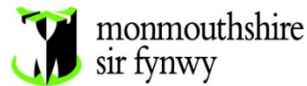


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County Hall  
Rhadyr  
Usk  
NP15 1GA

Dydd Gwener, 30 Awst 2019

## Notice of meeting

### Pwyllgor Gwasanaethau Democrataidd

Dydd Llun, 9fed Medi, 2019 at 2.00 pm,  
Ystafell Gynadledda ,Neuadd y Sir, Brynbuga NP15 1AD

### AGENDA

Item No	Item	Pages
1.	<b>Ymddiheuriadau am absenoldeb</b>	
2.	<b>Datganiadau o Fuddiant</b>	
3.	<b>Disgrifiadau Rôl yr Aelodau</b>  Ystyried a chymeradwyo'r rhestr amgaeedig o Ddisgrifiadau Rôl yr Aelodau ar gyfer y swyddi amrywiol y mae cynghorwyr yn eu dal o fewn y fframwaith gwleidyddol.	
4.	<b>Member Role Descriptions</b>  To consider and approve the attached list of Member Role Descriptions for the various posts that councillors hold within the political framework.	1 - 42
5.	<b>Fforwm Agored Cyhoeddus, Absenoldeb Teuluol a Chanllawiau ar Bleidleisio drwy Ddirprwy</b>  Derbyn gwybodaeth ar gais y Cadeirydd ar y broses Fforwm Agored Cyhoeddus yng nghyfarfodydd y Cyngor, rheolau Absenoldeb Teuluol ar gyfer Aelodau Etholedig a Phleidleisio drwy Ddirprwy ar gyfer Aelodau.	43 - 46
6.	<b>Y Flwyddyn Ddemocrataidd</b>  I drafod eitemau mae'r pwyllgor yn disgwyl gweld cynnydd arnynt yn ystod y flwyddyn i ddod, gan gynnwys ymgysylltu â'r cyhoedd, rhaglennu gwaith a gwerthuso effeithiol	
7.	<b>Wythnos Democratiaeth Genedlaethol</b>	

<b>8.</b>	<b>Adolygiad o Gyfansoddiad y Cyngor</b>  Codi materion i'w bwydo i'r adolygiad sy'n cael ei wneud gan Bennaeth y Gyfraith/Swyddog Monitro cyn cyflwyno fersiwn drafft i'r Pwyllgor ar 18 <sup>fed</sup> Tachwedd 2019.	
<b>9.</b>	<b>Cofnodion y cyfarfod diwethaf</b>	47 - 50
<b>10.</b>	<b>Nodi dyddiad y cyfarfod nesaf fel Dydd Llun 18 Tachwedd 2019 am 2pm</b>	
<b>11.</b>	<b>Adolygu Datblygiad Personol</b>  Ystyried a chymeradwyo'r broses amgaeedig ar gyfer Adolygu Datblygiad Personol aelodau etholedig.	51 - 58

**Paul Matthews**

**Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
D. Dovey  
D. Evans  
M.Groucutt  
G. Howard  
L.Jones  
F. Taylor  
J.Treharne  
J.Watkins  
S. Woodhouse  
A.Davies

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### Watch this meeting online

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### Welsh Language

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# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.



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## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<p><b>SUBJECT: MEMBER ROLE DESCRIPTIONS</b> <b>MEETING: DEMOCRATIC SERVICES COMMITTEE</b> <b>DATE: 9 September 2019</b> <b>DIVISION/WARDS AFFECTED: N/A</b></p>
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### 1. PURPOSE:

To consider and approve the attached list of Member Role Descriptions for the various posts that councillors hold within the political framework.

### 2. KEY ISSUES:

Elected Members have a wide range of roles and responsibilities which they are expected to undertake and these role descriptions provide a framework and guidance on the responsibilities, purpose and range of activities that members undertake.

[At the meeting of Democratic Services Committee on 1<sup>st</sup> April 2019](#), the committee agreed during consideration of the [Councillor Competency Framework](#) that the introduction of Personal Development Reviews (PDR) would be welcome amongst members. Member Role descriptions will play a key role in PDR's in highlighting the duties of the role, skills needed to undertake those duties and commitment required from members to carry out those duties.

In addition to PDR's, Member Role descriptions will benefit new councillors elected at the beginning of the next term in understanding the duties involved with various roles and expectations of them at various committees.

Due to the summer recess, these role descriptions have not been circulated to all members in advance of presentation at the committee, however if members are content with overall content of the role descriptions, these will be circulated to all members so that current post holders can amend the content to reflect its accuracy.

In approving these role descriptions and personal development reviews reports information on the process will be shared with all members and a Member Training and Development Strategy will be presented to the committee at a later date.

### 3. REASONS:

In approving the member role descriptions, these will underpin the PDR process alongside the councillor competency framework and inform the member training and development strategy.

**4. RESOURCE IMPLICATIONS:**

There are no direct financial implications arising from this report.

**5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

Approval of the role descriptions will better inform current and future members on the requirements of the various posts members hold and allow for better informed training to be developed for members.

**6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

Inclusion of the safeguarding and corporate parenting implications within the member role descriptions further highlights the need for councillors to consider this within their roles.

**7. CONSULTEES:**

All Councillors to be consulted following summer recess.

