

**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:**

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