
MEMBER ROLE DESCRIPTIONS

To: **Constitutional Review Working Party – 28 July 2011**

Main Portfolio Area: **Democratic Services**

By: **Head of Legal and Democratic Services**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **The report asks the Constitutional Review Working Party whether it would wish to consider the introduction of Member Role Descriptions.**

For Decision

1.0 Introduction and Background

1.1 In May 2010 an audit of the 'Local Code of Corporate Governance' by the East Kent Audit partnership resulted in a recommendation as follows:

'The Council should establish Member role descriptions and publish these on the Council website'

1.2 The management response to the recommendation was: "This recommendation has been put forward to the new Leader of the Council, and will be given consideration in due course".

1.3 A report was then taken to the January 2011 meeting of the Constitutional Review Working Party where a more detailed report was requested.

2.0 The Current Situation

2.1 The Leader has asked that the idea of Member Role descriptions be investigated. In order for Member Role Descriptions to be implemented changes to the Council's Constitution would need to be made, hence this report to the Constitutional Review Working Party.

2.2 At the January 2011 meeting of the Constitutional Review Working Party a copy of Dover District Council's Member Role Descriptions were appended to the report.

2.3 These role descriptions have now been amended to reflect Thanet District Council's Council structure. These role descriptions are attached at Annex 1.

2.4 It is for the Working Party to decide if it feels that the role descriptions attached at Annex 1 reflect the roles they are for. The Working Party may wish to add detail or amend the role descriptions as they see fit.

3.0 Why Introduce Role Descriptions?

3.1 There are a number of perceived benefits of having Member Role Descriptions in the Council's Constitution :-

- To aid the public in understanding the various roles that Members may be expected to perform.
- To assist new Members in understanding the various roles that Members may be expected to perform.
- To assist Group Leaders in nominating Members of their Group to the various roles

4.0 Options

4.1 The Constitutional Review Working Party can recommend the introduction of Member Role Descriptions as set out at Annex 1 or as amended as the Working Party see fit.

4.2 The Constitutional Review Working Party can recommend not introducing Member Role Descriptions

5.0 Corporate Implications

5.1 Financial

5.1.1 There are no financial implications.

5.2 Legal

5.2.1 There are no legal implications.

5.3 Corporate

5.3.1 The introduction of Member Role descriptions would mean that the Council's Constitution would have to be amended.

5.4 Equity and Equalities

5.4.1 None Apparent

6.0 Recommendation

6.1 The Working Party's instructions are requested.

6.0 Decision Making Process

6.1 If the Constitutional Review Working Party recommends that the Council proceeds with Member Role Descriptions then the report will be forwarded to Standards Committee.

Contact Officer:	Glenn Back, Democratic Services and Scrutiny Manager
Reporting to:	Harvey Patterson, Corporate and Regulatory Services Manager

Annex List

Annex 1	Suggested Member Role Descriptions
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Background Papers

Title	Details of where to access copy
<i>None</i>	

Corporate Consultation Undertaken

Finance	<i>N/A</i>
Legal	<i>Harvey Patterson, Head of Legal & Democratic Services</i>
Communications	<i>Justine Wingate, Corporate Information Manager</i>