

Meeting	Democratic Services Committee
Date	29 November 2016
Subject.	Members Charter
Purpose.	Update the committee on the application for the charter A request to establish a consultation group on the content of the charter
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Charter for Member Support and Development

BACKGROUND

1.1 Members will recall that the Democratic Services Committee has discussed the 'Charter for Member Support and Development' in the past. 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, and the Committee has discussed it in the past.

1.2 It was reported in 2014 that it was no longer possible to gain the Charter due to a lack of resources within the Welsh Local Government Association to assess applications by authorities. The Committee decided that the principles of the Charter deserved to be supported, and the Council has continued to work towards them since.

1.3 By now, the Welsh Local Government Association has the resources to assess applications for the Charter, and Gwynedd Council is eager to submit an application.

MEMBERS' JOB DESCRIPTIONS

1.4 One of the main matters that require attention in order to gain the Charter is to ensure that job descriptions exist for specific roles for members in the Council. Several job descriptions already existed, but several new job descriptions need to be created. In order to try to have consistency between the job descriptions, this was seen as an opportunity to update the ones which already existed.

1.5 Copies of the draft job descriptions can be seen in **Appendix A**. It should be noted that the "Ordinary Member Job Description" is relevant to all Members, and that it stands alongside specific job descriptions for particular jobs. The committee's observations on the draft job descriptions are invited.

1.6 In order to ensure full consultation on the job descriptions, it is now intended to consult with the Chairs and relevant officers for each committee regarding the draft job description for their areas.

FURTHER WORK TO GAIN THE CHARTER

1.7 However, further work still needs to be completed, and the work is underway. It is believed that seeking the opinion of members regarding the other elements would also be of assistance. Reporting on all of this to Committee is not practical, therefore, it is

suggested that a small group of members to challenge and build on what has been formed would be of assistance to the Council gaining the Charter.

1.8 The Committee is invited to:

- Offer observations on the draft job descriptions in Appendix A
- Approve the way forward in terms of further consultation on the job descriptions with relevant Members and officers
- Set up a small group of members to give their opinion and assist us to gain the Charter. A group of four or five members is suggested.