

Member Development Strategy and Member Role Descriptions

Report of the Corporate Portfolio Holder

Recommended:

That the Member Development Strategy and Member Role Descriptions as set out in the Annex to this report are approved.

SUMMARY:

This report seeks approval of a Member Development Strategy including additional Councillor role descriptions.

1 Introduction and background

- 1.1 The Member and Community Development Group is a cross-party group chaired by the Leader. The group has been in place for over nine years and was originally established to develop the role of Community Councillor with which we are all now familiar and which is woven into the fabric of the Council's way of working.
- 1.2 The Group's work over the years has also resulted in a number of initiatives such as Ward Grants and the Community Asset Fund.
- 1.3 The Member and Community Development Group also has a role in overseeing Members' training and development and as part of this work has produced a Member Development Strategy document, reflecting the Council's commitment to equipping Councillors with the skills and knowledge needed to fulfil their roles.
- 1.4 The proposed Members' Development Strategy sets out the future role of Member and Community Development Group in developing a Member Development Programme including promoting development, seeking feedback and providing insight and direction in relation to Member development and training issues.
- 1.5 The Strategy also highlights that a dedicated Member Training Budget exists and describes the types of training available. The Strategy directs Members as to how to access that funding and how they may obtain assistance with identifying their training and development needs.
- 1.6 Underpinning the Strategy are the Councillor role descriptions. There are a number of role descriptions for Members currently in use. The first set of role definitions was brought into use at the Council in 2001, setting out the expectations of members in particular roles.

- 1.7 Role definitions currently exist for the roles of Leader, Deputy Leader, Portfolio Holder, Chairman of Overview and Scrutiny Committee and Committee Chairman (General Role Description).
- 1.8 Added to that list in January 2017 was the Community Councillor role description. Also on that date permission was given for all other existing Councillor role descriptions to be reviewed and if necessary updated.
- 1.9 In producing the Strategy the Member and Community Development Group identified a need to refresh the Councillor role descriptions and that further roles would benefit from role descriptions.
- 1.10 To this end, new role descriptions have been prepared for the following roles: member of Overview and Scrutiny Committee, Development Management Committee and General Purposes Committee.
- 1.11 In October 2017 the role of Member Champions was established and a role description for that position has also been prepared.
- 1.12 The four new proposed role descriptions are also contained in the Annex to this report, along with the existing role descriptions.

2 Corporate Objectives and Priorities

- 2.1 The role of elected representatives underpins all of the Council's work and therefore contributes to all of the Corporate Priorities.

3 Consultations/Communications

- 3.1 The Strategy and role descriptions have been produced within the Member and Community Development Group.

4 Options

- 4.1 To approve the Member Development Strategy and Councillor role descriptions attached.
- 4.2 Alternatively, not to approve the Strategy and descriptions meaning that the roles of member of Overview and Scrutiny Committee, Development Management Committee, General Purposes Committee and Member Champion would be without role descriptions.

5 Option Appraisal

- 5.1 It is recommended that the Member Development Strategy and Councillor role descriptions attached are approved to codify the Council's approach to member development and to put in place role descriptions setting out the responsibilities of those appointed to certain roles.

6 Resource Implications

- 6.1 None identified.

7 Legal Implications

7.1 There are no legal issues identified.

8 Equality Issues

8.1 No equality issues are identified as a result of the recommendation contained in this report.

9 Conclusion and reasons for recommendation

It is recommended that the Member Development Strategy including new Councillor role descriptions attached to this report are approved to outline the Council's positive approach to developing its Councillors.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	N/A
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