

MEETING	Democratic Services Committee
DATE	24 November 2015
REPORT TITLE	Members Charter – job descriptions
PURPOSE	Report on the latest situation with regards to achieving the Members Charter.
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1. RECOMMENDATION

- 1.1 It is recommended to proceed in two steps. The first step will be for officers to ensure clarity of the current situation and to tie it in with the work which is currently being undertaken to develop competencies within the Council. The second step will be to report back to this Committee in order to establish a small group of Councillors to look at the work of achieving the Charter for Gwynedd Council; commencing with the work on the job descriptions.

2. INTRODUCTION

- 2.1 The Committee will remember that the Welsh Local Government Association (WLGA) has formed the Wales Charter for Member Support and Development, which is informally known as the 'Members Charter'. The Charter was developed in its new form in 2012/13, which builds on the requirements of the Local Government Measure (Wales) 2011. Unavoidably, many elements of the work of the Democratic Services Committee tie in with the Charter's requirements.
- 2.2 It was reported to the Committee on 10 March 2015, that it would not be possible for Gwynedd Council to achieve the Charter qualification as nobody would be available to award it following a change and reduction to the WLGA grant.
- 2.3 We have now been made aware that this situation has changed, and therefore we are eager to continue to seek to achieve the Charter.

3. WORK TO BE UNDERTAKEN

- 3.1 There are several various elements which need to be developed further in order to ensure that Gwynedd Council is successful in achieving the Charter. One of the first matters which need attention is to develop job descriptions for elected Members in specific 'posts'.
- 3.2 Work is currently being undertaken to look at current job descriptions, whilst also looking at competencies for staff and Members.
- 3.3 Several job descriptions for Members in their various roles already exist. Every member received a copy in their welcome package at the beginning of the new Council, together with the 'Elected Members' Responsibility and Expectation' booklet, which includes
- A description of the general roles and responsibilities of Elected Members, and
 - The competencies and Conducts Framework
- 3.4 In order to form the above, a Focus Group of councillors was established to come together to draft the job descriptions and the competencies. The Group then

referred the matters to the Council Board before the Full Council adopted them in 2011.

- 3.5 The above way of working was successful as the members had ownership of the job descriptions and the competencies before they were adopted by the Full Council.
- 3.6 It is therefore recommended that the first step is for officers to ensure that we are clear of which job descriptions exist, and to tie that in with the ongoing work in terms of further developing competencies. It is then recommended that we report back to this Committee in order to establish a small group of Councillors to look at the work of achieving the Charter for Gwynedd Council; commencing with the work on the job descriptions.