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**REPORT OF HEAD OF DEMOCRATIC SERVICES**

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**ELECTED MEMBER ROLE DESCRIPTIONS**

**Reason for this Report**

1. To provide the Standards and Ethics Committee with the revised Role Descriptions for consideration and comment.

**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.
6. At its meeting in September 2017, the Standards and Ethics Committee considered the WLGA generic role description for a Standards Committee member and agreed it broadly reflected the role.
7. At its meeting on 01 October 2018 the Democratic Services Committee agreed to establish a working group to review the generic Role Descriptions and ensure that they reflected the roles undertaken by Elected Members in Cardiff and that they were fit for purpose.

**Initial Progress**

8. Democratic Services Officers reviewed the Welsh Local Government Association (WLGA) Role Descriptions and considered how the documents could be used to effectively support the roles of elected members of Cardiff

Council and those of the Independent Members, Registered Representatives and Lay Members appointed to the Council's Committees.

9. The review of role descriptions also required consultation with key officers, Committee Chairpersons and Committee Members. Initial versions of the Role Descriptions for the Standards and Ethics Committee were circulated to all committee members and the officers directly supporting the Committee following its meeting on 5 December 2018.

### **Feedback provided**

10. A number of comments were received which included:

#### Chair of the Standards Committee:

- There is a mistake which has separated the following single role *“dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales;”*
- The third bullet *'To demonstrate independence, integrity etc.'* could also be included in the member role description although this is similar to the second bullet beginning *'Participating in meetings'*.
- The last bullet regarding *community councils'* should, also be included in the member role description.
- Has the role description and the role of the committee been cross-referenced to ensure that they speak to each other. For example, the role description provides a focus on maintaining high standards of conduct of councillors and co-opted members, but the remit of the committee seems a bit wider as follows: *'To monitor and scrutinise the ethical standards of the Authority, its members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern'*.
- The role descriptions do not cover the committee's responsibilities regarding whistleblowing: *'To oversee and monitor the Council's whistleblowing procedures'*, so need to consider whether to add this to the member of the Standards & Ethics Committee role description.
- Does the second bullet of *'Participating in meetings'* sufficiently cover the following remit of the committee, *“To hear and determine any complaints of misconduct by members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise'*

#### Member of the Standards and Ethics Committee

- The 'internal governance' roles listed in the Standards & Ethics Committee Members' role description seem equally relevant for inclusion in the Chair's role description.

### **Actions taken.**

11. Both sets of role descriptions were updated to reflect the role of the Committee as stated in the Cardiff Council Constitution which then addressed the points listed above.
12. It should be noted that the content of the Chair of the Standards and Ethics Committee role description is in addition to that of the Member of that Committee therefore the repetition of roles is not required.
13. Attached as Appendix A, is the revised Chair of the Standards & Ethics Committee role description with the Draft Member of the Standards & Ethics Committee role description attached at Appendix B.
14. The Standards and Ethics Committee are requested to confirm that the attached Role Descriptions are fit for purpose.

### **Approval and Adoption of the Role Descriptions**

15. The agreed role descriptions will be submitted to the Democratic Services Committee with a recommendation to endorse the updated role description and submit the role descriptions to Council for approval and adoption by March 2020.

### **Legal Implications**

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

### **Financial Implications**

17. There are no direct financial implications arising from this report

### **Recommendations**

29. The Committee is recommended to
  - a. Consider the revised role descriptions as set out in Appendices A and B and confirm that they are fit for purpose;
  - b. Recommend the revised Role Descriptions at Appendices A and B be submitted to the Democratic Services Committee for submission to Council for approval and adoption.

**GP JONES**  
**HEAD OF DEMOCRATIC SERVICES**  
08 January 2019

The following Appendices are attached:

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| Appendix A | - | Chair of the Standards & Ethics Committee Role Description  |
| Appendix B | - | Member of the Standards & Ethics Committee Role Description |

Background Documents:

- [Welsh Local Government Association \(WLGA\) Framework Member Role Descriptions and Person Specifications 2015](#)