

COUNCIL BUSINESS COMMITTEE

Member Development Strategy 2009-2011 Review - Key Members' Roles and Responsibilities 14 January 2010

Report of Head of Democratic Services

PURPOSE OF REPORT

The report recommends an additional section for inclusion in the current Member Development Strategy, outlining the roles and responsibilities of Key Members, in response to the action agreed with Internal Audit.

This report is public

1.0 RECOMMENDATIONS

That the Committee consider for approval the additional section for the Member Development Strategy 2009-11 at Appendix 1, outlining the roles and responsibilities of Cabinet Members and how these link to the Corporate Plan.

2.0 Introduction

2.1 Members will recall that, at the meeting on 25 June 2009 the Committee was asked to review the Member Development Strategy. A revised strategy was subsequently approved by the Committee at its meeting on 3 September 2009.

2.2 At the June meeting, the Committee also considered the outcome of an internal audit of Members Expenses and Civic Functions which included an audit of Member Development. Members considered the resulting actions, which included "*Revision of the Member Development Strategy to set out the roles and responsibilities of key Members and how they link to Corporate Plan priorities.*" At the September meeting it was noted that a report on this action would be considered by the Committee at a future meeting and the Strategy amended as appropriate, in line with the action agreed with Internal Audit.

3.0 Proposal

3.1 The suggested wording for insertion into the Strategy is shown at Appendix 1. The roles and responsibilities of Cabinet Members are clearly linked to Corporate Plan priorities.

3.2 When the Committee discussed this issue at the meeting on 25 June 2009, other "Key Members" were considered to include Committee Chairmen and Group Administrators although it was recognised that their responsibilities could not be directly aligned to Corporate Plan priorities in the same way as Cabinet Members.

3.3 Members may be aware that other local authorities have adopted 'job descriptions' for key Members which set out the duties of the job and the key skills and abilities that individuals will find useful in carrying out the duties. These linkages, of the skills and abilities to the different tasks, can be useful in preparing Personal Development Plans for Councillors.

4.0 Options and Options Analysis

4.1 The options open to the Committee regarding amending the Strategy are:

- (a) to approve the proposed amendment only
- (b) to approve the proposed amendment and/or suggest other amendments and the inclusion of "job descriptions" for other Key Members such as Committee Chairmen and Group Administrators stating the skills and abilities that are useful to the role.
- (c) not to approve the inclusion of any additional information about Key Members' roles and responsibilities in the Strategy.

4.2 Option (a) would immediately address the issue raised by internal audit about the strategy clearly showing the links between the Corporate Plan priorities and Elected Members. If the Committee wishes to consider option (b) above, further work would need to be done by Democratic Services to prepare draft 'job descriptions' and consult with relevant Council Members on the content. If considering option (c) Members are reminded that inclusion of the information was suggested by Internal Audit to improve the content of the Strategy document.

5.0 Conclusion

5.1 Council Business Committee is requested to consider for approval the additional wording for the Member Development Strategy 2009-11 at Appendix 1, outlining the roles and responsibilities of Cabinet Members and how these link to the Corporate Plan, in line with the actions agreed with Internal Audit.

CONCLUSION OF IMPACT ASSESSMENT
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(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None arising from this report.

FINANCIAL IMPLICATIONS

None directly arising from this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments
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LEGAL IMPLICATIONS

None directly arising from this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Council Business committee agenda and minutes from 25 June and 3 September 2009 meetings.

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