**8. AUTHOR:**

John Pearson, Local Democracy Manager  
Email: [johnpearson@monmouthshire.gov.uk](mailto:johnpearson@monmouthshire.gov.uk)



## **Audit Committee Member (including Lay-Member) Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Audit Committee

### **2 Role purpose and activity**

#### **Understanding the role of the Audit Committee and undertaking its functions:**

- Reviewing and scrutinising the Authority's financial affairs
- Consider reports and make recommendations in relation to the Authority's financial affairs
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority,
- Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
- Overseeing the Authority's internal and external audit arrangements
- Reviewing the financial statements prepared by the Authority
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

#### **Participating in meetings and making decisions**

- To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

#### **Internal governance, ethical standards and relationships**

- Understanding the financial risks associated with corporate governance; being satisfied that the Authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **4 Training and Development**

- A willingness to attend the necessary audit and budget training sessions delivered as part of the members induction programme, as well as any training deemed relevant by the authority during the term of Council.

## **Cabinet Member (Portfolio) Role Description**

### **1 Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

### **2 Role Purpose and Activities**

#### **Providing portfolio leadership**

- To give political direction to officers working within the portfolio
- To gain the respect of officers within the portfolio; provide support to officers on the implementation of portfolio programmes
- To provide leadership to the portfolio
- To liaise with the appropriate scrutiny chairperson and committee as required
- To be accountable for choices and performance in the portfolio
- To have an overview of the performance management, efficiency and effectiveness of the portfolio
- To make executive decisions within the Portfolio
- To ensure that the portfolio is delivered within the budgetary constraints of the Authority

#### **Contributing to the setting of the strategic agenda and work programme for the portfolio**

- To work with officers to formulate policy documents both strategic and statutory.
- Ensure that the political will of the majority is carried through the Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

#### **Providing representation for the portfolio**

- To provide a strong, competent and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders

#### **Reporting and accounting**

- To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media

- To be the principal political spokesperson for the portfolio
- To appear before scrutiny committees in respect of matters within the portfolio

### **Taking an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

### **Leading partnerships and community leadership**

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

### **4 Training and Development**

- To undertake any necessary training as identified by the Leader of the Council, be that individual training needs or collective Cabinet training/development days or any training opportunities identified through Personal Development Reviews.
- To attend the WLGA leadership programme



monmouthshire  
sir fynwy

## **Chair of Audit Committee Role Description**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

#### **Providing leadership and direction**

- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To agree the agendas for Audit Committee meetings and participate in pre meetings of the committee as required
- To lead the committee in its role in reviewing and scrutinising the Authority's financial affairs
- Making reports and recommendations in relation to the Authority's financial affairs
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority
- Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements
- Overseeing the Authority's internal and external audit arrangements
- Reviewing the financial statements prepared by the Authority and approving them when powers are delegated.
- Developing relationships with internal and external auditors and the Authority's Monitoring Officer
- Developing a forward work programme designed to deliver the audit committees functions
- Reviewing and self-assessing the performance of the Committee and its members

#### **Promoting the role of the audit committee**

- To act as an ambassador for the audit committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process

#### **Internal governance, ethical standards and relationships**

- Understanding the financial risks associated with corporate governance; being satisfied that the Authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
- To promote and support good governance by the Council.

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Consensus Building
- Inclusive Leadership

### **4 Training and Development**

- To undertake a necessary training as identified the by the authority relevant to the role including training in the conduct of meetings and chairmanship.

## **Chairman (Vice Chairman) Role Description**

### **1. Accountabilities**

- To Full Council
- The citizens of Monmouthshire County Council

### **2. Role Purpose and Activity**

#### **Acting as a symbol of the Council's democratic authority**

- As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
- To represent the Council at civic and ceremonial functions

#### **Chairing Council meetings**

- To preside over meetings of the Council, so that its business can be carried out efficiently
- To ensure the Council conducts its meetings in line with the Council's Constitution.

#### **Upholding and promoting the Council's Constitution**

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution

#### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

#### **Community Engagement**

- To promote public involvement in the business of the Council
- To promote the Council in all sections of the community
- To encourage joint working between all sectors of the community to the benefit of the community as a whole.

### **3. Values:**

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability



## **Democratic Services Committee Chairperson Role Description**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

#### **Providing leadership and direction**

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in designating the Head of Democratic Services
- To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
- Make annual reports to the full council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democratic Services
- Developing the Authority's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

#### **Promoting the role of the Democratic Services Committee**

- To act as an ambassador for the Democratic Services committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

### **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council
- Support the WLGA Member Support networks as necessary

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

### **4 Training and Development**

- To undertake the relevant training and development opportunities as identified through Personal Development Reviews or in agreement with the authority relevant to the role including training on the conduct of meetings and chairmanship.

## **Democratic Services Committee Member Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Democratic Services committee

### **2 Role purpose and activity**

#### **Understanding the nature of the Democratic Services Committee:**

- To be aware of and effectively undertake the role of the committee in:
  - Designating the Head of Democratic Services
  - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
  - Make annual reports to the full council in relation to the above
  - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
  - Considering reports prepared by the Head of Democratic Services
  - Developing the Authority's member support and development strategy
  - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
  - Ensuring that the budget for member development is sufficient
  - Ensuring that members have access to personal development planning and annual personal development reviews
  - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
  - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

#### **Participating in meetings and making decisions**

- To participate effectively in meetings of the Democratic services committee,
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements

#### **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **4 Training and Development**

- A willingness to attend the necessary training sessions delivered as part of the members induction programme, as well as any training deemed relevant by the authority or identified through Personal Development Reviews during the term of Council.

