
MEMBER ROLE DESCRIPTIONS

To: **Constitutional Review Working Party – 18 August 2011**

Main Portfolio Area: **Performance**

By: **Monitoring Officer**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **To re-consider Member Role Descriptions and finalise recommendations to the Standards Committee.**

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'.

1.1 At its meeting on 28 July 2011, the Constitutional Review Working Party agreed to recommend to the Standards Committee:

"the introduction of Member Role Descriptions as set out at Annex 1 to the report, and as amended in accordance with recommendations set out at (a) to (f) ..."

The Monitoring Officer undertook to bring back a report incorporating the changes recommended by the Working Party. (Minute No. 4 refers)

2.0 The Current Situation

2.1 The Working Party is now asked to re-consider the Member Role Descriptions with a view to finalising its recommendations to the Standards Committee.

2.2 Attached are:

2.2.1 An extract of Minute No. 4 (Annex 1);

2.2.2. Revised draft Member Role Descriptions, to include amendments (a) to (e) referred to in Minute No. 4 (Annex 2)

2.2.3 Suggested role description for the Chairman of the Constitutional Review Working Party (Minute No. 4(f) – **to become new Section 6** (Annex 3)

3.0 Corporate Implications

3.1 **Financial**

3.1.1 There are no financial implications.

3.2 Legal

3.2.1 There are no legal implications.

3.3 Corporate

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

3.4 Equity and Equalities

3.4.1 None Apparent

4.0 Recommendation

4.1 That the Working Party finalises its recommendations to the Standards Committee in relation to the establishment and publication of the Member Role Descriptions.

5.0 Decision Making Process

5.1 The recommendations of the Constitutional Review Working Party will be considered by the Standards Committee, who will make recommendations to Full Council.

Meeting: Standards Committee	Date: 7 September 2011
Meeting: Council	Date: 13 October 2011

Contact Officer:	Harvey Patterson, Monitoring Officer
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Annex List

Annex 1	Extract, Minute No. 4
Annex 2	Revised Member Role Descriptions, to include amendments (a) to (e) referred to in Annex 1
Annex 3	Suggested role description for the Chairman of the Constitutional Review Working Party

Background Papers

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

Corporate Consultation Undertaken

Finance	N/A
Legal	N/A
Communications	Justine Wingate, Corporate Information Manager