopted and included in the Council's Constitution, recognising that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council.**

Action by Chief Democratic Services Officer

Timetable: To be adopted by Council prior to this year's election.

This report was prepared after consultation with:

- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

Background

As mentioned in the summary, it is suggested that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution.

It needs to be made clear that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council.

Their main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.

The full set of documents is attached.

Financial Summary

There is no cost to adopting the attached Framework Member Role Descriptions and Person Specifications.

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
That the documents are considered as setting out requirements for political appointments	H	L	<p>This report makes it clear that the attached Framework Member Role Descriptions and Person Specifications are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council</p> <p>There main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.</p>	Chief Democratic Services Officer and Group Business Managers
Framework Member Role Descriptions and Person Specifications are not adopted meaning we will need to consider an alternative	M	M	The documents are needed to form part of the Constitution and suggested in the Model Constitution	Chief Democratic Services Officer

Links to Council Policies and Priorities

Use of the role descriptions will help achieve a greater understanding for the public of the various roles undertaken by elected members

Options Available and considered

To adopt the attached Framework Member Role Descriptions and Person Specifications or

To take no action.

Preferred Option and Why

As mentioned in the report, it is suggested that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution

Comments of Chief Financial Officer

There are no financial implications to adopting the Framework Member Role Descriptions and Person Specifications

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. Under the new modular constitution, it is recommended good practice to include role descriptions for Councillors, Chairs of Committee, the Chair of Council/Mayor, the Leader of the Council and Cabinet Members. These role descriptions are intended to provide transparency in terms of individual roles and responsibilities and the person specifications set out the skills and aptitudes required for each role, which will provide a guide for personal training and development plans. The Council is required to provide Councillors with the opportunity to undertake personal training and development appropriate to their roles in accordance with the Local Government (Wales) Measure 2011.

Comments of Head of People and Business Change

The report relates to guidance provided within Framework Member Roles and Person Specifications that enable the public to better understand roles and for Member Development to be framed more effectively. There are no specific staffing implications.

Comments of Cabinet Member

This is a matter for the Democratic Services Committee and Council

Local issues

There are no local issues

Scrutiny Committees

This is a matter for the Democratic Services Committee and Council

Equalities Impact Assessment and the Equalities Act 2010

Equalities Impact Assessment is not required

Children and Families (Wales) Measure

No issues in this report relate directly to Children and Young People

Wellbeing of Future Generations (Wales) Act 2015

The Framework Documents will help inform the member Development Programme which will include informing elected members of the need to consider the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

Crime and Disorder Act 1998

Not applicable for this report

Consultation

As set out above.

Background Papers

Framework Member Role Descriptions and Person Specifications

Dated: January 2017