## **Cabinet Member (Deputy Leader/Portfolio) Role Description**

### **1. Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

### **2. Role Purpose and Activities**

#### **Providing portfolio leadership**

- To give political direction to officers working within the portfolio
- To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
- To liaise with the appropriate scrutiny committee and chair
- To be accountable for choices and performance in the portfolio
- To have an overview of the performance management, efficiency and effectiveness of the portfolio
- To make executive decisions within the Portfolio
- To ensure that the portfolio is delivered within the budgetary constraints of the Authority

#### **Contributing to the setting of the strategic agenda and work programme for the portfolio**

- To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

#### **Providing representation for the portfolio**

- To provide a strong, competent and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders

#### **Reporting and accounting**

- To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media

- To be the principal political spokesperson for the portfolio
- To appear before scrutiny committees in respect of matters within the portfolio

### **Taking an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

### **Leading partnerships and community leadership**

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

### **To undertake the role of Deputy Leader**

- To fulfil the duties of the Leader in his or her absence
- To assist the Leader in specific duties as required

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

### **4 Training and Development**

- To undertake any necessary training as identified by the Leader of the Council, be that individual training needs or collective Cabinet training/development days or any training opportunities identified through Personal Development Reviews.
- To attend the WLGA leadership programme

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## **LA Governor Role Description**

### **1 Accountabilities**

- Governing Body

### **2 Role Purpose and Activity**

- That the governing body work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children. This may include:

- Agreeing and supporting the aims, values and strategic plan for the school
- Determining the policies and priorities of the school
- Considering and approving the School Development or School Improvement Plan
- Determining and monitoring the school's budget
- Ensuring that all learners have access to a broad and balanced curriculum
- Ensuring individual pupils needs are met, including any additional needs that they may have.
- Staffing – e.g. staff appointments, performance management
- Producing an action plan and monitoring progress following an inspection by Estyn
- Supporting the day-to-day operational decisions taken by the head teacher
- Promoting the effectiveness of the governing body
- Working with the EAS (South East Wales Education Achievement Service) to improve school performance
- Setting targets for pupil achievement
- Monitoring and reviewing the performance and progress of the school
- Promoting the interests of the school in the wider community
- Having regard to the broader responsibilities as a governor of a public institution

### **Participating in meetings and making decisions**

- Attend and actively participate in meetings of the full Governing Body, committees and panels to which you are appointed
- Undertake suitable preparation prior to meetings to enable you to make informed and balanced decisions
- Being aware of the latest initiatives and developments in education
- Adhere to the principles of collective responsibility in decision making
- Be respectful of the confidentiality of governing body affairs

### **Internal governance, ethical standards and relationships**

- As an appointed representative of the Local Authority, you cannot be mandated to take any particular course of action, vote in a specific way or to represent any one political view.
- Behave in an appropriate manner and not in any way that might bring the reputation of the Council into disrepute.
- Promote and support open and transparent governance of the governing body and its affairs
- Create and maintain respectful, appropriate and effective relationships with the other members of the school governing body
- Comply with the seven principles of public life and maintain the highest standards of conduct and ethics in the way in which you carry out your duties
- 
- Promote accountability for the actions and performance of the governing body

### **3 Member Development**

- To actively participate in learning and development activities that support your role and which will enable an active involvement in all matters within your role and remit
- Familiarising yourself with Local Authority policies relating to schools and education to inform the debate and priorities at school level
- Read briefings and newsletters for governors

## **Leader of the Opposition Role Description**

### **1 Accountabilities**

- To the nominating political group

### **2 Role Purpose and Activity**

#### **Providing political leadership for an opposition group**

- To be a political figurehead for an opposition group
- To be a political spokesperson for the Council's opposition
- To provide leadership in the constructive challenge of the Council's policies
- To constructively challenge the vision for the Council and community where appropriate
- To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery

#### **Representing the Authority's opposition**

- To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.
- To appoint members of the political group to the relevant positions on committees and ensure opportunity for the opposition to voice its views
- To represent the Council on external bodies

#### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council and opposition members
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect

- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## Leader Role Description

### 1 Accountabilities

- To Full Council
- The Public

### 2 Role Purpose and Activity

#### Providing political leadership to the Council

- To be a political figurehead for the Council; to be the principal political spokesperson for the Council
- To provide leadership in building a political consensus around council policies
- To form a vision for the Council and community
- To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- To appoint councillors from within the political group to the relevant committee and encourage participation by members at committees.

#### Appointing the Cabinet

- To designate the appropriate portfolios
- To appoint appropriate elected members to each portfolio
- To allocate cabinet members to roles with regard to their abilities
- To designate the Deputy Leader

#### Representing and acting as ambassador for the Authority

- To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County, at external bodies, and to the community as a whole
- To represent the Authority on the Welsh Local Government Association (WLGA) and Cardiff Capital Region City Deal (CCR)
- To provide leadership and support local partnerships and organisations
- To represent the Authority in regional and national bodies as appropriate

#### Providing leadership within the portfolio

- To fulfil the role of a portfolio holder, as appropriate, having regard to the role purpose and activities, and role specification of an executive member

#### Managing and leading the work of the Cabinet and charring meetings

- To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
- To ensure the work of the Cabinet meets national policy objectives to fulfil the policies of the Council
- To advise and mentor other cabinet members in their work

- To chair meetings of the Cabinet in compliance with the Constitution

#### **Participating in the collective decision making of the Cabinet**

- To work closely with other cabinet members to ensure the development of effective council policies within the budgetary framework for the Council, and the delivery of high quality services to local people
- To accept collective responsibility and support decisions made by the Cabinet once they have been made

#### **Working with officers to lead the organisation**

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues
- To ensure that the Authority works towards meeting the budgetary constraints placed upon it.

