

**North East Derbyshire District Council**

**Cabinet**

**9 March 2016**

**Member Development Strategy 2016-2019 and Member Role Profiles 2016-2019**

**Report No NB/05/15-16/DC of Councillor N Barker, Portfolio Holder with Responsibility for Human Resources, Training and Member Development**

This report is public.

**1. Purpose of the report**

- 1.1. To recommend for approval a revised Member Development Strategy for 2016-2019. This would replace the Member Development Strategy 2013-2016, the Member Development Evaluation Strategy 2013-2016, and the Member Training and Development Policy 2013-2016.
- 1.2. To recommend for approval revised Member Role Profiles for 2016-2019.

**2. Report Details**

**Member Development Strategy**

- 2.1. The Council's current Member Development Strategy and the Member Training and Development Policy were approved by Cabinet in January 2013. The Member Development Evaluation Strategy was approved by Cabinet in July 2013.
- 2.2. The Council had previously achieved the Charter for Elected Member Development (The East Midlands Regional Councillor Development Charter), following formal assessment by East Midlands Councils in July 2010. More recently, in October 2013, the Member Development Working Group agreed that work on re-accreditation for the Charter be held in abeyance but that it be revisited if there are adequate resources to do so. It is not proposed at any further work on re-accreditation be carried out at this time.
- 2.3. Whether re-accreditation for the Charter is pursued or not, the East Midlands Councils' guidance on member development has been considered in preparing the new Strategy to ensure best practice is achieved.
- 2.4. The essential criteria for achieving the Charter are:
  - There is a clear commitment to councillor development
  - The Council has a strategic approach to councillor development
  - Learning and development is effective in building capacity.
  - The Council's processes support councillors in their role as leaders of their local communities.

- 2.5. In November 2015, the Member Development Working Group supported that proposal that the three separate existing documents be replaced with a single consolidated Member Development Strategy and Action Plan.
- 2.6. When preparing the revised strategy the following information was considered:
- Council's Corporate Plan 2015-19
  - Minutes from Member Development Working Group meetings
  - Member Training Needs survey results
  - Evaluations of past training, development and briefing events (internal and external)
  - East Midlands Councils Development Charter Guidance
  - Regional and national policy issues affecting local authorities
- 2.7. The revised Member Development Strategy 2016-2019 is attached at **Appendix 1**.
- 2.8. The aims and objectives of member development within the Council and how it links to the Corporate Plan are set out in the first sections of the Strategy.
- 2.9. The roles of elected members are also outlined, to ensure that member development addresses the various aspects of the work of members.
- 2.10. The Strategy establishes a framework for how councillors' learning and development needs will be identified and how a programme will be designed to meet these needs. It also provides a consistent approach to evaluation to ensure that learning and development activities are effective in building capacity.
- 2.11. Attached to the Strategy is an Action Plan which sets out actions for implementing the objectives. Performance against the Action Plan will be reported to the Member Development Working Group periodically.

#### Member Role Profiles

- 2.12. The Council's current Member Role Profiles were prepared in 2012 and adopted by Cabinet on 5 June 2013 for the period 2013-16. The following Role Profiles are currently in place:
- Member of the Council
  - Chair and Vice Chair of the Council
  - Leader and Deputy Leader of the Council
  - Cabinet Member
  - Chair and Vice Chair of a Scrutiny Committee
  - Scrutiny Committee Member
  - Chair and Vice Chair of a Regulatory Committee
  - Member of a Regulatory Committee
  - Chair and Vice Chair of the Standards Committee
  - Member on Standards Committee Member
  - Member on Member Development Working Group Member
  - Member of the Strategic Alliance Joint Committee

- 2.13. Role Profiles for Members are a useful tool to help define the work and roles of Councillors. They can also assist in personal development planning, for preparing member development programmes, for reviews of the members allowance scheme and boundary reviews. The demands and public expectations of Councillors are increasing and it is important that the Council defines the various roles of Members and then provides support/training to assist Members.
- 2.14. Role Profiles can also assist the Independent Remuneration Panel when reviewing the Members' Allowances Scheme.
- 2.15. The Role Profiles list the core skills that are relevant for each of the positions, identified from the core skills contained in the Local Government Association's Political Skills Framework.
- 2.16. At its meeting on 7 January 2016, the Member Development Working Group discussed that not all the current Role Profiles were required and it was suggested that Role Profiles should only exist for the standard level as a member of the Council and for those roles that received a special responsibility allowance. The Working Group therefore made the following recommendation to Cabinet:

