

**To the Chair and Members of the  
ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

**REVIEW OF MEMBERS' JOB PROFILES**

**EXECUTIVE SUMMARY**

1. This report outlines proposed revisions to Members' Job Profiles, which form Part 6, Section I of the Council's Constitution, for this Committee's consideration as part of its remit to propose constitutional revisions to Council, having invited the Standards Committee to comment on such proposals. It is therefore intended that following today's meeting, the views of the Standards Committee will be sought on the proposed revisions at its meeting on 9th September, 2009, prior to any formal recommendations being considered by the Full Council at its meeting on 19th October, 2009.

**RECOMMENDATION**

2. That this Committee consider and comment on the suggested revisions to Members' Job Profiles in the Council's Constitution outlined in Appendix 1 to this report, as put forward by the Member Development Working Group, and makes any appropriate recommendations to Full Council, subject to the views of the Standards Committee.

**BACKGROUND**

3. The Job Profiles for Members contained within Section I of Part 6 of the Council's Constitution have not been reviewed since the inception of the current Constitution back in 2002. As a result, it was felt necessary to carry out a review of this section of the Constitution to ensure that the job profiles remained 'fit for purpose' and up-to-date.
4. Consequently, at its meeting held on 29th April 2009, the Member Development Working Group carried out a review of the job profiles and, as a result, made a number of recommendations in respect of making possible revisions to their contents.
5. A copy of the Members' Job Profiles is attached at Appendix 1 to this report, with any recommended amendments resulting from the above review being indicated by bold italics to denote additional text and deletions shown as being struck through.

## **Summary of Proposed Revisions**

6. **A. Ward Member** - A new paragraph (vii) has been added to the list of duties for Ward Members to reflect the role of Members as corporate parents in supporting the Council's activities relating to the safety and welfare of children.
7. **C. Chair of the Council/D. Elected Mayor** - For the purposes of consistency, the standard paragraph relating to the provision of training for Members has been included in the descriptions for the Chair of Council and the Elected Mayor under the heading 'Entitlement', to mirror all of the other existing job profiles.
8. **F. Overview and Scrutiny Members** – The inclusion of a new paragraph is proposed under the duties listed for Overview and Scrutiny Members to reflect the increasing role of overview and scrutiny of partnership bodies. In particular, the Police and Justice Act 2006 gives Overview and Scrutiny a requirement to review the activities of the Crime and Disorder Reduction Partnership at least once every twelve months. The Local Government and Public Involvement in Health Act 2007 also gives Overview and Scrutiny enhanced powers to require information from those partners who have a duty to co-operate under the Local Area Agreement.
9. **G. Standards Committee Members** – This section has been amended to reflect recent legislative changes, i.e. the Standards Committee (England) Regulations 2008 and, in particular, the requirement that where an authority is responsible for parish councils, at least two members of the Standards Committee must be parish councillors who are not also members of the responsible authority.

## **OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION**

10. A range of options for making possible revisions to the Member Job Profiles contained within the Constitution are set out in Appendix 1 to this report. Subject to the views of the Standards Committee and final approval of the revisions by Full Council in October, replacement inserts for Members' personal copies of the Constitution incorporating these amendments will be circulated in due course.

## **IMPACT ON THE COUNCIL'S KEY OBJECTIVES**

11. Proposed revisions to the Council's Constitution impact on the Council's 'Achieving Excellence' priority by ensuring openness, transparency and accountability in Council decision-making and the way in which the Council conducts its business.

## **RISKS & ASSUMPTIONS**

12. No specific risks are identified. The Committee has within its remit the power to propose appropriate constitutional revisions to the Council via the Standards Committee.

## **LEGAL IMPLICATIONS**

13. The legal implications are contained within the body of the report.

## **FINANCIAL IMPLICATIONS**

14. There are no specific financial implications associated with this report.

## **CONSULTATION**

15. The views of the Monitoring Officer and Acting Director of Legal & Democratic Services have been sought on the issues raised in this report. The Standards Committee will be invited to comment on the proposed revisions prior to formal consideration and approval by Full Council in October 2009.

## **BACKGROUND PAPERS**

16. The Council's Constitution.

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