#### **Leading partnerships and community leadership**

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

#### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To appear before scrutiny committees in respect of matters within the portfolio
- To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## Scrutiny Chairperson Role Description

### 1. Accountabilities

- Full Council
- The Public
- The Committee

### 2. Role purpose & activity

#### Providing leadership and direction

- To provide confident and effective management of the committee
- To promote the role of scrutiny within the council, liaising effectively with officers, executive members and colleague chairs
- To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements
- To lead joint scrutiny activities with other authorities or organisations when required
- To champion and promote the role of Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
- To promote the role of Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
- To demonstrate an objective and evidence based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives
- To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
- Work closely with scrutiny support staff to drive continual improvements in scrutiny
- Assist in publicising the work of the scrutiny committee

#### Managing the work programme

- To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring
- To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, single integrated plan and partners strategic priorities and relevant community issues
- To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation
- To ensure that the work programme is delivered

- To report on progress against the work programme to Council, and others as appropriate
- To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.
- To ensure that task and finish/working/sub groups have clear terms of reference and deliver the required outcomes.

### **Leading Joint Scrutiny**

- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
- To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
- To develop protocols and terms of reference for joint working
- To ensure public engagement in joint scrutiny activities
- To enable the pooling of scrutiny resources for effective working and outcomes
- To ensure the equal participation and contribution from all partners as Appropriate

### **Effective meeting management**

- To plan and set agendas containing clear objectives and outcomes for the meeting
- To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
- To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- To ensure that all participants have an opportunity to make an appropriate contribution
- To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.

### **Involvement and development of committee members**

- To encourage effective contributions from all committee members.
- To assess individual and collective performance within the committee and facilitate appropriate development
- To champion the importance of learning and development

### **Involvement and development of committee members**

- To encourage effective contributions from all committee members.
- To assess individual and collective performance within the committee and work to improve scrutiny outcomes
- To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

## **3. Values**



To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

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**Scrutiny Member  
(Including Co-optees and Registered Representatives)**

**Role Description**

**1. Accountabilities**

- Chair of the appropriate scrutiny committee
- Full Council
- The public

**2. Role purpose & activity**

- To participate fully in the activities of the Scrutiny Committee, the development and delivery of its work programme and any associated task and finish groups.

**Scrutinising and developing policy**

- To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
- To challenge policies on a sound basis of evidence for example against legislation or local political priority
- To assess the impact of existing policy and identify areas for improvement
- To identify where new policies might be required to address forthcoming legislation

**Holding the Executive to Account, Monitoring performance and service delivery**

- To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets
- To contribute to the identification and mitigation of risk
- To investigate and make recommendations to address the causes of under-performance or poor performance
- To monitor action plans or recommendations following external audit, inspection or regulatory reports
- To evaluate the validity of executive decisions and challenge decisions through call in where appropriate
- To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision

**Promoting the work of Overview and Scrutiny**

- To promote the role of overview and scrutiny within and outside the council, developing effective internal and external relationships
- To demonstrate an objective non-political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including sources of information outside the Council

- To add value to the decision making and service provision of the authority through effective scrutiny
- To be able to demonstrate where scrutiny is making a difference by its Involvement

### **Community engagement**

- To use scrutiny as a means to address community issues and engage the public in forward work programmes
- To encourage stakeholders to participate in the work of the authority
- To assist in developing locally viable and acceptable policy solutions
- To build a dialogue around priorities, objectives and performance, among communities and stakeholders
- To take a county wide perspective in dealing with issues

### **Participating in joint scrutiny**

- To work within the appropriate terms of reference and protocols governing joint working in scrutiny
- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
- To contribute to the scrutiny of regional bodies and partnerships
- To encourage public engagement in joint scrutiny
- To work effectively with partner scrutineers from other authorities and organisations.

### **Meeting participation**

- To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies
- To participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
- To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
- To be non-political
- To focus on outcomes / making a difference by participation

## **3. Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference

### **Community leadership**

- To use scrutiny as a means to address community issues and engage the public
- To encourage stakeholders to participate in the work of the authority

- To develop locally viable and acceptable policy solutions
- To build a dialogue around priorities, objectives and performance, among communities and stakeholders

### **Meeting participation**

- To make adequate and appropriate preparation for meetings through research and briefings
- To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

### **3 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **4 Training and Development**

- A willingness to attend the necessary training sessions delivered as part of the members induction programme, as well as any training deemed relevant by the authority or identified through Personal Development Reviews during the term of Council.

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## **Regulatory Committee Chairperson Role Description**

### **1 Accountabilities**

- To Full Council
- To the members of the regulatory committee

### **2 Role Purpose and Activity**

#### **Providing leadership and direction**

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To delegate actions to sub committees as appropriate

#### **Promoting the role of the regulatory committee and quasi-judicial decision**

##### **Making**

- To act as an ambassador for the regulatory committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

#### **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- To promote and support good governance by the Council.

### **3 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect

- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

#### **4 Training and Development**

- To attend the relevant training session as part of the induction programme for the regulatory committee on which you sit prior to participating in the committee.



