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## Report of the Chief Democratic Services Officer

### *Member Management Committee*

Date: 13<sup>th</sup> April 2010

### Subject: Member Role Descriptions

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## Executive Summary

Leeds City Council was awarded the IDeA's Charter for Member Development in February 2007. The Charter is due for renewal in early 2010.

The IDeA has subsequently created a higher standard of Charter, Charter Plus.

Charter Plus places more stringent expectations on local authorities with regard to the type of learning and development on offer to Members. The Council, via Executive Board and Member Management Committee, has agreed in principle to try and attain Charter Plus when Leeds City Council is reassessed in early 2010.

A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.<sup>1</sup>

Whilst General Purposes Committee will have formal responsibility for agreeing the final Drafts, Member Management Committee is being consulted as an advisory body.

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<sup>1</sup> With the exception of the Group Leader role description.

## **1.0 Purpose of this report**

1.1 The purpose of this report is to present draft Member role descriptions for discussion.

## **2.0 Background information**

2.1 Leeds City Council was awarded the IDeA's Charter for Member Development in February 2007. The Charter is due for renewal in early 2010 and the authority will have to be re-inspected to ensure that it is maintaining its commitment to Member Development.

2.2 The IDeA has subsequently created a higher standard of Charter, Charter Plus. Charter Plus places more stringent expectations on local authorities with regard to the type of learning and development on offer to Members. The Council has agreed in principle to try and attain Charter Plus when Leeds City Council is reassessed.

## **3.0 Main issues**

3.1 A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.<sup>2</sup>

3.2 The IDeA does not prescribe how much detail these role description should include. Therefore rather than attempt to be an exhaustive list of functions undertaken, the draft role descriptions outline the main responsibilities attached to the Special Responsibility Allowance.

3.3 For a number of offices the role description already exists within the Constitution, for example, Ward Councillor, Lord Mayor and Deputy Executive Member.

## **4.0 Implications for council policy and governance**

4.1 Having agreed and published Member role descriptions is a key element of the IDeA's Charter Plus requirements. The awarding of Charter Plus is a demonstration of commitment to the continuing support of elected Members to fulfil their democratic role in line with best practice. The awarding of Charter Plus will also demonstrate to external inspectors such as CAA, that the council is committed to Member development.

## **5.0 Legal and resource implications**

5.1 There are no legal or resource implications. The cost of assessment will be met within existing budgets.

## **6.0 Conclusions**

6.1 A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.

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<sup>2</sup> With the exception of the Group Leader role description.

## **7.0 Recommendations**

- 7.1 Member Management Committee is asked to consider the attached Member role descriptions and offer any comments and observations.

### **Background papers**

None used