
REPORT OF HEAD OF DEMOCRATIC SERVICES

ELECTED MEMBER ROLE DESCRIPTIONS

Reason for this Report

1. To provide the Democratic Services Committee an opportunity to receive and consider the suite of model Elected Member Role Descriptions produced by the Welsh Local Government Association (WLGA).

Background

2. Elected Members have a wide range of roles and responsibilities which they are expected to undertake, and Member Role Descriptions provide a framework and guidance on the responsibilities, purpose and range of activities that Members undertake.
3. Following the introduction of the Local Government (Wales) Measure 2011, the WLGA developed a set of generic role descriptions and person specifications for Elected Members. These were generic to any authority and made available as suggestions rather than prescription.
4. Cardiff Council on 19 December 2013 adopted the WLGA Framework Member Role Descriptions and Person Specifications (October 2012) without any amendments.
5. The framework was updated by the WLGA in collaboration with officers from the Member Support Officer Network (MSO) and the Scrutiny Champions Network and republished in 2015.

Issues

6. Role descriptions provide the framework for communicating expectations of the duties and responsibilities of the role, and gives Elected Members an insight into potential roles that they may wish to aspire to during the administration.
7. Role descriptions also are a basis for measuring achievements in performance and identifying additional support or training needs.

8. Attached as Appendix A (1 – 17) are the WLGA model role descriptions for the following roles:

- Elected Member,
- Leader (and Deputy 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
- Overview and Scrutiny Chair
- Overview and Scrutiny Member
- Leader of the Opposition
- Deputy Leader of the Opposition
- Member Champion

9. Additional role descriptions for Assistant to the Cabinet Member and Party Group Whip have been developed for use in Cardiff Council – see attached Appendix B (i – ii) . The Assistant to Cabinet Member role description is incorporated within the Constitution (Article 7, Appendix A), in accordance with the Council resolution in October 2016.

10. The Democratic Services Committee is invited to consider if it wishes to tailor any of the model role descriptions to ensure that they accurately reflect the diversity of roles undertaken by Elected Member and all the principles and values set out in the Cardiff Undertaking (Appendix C).

11. In addition, the Committee may wish to consider reviewing or developing other role descriptions not currently in the list of model roles covered by the WLGA framework such as:

- Local Authority School Governor Role Description – current Role Description is attached Appendix Di and Dii. Any changes would be undertaken in collaboration with the Local Authority Governor Panel and Governor Services;
- Outside Body Representative generic Role Description.

12. The Committee may also wish to consider if it is adopting revised role descriptions whether to include Role Descriptions in the Council's Constitution in the interests of clarity and transparency or whether these be available elsewhere on the Members pages on Modern.Gov.

13. Subject to the outcomes from this meeting it is proposed that the Member Role Descriptions be submitted to Full Council for approval, following which each Member will be issued with their Elected Member and other role description as appropriate.

Legal Implications

14. There are no specific legal implications arising from the recommendations of this report.

Financial Implications

15. There are no financial implications arising from this report.

RECOMMENDATIONS

The Committee is recommended to

1. consider the model role descriptions as set out in Appendix A and whether any role descriptions require amendment or adaptation for Cardiff Council;
2. consider if there are any additional role description that should be prepared for adoption by the Council;
3. consider whether the Member Role Descriptions should be included in the Council's Constitution.
4. agree updated Member Role Descriptions and recommend them for approval and adoption by Full Council;

G JONES

HEAD OF DEMOCRATIC SERVICES

25 September 2018

The following Appendices are attached:

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| Appendix A | - | WLGA Generic Role Descriptions and Person Specifications (1 – 17) |
| Appendix Bi | - | Cardiff Council Role Description: Assistant to Cabinet Member |
| Appendix Bii | - | Cardiff Council Role Description: Party Group Whip |
| Appendix C | - | Cardiff Undertaking |
| Appendix Di | - | Governor Role Description |
| Appendix Dii | - | Becoming a School Governor |

Background Documents: None