## **Regulatory Committee Member Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chairperson of the committee

### **2 Role purpose and activity**

#### **Understanding the nature of the regulatory committee and quasi-judicial decision making**

- To be aware of the quasi-judicial nature of regulatory committee decision making
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

#### **Participating in meetings and making decisions**

- To participate effectively in meetings of the regulatory committee
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

#### **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

### **3 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **4 Training and Development**

- To attend the relevant training session as part of the induction programme for the regulatory committee on which you sit prior to participating in the committee.

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## Standards Committee Chairperson Role Description

### 1 Accountabilities

- To Full Council

### 2 Role Purpose and Activity

#### Providing leadership and direction

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
  - Promoting and maintaining high standards of conduct by Councillors and co-opted members
  - Assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
  - Advising the Council on the adoption or revision of the Members' Code of Conduct;
  - Monitoring the operation of the Members' Code of Conduct;
  - Advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
  - Granting dispensations to Councillors and co-opted members
  - Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
  - The exercise of these functions in relation to community councils and the members of those community councils.

### 3 Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

- Consensus building

#### **4 Training and Development**

- To undertake the relevant code of conduct training as part of the induction programme and any other training deemed relevant by the Monitoring Officer prior to participating in the committee.
- To participate in opportunities for learning and development to enhance your understanding of your role within the committee.

## **Standards Committee Member Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Standards Committee

### **2 Role purpose and activity**

**Understanding the nature of the Standards committee and effectively fulfilling its functions by:**

- Promoting and maintaining high standards of conduct by Councillors and co-opted members
- Assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
- Advising the Council on the adoption or revision of the Members' Code of Conduct;
- Monitoring the operation of the Members' Code of Conduct;
- Advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
- Granting dispensations to Councillors and co-opted members
- Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

### **Participating in meetings and making decisions**

- To participate effectively in meetings of the Standards committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

### **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

### **3 Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **4 Training and Development**

- To undertake the relevant code of conduct training as part of the induction programme and any other training deemed relevant by the Monitoring Officer prior to participating in the committee.
- To participate in opportunities for learning and development to enhance your understanding of your role within the committee.

## **Elected Member Role Description**

### **1 Accountabilities**

- To Full Council
- To the electorate of their ward

### **2 Role Purpose and Activity**

- **Representing and supporting communities**
  - To represent ward interests
  - To be an advocate for the Council in the ward and communities they serve
  - To be a channel of communication to the community on council strategies, policies, services and procedures
  - To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
  - To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
  - To be vigilant and do everything possible to protect adults and children at risk from abuse
  - To promote tolerance and cohesion in local communities
- **Making decisions and overseeing council performance**
  - To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
  - To participate in informed and balanced decision making on committees and panels to which they might be appointed
  - To adhere to the principles of democracy and collective responsibility in decision making
  - To promote and ensure efficiency and effectiveness in the provision of council and other public services
  - To act within the budgetary framework of the Council
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Being a Corporate Parent**
  - To have an understanding of the legal responsibilities of elected members under the Children Act 2004 and the Social Services and Wellbeing (Wales) Act 2014 as a corporate parent to the children in the care of Monmouthshire County Council.
  - To ensure that as corporate parents, you are satisfied that there is a joined up, effective and holistic approach to meeting the needs of looked after children through policy and planning.

### **3 Representing the Authority**

- To represent the Council/Cabinet at committees and be familiar with their terms of reference.
- To represent the Council/Cabinet on outside bodies and partner organisations promoting common interests and co-operation for mutual gain and be familiar with their terms of reference.
- To represent and be an advocate for the Council on Regional and National Bodies and at associated events (as appointed)
- To represent the Authority in those roles to which you are formally appointed as a “Champion”

### **4 Training & Development**

- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To actively participate in Member Development activities that support your role and in particular those activities identified during the Personal Development Review (PDR) process thus enabling full and active involvement in all matters within your role and remit.
- To participate in opportunities for learning & development to enhance your understanding of your role when appointed to Committees or outside bodies.
- To actively participate in opportunities for development provided for Members by the Authority.

### **5 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability





## REPORT

<b>SUBJECT:</b>	<b>PUBLIC OPEN FORUM &amp; FAMILY ABSENCE GUIDANCE</b>
<b>MEETING:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE:</b>	<b>9<sup>th</sup> September 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>N/A</b>

### 1. PURPOSE:

To receive information at the request of the Chair on the Public Open Forum process at Council meetings, Family Absence rules for elected members and Proxy Voting for Members.

### 2. RECOMMENDATIONS:

To receive and note the guidance contained in the report.

### 3. KEY ISSUES:

#### **Public Open Forum Guidance**

##### **Council**

Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council. The total time allocated to questions by the public should be limited to 15 minutes.

Questions will be asked in the order that they were received.

Questions must be submitted in writing to the Head of Democratic Services, in writing or by email, no later than midnight seven working days before the day of the meeting. Each question must give the name and address of questioner.

Only one question may be asked by an individual or an organisation at any one meeting of Council.