*That the Working Group recommends that the Member Role Profiles be limited to:-*

- *Member of the Council*
- *Chair and Vice Chair of the Council*
- *Leader and Deputy Leader of the Council*
- *Leader of the Largest Opposition Group*
- *Cabinet Member*
- *Chair and Vice Chair of a Scrutiny Committee*
- *Chair and Vice Chair of a Regulatory Committee*
- *Chair and Vice Chair of the Standards Committee*

- 2.17. Other than this reduction in the number of the Role Profiles, only minor re-wording has been proposed.
- 2.18. The current Role Profiles with the proposed amendments highlighted via 'track changes' are attached at **Appendix 3**. Most of these changes are to improve the wording but do not significantly alter the meaning of the text. The key changes to highlight are:
- Removing the reference to charring Community Partnership meetings under the role of Cabinet Members.
  - Additions to the role of Member of the Council of attending and taking part in the business of the meetings of any Council Committees or Working groups appointed to, representing the Council on outside bodies, and a responsibility for personal development as a Councillor.
  - Amendment to the role of Leader and Deputy Leader to include representing the Council regionally as well as locally and nationally.
- 2.19. The Member Role Profiles that are recommended to be removed are attached at **Appendix 4**.

- 2.20. It is also proposed that the Role Profiles be included within the Constitution, which will be considered as part of the review of the Constitution currently being carried out by Standards Committee.

### **3. Consultation and Equality Impact**

- 3.1. The Member Development Strategy was considered by the Member Development Working Group and was circulated to the Chairs and Vice-Chairs of the Scrutiny Committees and the Political Group Leaders for comment.
- 3.2. An Equality Impact Assessment has been completed on the Member Development Strategy, which is attached at **Appendix 2**.
- 3.3. The Strategy sets out the objective to ensure training, development or briefing activities can be made accessible across all Members, in line with the Council's Equality Scheme.
- 3.4. The Member Role Profiles were also considered by the Member Development Working Group and were circulated to the Members currently holding these positions for their comment.

### **4. Alternative Options and Reasons for Rejection**

- 4.1. The Council is not required to have in place a Member Development Strategy so the existing Strategy could be allowed to lapse, however it is considered good practice to have an up-to-date strategy.
- 4.2. The Council is not also required to have Role Profiles so the existing Role Profiles could be allowed to lapse, however it is considered good practice to have up-to-date Role Profiles to support Members in carrying out their functions as councillors.

### **5. Implications**

#### **5.1 Finance and Risk Implications**

The resource implications are set out within the Member Development Strategy.

The Strategy aims to provide a framework to ensure that Members have the necessary skills and knowledge to carry out their roles in delivering the Council's vision and aims.

#### **5.2 Legal Implications including Data Protection**

None arising from this report.

#### **5.3 Human Resources Implications**

Member Development has dedicated support from the Governance Team, with the Senior Governance Officer as the lead officer. Other officers across the Council support Member Development activities by providing briefings and presentations and sharing information. The Council also has a dedicated Members IT and

Training Officer, who provides support and training for Members on their IT needs. The proposals in this report do not alter these arrangements.

## 6. Recommendations

- 6.1. That Cabinet approves the Member Development Strategy 2016-2019.
- 6.2. That Cabinet approves the following Member Role Profiles for 2016-2019:
  - Member of the Council
  - Chair and Vice Chair of the Council
  - Leader and Deputy Leader of the Council
  - Leader of the Largest Opposition Group
  - Cabinet Member
  - Chair and Vice Chair of a Scrutiny Committee
  - Chair and Vice Chair of a Regulatory Committee
  - Chair and Vice Chair of the Standards Committee

## Decision Information

|  |                               |
|--|-------------------------------|
| <b>Is the decision a Key Decision?</b><br>(A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards) | No                            |
| <b>District Wards Affected</b>   | N/A                           |
| <b>Links to Corporate Plan priorities or Policy Framework</b>  | Demonstrating Good Governance |

