
REPORT OF HEAD OF DEMOCRATIC SERVICES

ELECTED MEMBER ROLE DESCRIPTIONS

Reason for this Report

1. To provide the Democratic Services Committee with an update on the progress being made with the review of Elected Member Role Descriptions and to consider the following revised Role Descriptions for consideration:
 - Audit Committee Member
 - Audit Committee Chair
 - Standards and Ethics Member
 - Standards and Ethics Chair

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. This has now been updated in 2019.
6. At its meeting on 01 October 2018 the Democratic Services Committee agreed 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.

Progress to date

7. The draft Role Descriptions identified in Paragraph 1 have been completed and are attached as follows:
 - Appendix A - Audit Committee Member
 - Appendix B - Audit Committee Chair
 - Appendix C - Standards and Ethics Committee Member
 - Appendix D - Standards and Ethics Committee Chair
8. The remaining role descriptions are being progressed as part of the ongoing review which includes consultation with key officers, other Elected Members and Committee Chairpersons.
9. During the review some of the role descriptions may be amalgamated with others whilst additional role descriptions have been identified which will have to be created because they do not currently exist. A plan is being developed to review update or create all relevant Role Descriptions for approval and adoption by Council.
10. The progress that has been made is shown at Appendix E. It was anticipated that the review of Role Descriptions would be completed by May 2020 but has taken longer than expected and is more complex than originally identified. Therefore it is proposed that the timeline for the completion of the role description be rescheduled to July 2020.

Legal Implications

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

Financial Implications

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

RECOMMENDATIONS

The Committee is recommended to

- (1) Consider and agree the revised role descriptions as set out in Appendices A - D;
- (2) Note the ongoing progress that has been made regarding the review of role descriptions in Appendix E;
- (3) Recommend the revised Role Descriptions at Appendices A-D be submitted in due course to Council for approval and adoption.

- (4) Receive an update on the progress being made regarding the review of Role Descriptions at the next meeting of the Committee

GP JONES
HEAD OF DEMOCRATIC SERVICES

12 July 2019

The following Appendices are attached:

- Appendix A - Audit Committee Member
- Appendix B - Audit Committee Chair
- Appendix C - Standards and Ethics Committee Member
- Appendix D - Standards and Ethics Committee Chair
- Appendix E - Role Description Progress

Background Documents:

[Framework Member Role Descriptions and Person Specifications 2019](#)