A question can be rejected if:

- (a) It is not a matter for which the Council have responsibility or affects the County
- (b) Is defamatory, frivolous or offensive
- (c) Is substantially the same as a question that has been asked at Council within the previous 6 months
- (d) Requires the disclosure of confidential or exempt information.

At the meeting, the chair will invite the questioner to put the question to the Councillor, or if unable to attend the meeting the chair may ask the question on their behalf.

Unless the chair decides otherwise, no discussion will take place on a question but any member may move that a matter raised by a question be referred to the Cabinet or appropriate select committee.

[There is a guide on the website here that we have produced for the public to understand how the council works and how to get involved.](#)

## **Cabinet**

There is no process for public speaking at Cabinet and it is at the discretion of the leader whether to allow individuals to participate in the meeting. The meeting is open to the public to attend and view proceedings where an item is not exempt.

## **Family Absence**

*Family Absence for Members of Local Authorities (Wales) Regulations 2013*

A member may be entitled to family absence for the following reasons;

- Maternity absence for a period of up to 26 weeks
- New born absence (other than mother) for a period of up two weeks
- Adopters Absence – for the adopter of a child for a period of up to two weeks
- New adoption absence – for the partner of an adopter for a period of up to two weeks
- Parental Absence – for a member who becomes responsible for a child, not covered by the reasons above, for a period of up to three months.

*Please note that some of the arrangements for Family Absence may be amended by the forthcoming Local Government Bill (Wales) which is due to be introduced in draft form before the end of 2019.*

The regulations at the top of this section give details about the eligibility and process for dealing with family absence and are slightly different depending on the type of absence. [A link to the regulations is here for further details.](#)

A member must put in writing the request for family absence to the Head of Democratic Services, detailing the type of absence, start date and other details specific to the type of absence. Any cancellation or early termination of the absence should also be made in writing to the Head of Democratic Services.

Democratic Services Committee may decide to prescribe the circumstances in which a member on family leave may continue to perform some duties (knowledge of a particular issue or urgent local issues for example).

Members who are unavailable due to family absence may be temporarily replaced on a committee at the request of the chair where it is deemed the meeting will be inquorate. Members are still expected to adhere to the members' code of conduct whilst on family leave.

## **PROXY VOTING**

There are currently no provisions within the constitution that allow for members to appoint another member to vote on their behalf in their absence.

With the Monitoring Officer undertaken a review of the constitution shortly, should members wish to consider proxy voting it would be timely to have the discussion and consider how it could be implemented. There are no other examples of proxy voting in local government that I am aware of at this time.

In considering proxy voting arrangements, members should consider the provisions already place within the constitution that allow for members to substituted by their group leader two hours in advance of the meeting, as well as the facility to allow remote attendance at meetings which allow for remote voting.

**4. RESOURCE IMPLICATIONS:**

Members who are absent from council duties due to approved family absence are still entitled to receive their remuneration as set by the Independent Remuneration Panel for Wales annual report for that council period.

**5. EQUALITY IMPLICATIONS:**

The Family Absence for Members of Local Authorities (Wales) Regulations 2013 support the arrangements for elected members who have dependents and ensure they are not penalised compared to other members.

**6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

None

**7. AUTHOR:**

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Telephone: 01633 644978

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# Public Document Pack **Agenda Item 9**

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held  
at Conference Room - Usk, NP15 1AD on Wednesday, 5th June, 2019 at 10.00 am**

**PRESENT:** County Councillor J.Watkins (Chairman)  
County Councillor D. Evans (Vice Chairman)

County Councillors: M.Groucutt, J.Treharne and S. Woodhouse

### **OFFICERS IN ATTENDANCE:**

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Matthew Gatehouse	Head of Policy and Governance
Hazel Ilett	Scrutiny Manager

### **APOLOGIES:**

Councillors G. Howard

#### **1. Declarations of Interest**

There were no declarations of interest.

Councillor Watkins thanked Members for the opportunity to Chair the Committee, and asked for nominations for Vice-Chair.

Councillor Davies nominated Councillor D. Evans, which was seconded by Councillor Woodhouse. Upon being put to the vote, Councillor Evans was appointed as Vice Chair.

#### **2. Staffing Changes: Committee, Scrutiny and Member Support**

The Head of Policy and Governance presented a report to provide an overview of proposed staffing changes in the local democracy and scrutiny functions to increase scrutiny capacity, provide more direct support for members and improve the robustness of forward planners which will enable the council to involve more people in local democracy.

Members considered the report ahead of a single member decision on 12<sup>th</sup> June 2019.

During discussion the following points were raised:

Members agreed with the importance of additional support for the scrutiny function, and questioned if there would be any training implications. It was confirmed this would be an open recruitment process, with what would be hoped to be an attractive salary.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Democratic Services Committee held at Conference Room - Usk, NP15 1AD on Wednesday, 5th June, 2019 at 10.00 am**

Members requested positive assurance that this structure was not being used as a way to remove staff. There were concerns around possible hidden budget cuts around the removal of staff.

There were concerns around the idea of looking to move 3 posts to create 2 and a question was asked if staff have been told they, or the post is being made redundant. The Officer explained that there are HR issues and sensitivity around the matter. There is no specific individual involved but there will be a human element. The structure means 2.5 posts will become 2, and those involved would be placed at risk and asked to register an interest for the new positions.

Concerns were raised that this was being discussed today yet the report is currently on the agenda for Individual Cabinet Member Decision. Members questioned the democratic process, and highlighted that this restructure will affect the services provided to councillors yet Members have not been consulted.

