

MEETING	Full Council
DATE	15 th June 2017
SUBJECT	Role Descriptions
PURPOSE	It is requested that the Full Council adopt the various role descriptions.
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1. PURPOSE

- 1.1 Draft 'role descriptions' are presented on the recommendation of the Democratic Services Committee for formal adoption by the Full Council, see appendix A.
- 1.2 One of the main advantages 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.
- 1.3 In view of the above, the draft 'role descriptions' were published on the Porth for members (Internet for members) as a tool to assist the newly elected members in May, in accordance with the request of the Democratic Services Committee.
- 1.4 Adopting the role descriptions for members is also part of the ongoing work of the committee to win the 'Charter for Member Support and Development'.
- 1.5 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.

BACKGROUND

- 2.1 Although a number of role descriptions already existed, there was a need to create several new roles as well.
- 2.2 A sub-group was established to undertake the work, and existing role descriptions were updatee along with 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.

2.3 An extensive consultation has been undertaken on the content of the various draft role descriptions with relevant Heads of Service, Head of Legal Services, the Council Leader, the Leadership Team and with democratic Services officers.

2.4 Note, no element of evaluation is tied to the adoption of role descriptions. However, personal development interviews are offered to members who wish to take advantage of a personal discussion to identify ways of further developing their skills.

2.5 The list below contains the role descriptions to be adopted, 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'.

3. RECOMMENDATION

3.1 The Full Council is asked to adopt the draft 'role descriptions'.