
**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL
SERVICES AND MONITORING OFFICER**

MEMBERS' ROLE DESCRIPTIONS - MEMBER CHAMPIONS

Reason for this Report

1. To enable the Committee to consider incorporating role descriptions into the Constitution for Member Champions, as recommended by the Cabinet; and to consider whether to also incorporate into the Constitution the Council's approved role descriptions for any other Member roles.

Background

2. The Constitution Committee's approved Terms of Reference are:

To review the Council's Constitution, and to recommend to Council and/or Executive any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:

- (a) Drafting improvements to enhance clarity and remove minor anomalies.
 - (b) Updating to reflect legislative changes and matters of record.
 - (c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
3. In July 2014, the Council agreed to create a number of Member Champion roles to champion specific issues (Community and Food Growing, Cycling and Sustainable Transport, Diversity and Equality).
 4. In October 2015, the Council considered the Annual Reports produced by its Member Champions and agreed to adopt the generic role description and person specification for Member Champions contained within the Welsh Local Government Association (WLGA) Framework Member Role Descriptions and Person Specifications 2015 (Appendix A).
 5. At its meeting in July 2017, the Cabinet considered the allocation of the various Member Champion roles created by the Council since 2014 and resolved to assimilate a number of roles within the relevant Cabinet Member portfolio responsibilities. Cabinet agreed to allocate any other specific Member Champion roles considered necessary to either executive or non-

executive Members as appropriate, with appointments to be made by full Council.

Issues

6. At its meeting in July 2017, the Cabinet noted the WLGA Member Champion Role Description appended at **Appendix A** (which had been adopted by Council in October 2015) and recommended that Constitution Committee be asked to consider incorporating this within the Constitution in order to clarify the role and responsibilities of Member Champions.
7. The role of a Member Champion is, in addition to other Council responsibilities, to advocate on behalf of the issues they are championing, aiming to ensure these issues are taken into account during Council policy development and decision-making. Such roles are generally used to provide a voice for traditionally under-represented groups, to raise the profile of certain issues and widen member participation in Council business.
8. Any Member Champions appointed by the Council are required to work effectively within political and executive working arrangements agreed by Council. They have no decision-making powers, may not commit the Council to any course of action or agree the deployment of Council resources; and do not attract a Special Responsibility Allowance. Council has agreed that Member Champions in Cardiff should be invited to provide Annual Reports on their work to full Council.
9. Cardiff's Constitution currently makes no reference to Member Champions. In order to clarify the role and responsibilities of Member Champions, this report recommends that a new clause and the approved WLGA role description (Appendix A) be added into the Constitution, Article 2 'Members of the Council', as follows:

'2.6 Member Champions

Member Champions may be appointed by the Council to advocate on behalf of specific issues and fulfil the role description set out in Appendix A. Member Champions will have no decision-making powers and may not commit the Council to any course of action or commit Council resources. They will work within the political management and executive working arrangements agreed by the Council.'
10. The Committee may also wish to consider other Member role descriptions. Members may recall that a role description for Assistants to Cabinet Members has been inserted as an appendix to Article 7.5 of the Constitution (in accordance with the recommendations of this Committee in September 2016).
11. The Council has adopted all the Member role descriptions set out in the WLGA Framework Member Role Descriptions and Person Specifications (adopted in December 2013), which included the following role descriptions:
 - Elected Member

- Leader
 - Cabinet Member
 - Chair of the Council
 - Chair of Democratic Services Committee
 - Member of Democratic Services Committee
 - Chair of a Regulatory Committee
 - Member of a Regulatory Committee
 - Chair of Standards Committee
 - Member of Standards Committee
 - Chair of Audit Committee
 - Member of Audit Committee
 - Chair of an Overview and Scrutiny Committee
 - Member of an Overview and Scrutiny Committee
 - Leader of the Opposition
 - Member Champion
12. The WLGA Framework Member Role Descriptions, updated in 2015, are set out in **Appendix B**. The Committee is invited to consider whether it may be helpful to include any of the other role descriptions (in addition to Member Champions) into the Constitution in order to clarify and confirm roles, and if so, to instruct the Monitoring Officer accordingly.

Legal Implications

13. Other relevant legal provisions are set out in the body of the report.

Financial Implications

14. There are no direct financial implications arising from the recommendations of the report.

Recommendations

The Committee is recommended to:

1. consider and agree the incorporation of the Member Champions Role Description set out at **Appendix A** into the Constitution;
2. instruct the Monitoring Officer to amend the Constitution as set out in paragraph 9 of this report, subject to approval by full Council; and
3. consider whether it may be beneficial to incorporate into the Constitution any other Member Role Descriptions set out in **Appendix B**, and instruct the Monitoring Officer to make the necessary amendments, subject to approval by full Council.

Davina Fiore
Director of Governance and Legal Services and Monitoring Officer
17th August 2017

Appendices

Appendix A Member Champions Role Description
Appendix B Framework Member Role Descriptions and Person Specifications 2015
(WLGA) <http://wlga.wales/member-role-descriptions>

Background papers

Council report 'Wales Charter for Member Support and Development', 19 December 2013
Council report 'Member Champions', July 2014
Council report 'Member Champions and Annual Reports', 13 October 2015
Constitution Committee report 'Assistants to Cabinet Members', 21 September 2016
Cabinet report 'Appointment of Assistants to Cabinet Members and Member Champions', 6 July 2017