It was explained that the Senior Democracy Officer will take responsibility for Business Support and the intention would be that those officers would take on roles within the Democratic Services area. Members questioned this as Business Support Officers already have their own workload and this would increase pressures.

Members felt the process had been mishandled.

The Head of Policy and Government explained that in terms of process structural changes, under the responsibility of departmental budgets are ICMDs. This report was brought to Democratic Services Committee as it relates to the Committee. However this level of change could be made under the delegated responsibility of officers.

The Chair questioned the intention to make Select minutes shorter and concise, relying on the live stream, with no minutes being taken in the meeting. She questioned the intention that Committee Officers would be watching the live stream following the meeting to record the minutes. She highlighted the possibility of live stream issues and the need for officer action within the meeting. In response we heard that the Democratic Services team will continue to set up the live stream technology and be on hand via skype to resolve issues.

Members urged that the model is reconsidered and brought back with no reduction to staff. Also that the suggestion to create notes rather than minutes at Select Committee meetings is reconsidered.

On being asked, the Head of Policy and Governance stated that he believed that the proposal would improve democratic accountability.

In terms of the minutes, it was suggested that a trial be undertaken in the new format. It was agreed that the legal department should be consulted with regards to legal requirements around minutes of meetings.

A Member questioned the robustness of the live streaming system, as this would be relied upon to provide an accurate record of a meeting.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Democratic Services Committee held at Conference Room - Usk, NP15 1AD on Wednesday, 5th June, 2019 at 10.00 am

To conclude, the Chair confirmed that:

- The Committee were in favour of more provision within Scrutiny,
- The Committee were not in support of a reduction within the Democratic Services function.
- The Committee requested that the new minute format be trialled for a six month period, subject to confirmation on the legal aspect of minute/note taking.
- The Committee would be more comfortable with the decision going to Cabinet rather than ICMD, and suggested the decision may be called-in.

#### **3. Member Training and Development: Verbal Update - Matthew Gatehouse, Head of Policy and Governance**

The Head of Policy and Governance referred to an emerging issue last year regarding the diversity of councillors and transferable skills. Also reference was made to ensuring resources are clearly signposted on the Hub. The matter was added to the agenda to ensure this remains in people's minds and that Members feedback on any gaps identified.

The Scrutiny Manager highlighted some challenges around arrangements of training, explaining that dates are being identified for shared training with other authorities.

A bespoke scrutiny training session is to be arranged, as well as future generations training to help all members regarding implications of decisions.

In terms of conferences and training events, the Local Democracy Manager agreed to look at the training budget, and would provide information at the following meeting.

#### **4. Change of Terms of Reference of the Public Services Board Select Committee ~ to consider the report and to identify any governance implications.**

The Head of Policy and Governance presented a report suggesting a change to the title and the terms of reference of the Public Service Board Select Committee, in order to broaden its remit which will provide enhanced governance arrangements for services delivered to Monmouthshire citizens.

Members welcomed the proposals given the requirement for scrutiny on some of the partnership organisations.

The proposal would bring forward a broader remit and could encourage improved attendance.

Members discussed the opportunities to co-opt members.

**Upon voting, Members resolved to agree the recommendations:**

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held at Conference Room - Usk, NP15 1AD on Wednesday, 5th June, 2019 at 10.00 am**

- That the Democratic Services Committee consider the changes proposed below, which will require an alteration to the Council's Constitution and make any appropriate recommendations on governance implications.
- The recommendations for the Public Service Board Select Committee and for Council are:

**i. To change the title of the existing "Public Service Board Select Committee" to "Public Services Select Committee" for reasons outlined in this report.**

**ii. To revise the existing Terms of Reference to extend the Select Committee's remit as follows:**

- **Scrutinise and constructively challenge (where powers allow) the work and effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure public accountability of collaborative services and improved outcomes for people in Monmouthshire, through:**

**a) considering evidence and different views and perspectives on public service provision in order to make recommendations on improving services delivered to residents**

**b) influencing the decisions, policy and practice of public service providers by providing a platform for greater accountability and democratic involvement**

### **5. Member Briefings: Verbal Update - Matthew Gatehouse, Head of Policy and Governance**

The Head of Policy and Governance asked for a Members perspective on the circulated Members briefing.

Members considered the information useful and were happy for the process to continue.

Councillor Woodhouse added that a hard directory of staff would be useful.

The Scrutiny Manager advised that there would be a series of scrutiny briefings taking place in the upcoming months.

**The meeting ended at 12.10 pm**



## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<p><b>SUBJECT: PERSONAL DEVELOPMENT REVIEW</b> <b>MEETING: DEMOCRATIC SERVICES COMMITTEE</b> <b>DATE: 9 September 2019</b> <b>DIVISION/WARDS AFFECTED: N/A</b></p>
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### 1. PURPOSE:

To consider and approve the attached Personal Development Review process for elected members.

### 2. KEY ISSUES:

Elected Members have a wide range of roles and responsibilities which they are expected to undertake and Personal Development Reviews (PDR) are a nationally recognised mechanism in ensuring that councillors have access to the necessary training needs required for them to deliver their role effectively.

[At the meeting of Democratic Services Committee on 1<sup>st</sup> April 2019](#), the committee agreed during consideration of the [Councillor Competency Framework](#) that the introduction of Personal Development Reviews would be welcome amongst members.