## Document Information

| Appendix No  | Title                              |
|--|------------------------------------|
| Appendix 1   | Member Development Strategy        |
| Appendix 2   | Equalities Impact Assessment       |
| Appendix 3   | Recommended Member Role Profiles   |
| Appendix 4   | Member Role Profiles to be removed |
| <b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers) |                                    |
| None   |                                    |
| <b>Report Author</b>   | <b>Contact Number</b>              |
| Donna Cairns<br>Senior Governance Officer  | (01246) 217045                     |

## Appendix 1



# Member Development Strategy

2016-2019



*We speak your language*

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Polish

*Mówimy Twoim językiem*

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French

*Nous parlons votre langue*

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Spanish

*Hablamos su idioma*

---

Slovak

*Rozprávame Vaším jazykom*

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Chinese

我们会说你的语言

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## CONTROL SHEET FOR MEMBER DEVELOPMENT STRATEGY

| <b>Strategy Details</b>  | <b>Comments / Confirmation<br/>(To be updated as the document progresses)</b>          |
|--|--|
| Strategy title   | Member Development Strategy  |
| Current status – i.e. first draft, version 2 or final version  | Draft  |
| Strategy author (post title only)  | Senior Governance Officer  |
| Location of strategy (whilst in development)<br>i.e. L-drive, shared Drive                               | Y:\Member Development  |
| Relevant Cabinet Member (if applicable)  | Cabinet Member for responsibility for Human Resources, Training and Member Development |
| Risk Assessment completed (if applicable)  | N/A  |
| Equality Impact Assessment approval date   | 15 December 2015   |
| Partnership involvement (if applicable)  | N/A  |
| Final strategy approval route i.e. Cabinet/<br>Council   | Cabinet  |
| Date strategy approved   |  |
| Date strategy forwarded to Improvement (to include on Intranet and Internet if applicable to the public) |  |



## **1. Introduction**

North East Derbyshire District Council is committed to serving the local community and providing them with the best possible services and creating a more vibrant and sustainable North East Derbyshire District. To do this, elected Members need to have the necessary skills and knowledge to carry out their role in delivering this ambition.

The Council made an on-going commitment to a Member Development Programme in 2006. The Council recognises that all Members have existing knowledge, skills and experiences that assist them in carrying out their role as Councillors. Member Development seeks to support Members in expanding and updating their knowledge and skills, as well as learning new skills and sharing their knowledge and experiences with other Members.

This Strategy replaces the most recent Member Development Strategy 2013-2016, Member Development Evaluation Strategy 2013-2016 and Member Training and Development Policy 2013-2016.

The Member Development Strategy sets out the Council's objectives for Member Development and how these objectives will be achieved. It establishes a framework for how councillors' learning and development needs will be identified and how a programme will be designed to meet these needs.

The Strategy also provides a consistent approach to evaluation to ensure that learning and development activities are effective in building capacity.

## **2. The Council's Vision and Aims**

The Council's vision is that North East Derbyshire will be a place that is clean and attractive, a place where people are proud to live and work, where they will prosper and are safe, happy and healthy.

The Council has set the following aims within the Corporate Plan 2015-2019:

- Unlocking our Growth Potential
- Providing our Customers with Excellent Service
- Supporting our Communities to be Healthier, Safer, Cleaner and Greener
- Transforming our Organisation

In order to succeed in delivering its corporate vision and aims, Members must be equipped with the skills and knowledge they need to fulfil their roles.

It is also recognised that the pace of change with local government and policy developments which affect the Council and the community adds increasing complexity for Members in fulfilling their roles.

### **3. Aims and Objectives of the Strategy**

The aim of the Strategy is to ensure that:

- Members are well-equipped, confident and able to carry out their roles effectively
- Member development activities are planned and delivered within a consistent and structured framework
- Equality of opportunity is achieved.

This Strategy is designed to provide an overall framework for member development that reflects best practice and achieves the following objectives:

- Identifying Members priority learning and development needs
- Linking Member learning and development with the Council's corporate priorities
- Delivering learning and development in innovative ways to make the best use of resources available to the Council
- Enabling Members to support community initiatives and act as advocates as appropriate
- Ensuring equality of access to member development opportunities, meetings and resources
- Evaluating member development to ensure priority needs are being met, value for money is achieved and the performance of the Council is improved.

### **4. Role of Elected Members**

The Member's role includes:

- *Representing the ward*

The primary role of a member is to represent their ward and the people who live in it. They also have a responsibility to communicate Council policy and decisions to people in the ward.

