

## York Elected Member Role Profiles

### Summary

1. This report puts before members a range of individual role profiles for members with a view to them being adopted by City of York Council, in its journey to gain the ID&A Member Development Charter.

### Background

2. At its meeting on the 12 January members were presented with a number of role profiles adopted by other councils.
3. The Steering Group expressed its preference for a style and format of role profiles for City Of York Council Elected Members and asked officers to bring back to the next meeting a specific list of draft Role Profiles tailored to York.

### Member Role Profiles

4. The existence of role profiles for Local Authority Members are considered good practice by the ID&A and generally speaking those local authorities which have introduced role profiles have successfully achieved Member Development Charter Status. Mike Leitch, the consultant advising Members on 'Charter Status' suggests that "*although having role profiles for Members is not a requirement for achieving the basic level Charter Status, it would be for Charter Plus.*" He adds '*however, the assessors would require evidence that Members have a full understanding of their roles and responsibilities, which, in the absence of role profiles, would need to be evident to the assessors from one to one interviews with Members, as part of the final assessment process. Also, the assessors would expect to see guidance to Members on what was expected of individual roles.*' Mike further advises '*evidence would also need to be provided demonstrating what the Council uses to support its PDR process.*'
5. In addition to supporting the Council's bid for Charter Status, role profiles are a valuable tool in:

- Providing prospective candidates at election with a clear explanation of the various responsibilities, knowledge and skills associated with being an elected member
  - Providing existing members with a framework with which to measure their personal development needs.
  - Providing the Council's Independent Remuneration Panel who periodically review Members allowances with a clear perspective on the range of skills and responsibilities associated with the individual roles attracting Special Responsibility Allowances. Having access to this information would assist the IRP in making their recommendations on the level of allowances paid to members.
6. It is not clear, in the opinion of Officers, that sufficient evidence, outside of having role profiles for Members, exists to demonstrate to assessors that Members have a full understanding of their roles (certainly initially). For that reason and in view of the other potential benefits in assisting personal development etc, it is suggested that the role profiles would have a beneficial impact in York.
7. The following role profiles were suggested by the Steering Group as a starting point which could be further developed to include other roles/responsibilities at a later stage. They are as follows:
- Ward Councillor
  - Leader of the Council
  - Deputy Leader of the Council
  - Executive Member
  - Leader of the Main Opposition Group
  - Deputy Leader of the Main Opposition Group
  - Leader of the Minority Group
8. In researching role profiles adopted by other authorities in our region, it is apparent that the majority are based on the Kirklees model which can be found in Annex A to this report and which Members of the Steering have considered before .
9. Since the last meeting, further models and have been found. Based on these and the models considered previously by Members, some potential role profiles for York covering the areas set out in paragraph 6 above have been developed and are attached at Annex B.
10. At the last meeting of the Steering Group, it was also agreed that the Council should continue to use the ID&Ea Skills Framework for Members to assist in the assessment for core skills required for each role. The Framework is attached at Annex C to this report, as a reminder. If the Steering Group agree to pursuing the adoption of role profiles for Members in York, it is intended to identify the categories of core skills required for roles at the foot of each role profile. This will be based on the ID&Ea Framework.

## **Consultation**

11. The attached role profiles have been developed following extensive consultation with other local authorities. Consultation still needs to take place within this Council (and particularly with the political groups) on draft profiles if the Steering Group wishes to pursue their introduction in York any further.

## **Options**

12. (a) To consult upon the role profiles for York's elected members based upon the examples detailed in Annex B  
or  
(b) To commission officers to develop alternative role profiles based on previous models considered (eg. Annex A);  
(c) To decide not to pursue further the development of role profiles for Members at this stage, based on the advice of Mike Leitch and on the understanding that this decision would not prejudice the Council's attainment of Charter Status.

## **Corporate Priorities**

13. The introduction of role profiles for York's elected members directly supports the Council's Corporate aim of providing of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## **Implications**

14. There are no known implications associated with the contents of this report.

## **Risk Management**

15. In compliance with the Council's risk management strategy, the only risk associated with the contents of this report could be the failure to gain Charter Status if the Council were not ultimately to introduce role profiles for its Members and the remaining bid for Charter Status were not strong enough.

## **Recommendation**

16. Members are asked to support the introduction of role profiles for Members in York as set out in Annex B, subject to further consultation with key officers and political groups for the reasons set out in paragraph 4 above and to authorize the Chair to liaise with Officers on the next steps in the process.

## **Reason**

17. In order to comply with the requirement of the ID&eA Charter.

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**Report Approved**

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## Specialist Implications Officer(s)

**Wards Affected:**

**All**

For further information please contact the author of the report

**Background Papers:**

None.

**Annexes:**

Annex A – List role profiles for Kirklees  
Annex B – Draft profiles for York