The attached report proposes a clear set of procedures to follow in relation to PDR's for elected members taking account of agreed member role descriptions, WLGA councillor competency framework and the individual and collective needs of councillors.

In approving the PDR process and member role descriptions, the outcome the reviews and training needs assessment for elected members will inform a Member Training and Development Strategy that will report back to the committee annually assessing the impact of the arrangements and proposing any changes for improvement.

### 3. REASONS:

To ensure elected members have access to the necessary training and development needs to conduct their role as councillor effectively.

### 4. RESOURCE IMPLICATIONS:

Any training needs that cannot be delivered using in house services will incur a cost of an external training provider. Costs will be dependent on the type of training and number of members involved but will be absorbed into current budgeting arrangements.

**5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

Approval of the PDR process will ensure that all elected members have access to the necessary training and development needs to move on to high positions within the political framework of the authority.

**6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

Safeguarding and Corporate Parenting training needs may be highlighted as part of the PDR which will further enhance members' knowledge within these areas and highlight their responsibilities.

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## **Personal Development Reviews**

### **Introduction**

Personal Development Reviews (PDR) is a way for members and the local authority to mutually assess the development needs and aspirations of individual members. The review will be considered in the context of the members' current role as well as his/her aspirations for what he/she wants to achieve, the aspirations of the authority and political directions and the needs of the community.

PDR's enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the Council and the Community. They could provide;

- Clarity for members about the expectations and accountabilities placed upon them.
- Understanding of and support for the individual and collective development needs of Councillors
- Support members in preparing for new roles
- An understanding and ownership of organisational goals
- Support for improved member performance

PDR's are not a performance appraisal of councillors. It is not for the authority or a committee to determine whether a councillor is performing their duties effectively. A PDR is a means of supporting and developing members' skills in areas they themselves consider need improving both individually and collectively. Whilst all individual PDR's will be considered when preparing an overall training plan, no information from individual councillors will be shared outside of the individual review that would identify an individual councillor.

### **Aims of PDR**

The aim of personal development reviews for Councillors is to:

- Identify relevant training topics either for individual members or collectively to improve understanding and increase knowledge in those areas
- Democratic Services Committee to agree role descriptions for posts Councillors hold to understand the training needs to help members progress on to higher posts
- Set out aspirations and desires for individual members and achieve a shared purpose and understanding between individual and authority wide objectives
- Develop and evaluation mechanism to assess whether the objectives established from the review are achieving the desired outcomes.
- Record and document each stage of the PDR as evidence of progression.

## **Methodology**

### **Stage 1**

Democratic Services Committee to consider and approve role descriptions for Councillors and agree PDR process

### **Stage 2**

Consult all members on role descriptions to ensure accuracy of role descriptions and share information on agreed PDR process and Councillor Competency Framework

### **Stage 3**

Circulate initial PDR form to all members to gather initial responses and identify collective and individual member training needs which will inform the member development strategy.

### **Stage 4**

Undertake follow up meetings with all members who respond to the PDR scheme with a view to mutually agreeing the development requirements and how these will be achieved

### **Stage 5**

For those members who do not wish to undertake a PDR, a training and skills survey will be circulated to those members so that they can be incorporated into the collective training needs for all members.

### **Stage 6**

Present member training and development strategy to Democratic Services Committee which includes outcomes from PDR's and an overarching development scheme for collective training needs.

### **Stage 7**

For those members who undertake the PDR, training as agreed at stage 4 will be arranged and undertaken alongside collective training sessions.

### **Stage 8**

Annual evaluation of PDR process with individual members which will assess outcomes as well as future training needs.

### **Stage 9**

An annual report will be presented to Democratic Services Committee based on the Member Training and Development Strategy that will incorporate an evaluation of the PDR process.

## Appendix A - Member Initial Feedback Form – Personal Development Review

If you wish to undertake a Personal Development Review, please complete this form and return it to Democratic Services. This initial form will inform whether there is a collective or individual need for member development and the areas that development is needed.

The next phase of the review will be a meeting between you as member and a suitable person to discuss how the individual needs identified can be delivered.

<b>Councillor Name:</b>	
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<b>What are your current roles and responsibilities?</b>

<b>What specific tasks do I want/need to achieve this year? What do you plan to do and when?</b>

<b>What do I need to know about and be able to do to undertake my role and deliver my plans?</b>

<b>What aspects of your role are you confident in?</b>

<b>Where are you less confident?</b>

<b>What might prevent you from undertaking your role effectively?</b>

<b>What learning and development have you undertaken this year?</b>

<b>What have you learned and able to achieve as a result of this learning and development?</b>

<b>What additional learning and development would be useful?</b>	
<b>Skills</b> (e.g Public Speaking, Media enquiries, Meeting Management, ICT & Social Media, Chairing Skills etc)	<b>Knowledge</b> (e.g Code of Conduct, Meeting procedures, Planning policy, Mon Life)

## Appendix B – Phase 2 of PDR – Agreed steps to conduct Development

Area for development	How to achieve?	Priority

## Appendix C – PDR evaluation Pro-Forma

Training undertaken	How has this impacted on your role?

### Next Steps

Area for development	How	Priority

### Effectiveness of PDR

Please provide an overview of your experience of the Personal Development Review process, highlighting any areas of improvement that could be incorporated into future reviews.