- *Decision-making*

Members have a central part to play in making decisions that impact on their ward and across the whole area covered by the Council. They will be involved in decision-making through:

- Full Council
- Cabinet (Cabinet Members only)
- Regulatory committees such as planning or licensing
- Local voluntary organisation management
- Sitting on boards and other groups as appointed to outside bodies
- Being employers of staff on appointments panels and disciplinary or grievance appeals.

- *Policy and strategy development and review*

Members influence and determine the development and review of the Council's policies and strategies. They also monitor the Council's performance. They contribute to this through their:

- Role in Overview and Scrutiny
- Involvement in advisory groups and partnerships
- Interaction with Cabinet Members
- Role as a representative on local community groups
- Case work
- Membership of a political group.

- *Overview and Scrutiny*

The Overview and Scrutiny role of Members includes:

- Monitoring and reviewing policy formulation and implementation
- Policy development
- Quality review
- Scrutiny of external bodies and agencies
- Providing a check on the activities of the Cabinet through call-in powers

- *Regulatory Duties*

Local authorities also act as regulators within certain functions and Members may be appointed to special committees that carry out these functions, such as standards, planning and licensing committees. In these roles, members are required to act independently and are not subject to the party group whip.

- *Community Leadership and Engagement*

Community leadership is at the heart of modern local government and councils are taking on new responsibilities for working in partnership with other organisations, including the voluntary and community sector, to improve services and the quality of life of citizens.

## **Role Profiles**

Role Profiles for different positions that are held by Members of the Council are agreed by Cabinet and are available for Members to refer to on the Members' Extranet. The Role Profiles are reviewed at the same time as the Member Development Strategy.

## **5. Identifying Members' Development Needs and Priorities**

The process for identifying Members' development needs and priorities will be Member-lead with officers bringing to Members' attention any training which is beneficial in carrying out their role.

Members are asked to complete a Training Needs Survey every two years, to identify what learning and development activities they have found to be effective and to assess what priorities they have for learning and development in the next two year period.

The Role Profiles adopted by Cabinet list the core skills that are relevant for each of the positions, identified from the core skills contained in the Local Government Association's Political Skills Framework. These core skills include:

- Local Leadership
- Partnership Working
- Communication Skills
- Political Understanding
- Scrutiny and Challenge
- Regulatory and Monitoring

In identifying their priority learning and development needs, Members will be asked to consider outcomes they would like to achieve in relation to the requirements of the Council and achieving the Corporate Plan, personal aspirations and developing core skills, and the community and partnerships.

Learning and development priorities will also be assessed collectively in relation to the needs of specific committees and legislative and regulatory requirements.

The Council's Strategic Alliance Senior Management Team (SAMT) will be consulted on the process to identify any additional learning and development matters to be raised with Members.

## **6. Developing a Member Development Programme**

Taking into account the identified priority development needs, the content of the development programme will seek to cover all of these needs through the most appropriate delivery methods within the areas of member development activities.

Member development activities will comprise the following areas:

### *Pre-induction*

The Council provides a brief guide called 'Being a Councillor in North East Derbyshire' which provides information about the Council and addresses some issues relevant to those considering becoming a Councillor.

Members and Officers will also be involved in initiatives promoting local democracy, to encourage participation from the community with the Council and to encourage people to consider becoming councillors, particularly from under-represented groups.

### *Induction*

New Members are provided with a welcome pack containing practical information on how the Council works and a programme of introductory briefing sessions is

arranged which provides an overview of the Council's services, the management structure and other essential information to enable new Members to commence their role.

A tour of the District is also organised to enable all Members to see a number of development/ regeneration sites within the District.

When Members join the Council as a result of a by-election, they will be given a copy of the information pack and a tailored course will be provided to cover the information from the full induction programme.

### *Two Year Development Programme*

A two year programme will be designed, taking into account the priority learning and development needs of Members, following completion and analysis of the Training Needs Survey and in consultation with SAMT.

The Member Development Programme includes:

- Member Involvement Half Days – half day opportunities for Members which provide opportunities for discussions on legislative or policy developments, service briefings, or other knowledge sharing opportunities. Presentations can be given by Members, Officers or external providers.
- Briefings and other development activities in response to local, regional or national developments
- East Midlands Councils' Programme of regional events
- Access to online learning

### *Committee specific training*

The induction process will include a series of events focussed on the specialisms of specific committees. These will take place before the first meeting of each committee to ensure Members will be prepared for the work they will be undertaking. These will include sessions on:

- Planning
- Licensing
- Audit and Corporate Governance
- Standards
- Scrutiny

Further sessions will take place throughout the year, with refresher sessions scheduled prior to the first meeting of the committees each municipal year.

