

MEETING	Democratic Services Committee
DATE	4 th April 2017
SUBJECT	Members Charter
PURPOSE	Update the Committee on the application of the Charter
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1. BACKGROUND

- 1.1. The members will recall that the Democratic Services Committee has discussed the 'Charter for Member Support and Development' and received an update on the application of the Charter at its meeting on 29th November 2016.
- 1.2. The Charter was developed by the Welsh Local Government Association and it is referred to as 'Members Charter'. Elements of the charter coincide with and build on the requirements of the Local Government Measure (Wales) 2011. Its intention is to set specific standards in the field of member development.
- 1.3. At its meeting on 29th November 2016, it was decided to establish a sub-group of members of the Democratic Services Committee to share their views on various developments in order to assist the Council in their application to bid to win the Charter.
- 1.4. One of the main matters that required attention was to develop member role descriptions in order to assist them in understanding the requirements of the different roles. It was noted that it would be beneficial to develop this element now so that the 'role descriptions' are available as an aid to new members to understand the different roles within the Council.
- 1.1. Although a number of role descriptions already existed, there was a need to create several new roles as well.
- 1.2. We took the opportunity to update the existing ones at the same time of creating new ones. The guidelines of the Welsh Local Government Association were used to produce each of the 'Member Role Descriptions and Responsibilities' and in addition, the guidelines of CIPFA (The Chartered Institute of Public Finance and Accountancy) were used for the Audit Committee. Each Draft Member Role Description and Responsibilities includes a description of the necessary skills to carry out the different roles.

2. CONSULTATION

2.1 We consulted on the content of the various Draft Member Role Description and Responsibilities with the relevant Heads of Service, Head of Legal Services and with the Democratic Services officers.

2.2 The Draft Member Role Descriptions and Responsibilities for a Cabinet Member, the Council Leader and Deputy, and Champion were presented to the Leadership Team for their opinions.

2.3 The sub-group met to give their views on the Draft Member Role Descriptions and Responsibilities on the roles set out below, namely

- A Gwynedd Council Member (which applies to all Members)
- Member of Audit Committee
- Chair of Audit Committee
- Member of Scrutiny Committee
- Chair of Scrutiny Committee
- Member of Democratic Services Committee
- Chair of Democratic Services Committee
- Member of Standards Committee
- Chair of Standards Committee
- Member of Licensing Committee
- Chair of Licensing Committee
- Members of Planning Committee
- Chair of Planning Committee
- Chair of the Council
- Leader and Deputy of the Opposition

See Appendix A for details of the 'role descriptions'.

2.4 Note, as explained already in previous meetings, no element of evaluation is tied to the adoption of role descriptions. However, personal development interviews will be available for any members wishing to take advantage.

3. NEXT STEPS

3.1 As regards the next steps, the Committee is asked to consider the content of the draft 'role descriptions' and present the recommendations of the Democratic Services Committee to the new Full Council on 15th June 2017 for formal adoption.

- 3.2 As explained already, one of the main benefits of creating and adopting 'role descriptions' is the benefit to new Council members from their use as a guide to better understand the different roles on different committees.
- 3.3 In view of the above, the Committee is also asked to consider placing the draft 'role descriptions' on the Porth for members (Internet for members) as a tool to assist the new members in May, before they are formally adopted by the new Council.
- 3.4 The work of completing the remainder of the application for the Charter will go ahead with the intention of utilising a sub-group of the new Democratic Services Committee following the Election. It is intended to present the application for the Charter during the Autumn term.

4. RECOMMENDATIONS

The Democratic Services Committee is asked to

- present the 'role descriptions' on their current draft form as a recommendation to the new Full Council for formal adoption at its meeting on 15th June 2017.
- Present the 'role descriptions' on their current draft form on the members Porth until they have been formally adopted by the Full Council.