REPORT TO:	COUNCIL	AGENDA ITEM: 23
DATE OF MEETING:	26TH FEBRUARY 2009	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	NEIL BETTERIDGE (595895)	DOC:
SUBJECT:	MEMBER ROLE PROFILES AND PERSONAL DEVELOPMENT PLANS	REF:
WARD(S) AFFECTED:	ALL	

1.0 Reason for Exempt

1.1 Not applicable.

2.0 Recommendation

2.1 (1) That the Member Role Profiles and Personal Development Plans be approved and adopted.

(2) That the Monitoring Officer be authorised to make minor amendments to the documents in consultation with the Leader of the Council.

3.0 Purpose of Report

3.1 To consider the adoption of Member Role Profiles and Personal Development Plans in line with advice issued by the Audit Commission.

4.0 Detail

4.1 The CIPFA/SOLACE governance framework was revised and reissued in June 2007. The Audit Commission Use of Resources Key Lines of Enquiry guidance relating to the principles of good governance links to the six principles of good governance in the framework, and specifically addresses principles 2 and 5, as follows:-

- Members and Officers working together to achieve a common purpose with clearly defined functions and roles; and
- Developing the capacity and capability of Members and Officers to be effective.

4.2 Working well as an organisation involves effective leadership throughout the Council and being clear about the various functions, roles and responsibilities. Productive working relationships between Members and Officers are crucial. Governance roles and responsibilities in the local government environment are challenging and the

Council's leadership need the right skills and support to help to perform effectively. Assessing skills gaps, providing induction programmes, training and development opportunities, and regular performance reviews are all important in building and supporting a strong governance environment.

4.3 The Audit Commission guidance advises the Council to publish a document which clearly describes the individual roles and responsibilities of:-

- The Leader of the Council.
- Executive Members (i.e. Committee Chairmen).
- Other Council Members.
- The scrutiny function.

This information usually forms part of the Council's Constitution. It is also advised that Members should receive a thorough induction tailored to their role in the Council, including when they take on new roles. The Council should provide a full range of development opportunities for Members as well as support for Members to identify and address their own development needs.

4.4 It is expected that the Council equips Members to carry out their roles and responsibilities, e.g. the Council uses individual Personal Development Plans for Members that identify skill gaps and inform the training plans for the year ahead. The take-up of training and development opportunities by Members should be high, including for long-standing Members. Feedback is expected about how effective Members consider training and development opportunities to be and the results should be acted upon.

4.5 To cover the issues outlined above, the Use of Resources Action 2008/09 Action Plan considered by the Finance and Management Committee on 17th February 2009 provides for a report to Full Council on the following:-

- The roles and responsibilities of the Leader, Committee Chairmen and other Council Members.
- The introduction of individual Personal Development Plans for Members.

4.6 Proposed documents relating to these issues are attached at Annexes 'A' and 'B' respectively for Members' consideration.

5.0 Corporate Implications

5.1 Changes to the Use of Resources Assessment framework for 2009 broaden its scope, which will demand ongoing working to ensure that the Council achieves the best possible outcome.

6.0 Community Implications

6.1 The Use of Resources Assessment presents a harder challenge for the Council. Its increased focus on outcomes for local people will examine further how the Council is able to demonstrate how it is delivering on the key priorities for the community.

7.0 Background Papers

7.1 Audit Commission Use of Resources Guidance