Where a particular development need cannot be met within the usual programme, opportunities for external training, training with partner organisations or other activities such as online courses or workbooks will be looked into.

## **7. Delivering the Member Development Programme**

Member learning and development activities are open for all Members to attend and it is intended that all such activities should be equally accessible and conform to the Council's equal opportunities policy and practice.

In recognition of the varying development needs and preferred learning styles, the member development programme will include a range of delivery methods including workshops, presentations, written resources, and e-learning.

### *Timing of in-house sessions*

Meeting arrangements are flexible in order to provide sessions in the morning, afternoon or early evening to accommodate the needs of Members. Member Involvement Half Day events have alternated between mornings and afternoons and are included in the annual Timetable of Meetings in order to give as much notice to Members as possible. The scheduling of these meetings is reviewed each year.

When additional training or briefing sessions are organised, consideration will be given to the best time of day to schedule the meeting and Members will be consulted where appropriate.

### *Access to information and resources*

All presentations and other materials from development activities and briefing sessions will be made available to all members, including those who could not attend. These will be available on the Members' Extranet and hard copies can be supplied on request.

Information about up-coming events is provided in writing and by email. Flyers may also be placed in the Members Rooms.

All Members are also subscribed to an electronic service providing daily emails with summaries of relevant news stories and policy briefings. This subscription is kept under review.

### *Working in partnership*

The Council will work with Bolsover District Council to share best practice and deliver training locally to members in the two authorities. The Council will also look to share training opportunities with its partners and other local councils such as parish and town councils, as appropriate.

The Council benefits from a subscription to a Programme of Regional Policy Briefing Events for Councillors facilitated by East Midlands Councils (EMC). This provides two places for Members to attend events that take place six times during the year. The subscription to the programme will be reviewed annually.

The Cabinet Member with responsibility for Human Resources, Training and Member Development and officers are also invited to attend the EMC Councillor

Development Network, to share information on best practice and opportunities available in the region.

#### *External courses*

Members' attendance on external training courses is supported where the course is relevant to the member's learning and development needs and is cost-effective. Details of courses and development opportunities are circulated to all Members to ensure they are available on an equal basis. Requests for external training will be determined by the Assistant Director – Governance and Monitoring Officer in consultation with the Cabinet Member with Responsibility for Human Resources, Training and Member Development.

Requests for training or development which have significant financial or policy implications are submitted to the Member Development Working Group, who will make recommendations to Cabinet if necessary.

#### *Continuous improvement*

The delivery of the Member Development Programme will be reviewed, as detailed under the following section on Evaluation, to ensure continuous improvement is achieved.

## **8. Evaluation of Member Development**

All learning and development activities should be evaluated to provide information on effectiveness and value for money. Evaluation of learning and development activities will seek to assess the impact of the training in relation to achieving Members' priority training needs and the impact on the Council in achieving the aims of the Corporate Plan.

In appropriate circumstances, before a learning and development event, Members may be asked to complete a pre-course questionnaire to consider what they hope to gain from the session and what they hope will be achieved.

Following the conclusion of events, Members will be asked to complete a feedback form, which will be issued by the Governance Team.

The Governance Team will review the feedback forms for any immediate action that can be taken and will collate the information into an overall summary, including the number of participants. A report will then be prepared and submitted to the Member Development Working Group to enable the Group to consider the effectiveness of the event, the overall investment and value for money and how it has impacted on the performance of the Council.

Where appropriate, follow-up feedback forms, giving Members an opportunity to reflect on how they have put the learning into practice, may be given to Members to complete a few months following a learning and development event, either on paper or electronically.

The amount of evaluation processes undertaken will be proportionate to the level of the training and the demands on Members' time.

When Members attend external training courses, they will also be asked to complete a feedback form in order to capture information about the effectiveness of the session and the standard of the provider. This information will be beneficial in the planning of future training courses and considering the value for money in paying for external training.

Members will be given opportunities to provide feedback on paper forms or electronically where possible to encourage a greater return of feedback forms.

An Annual Report on Member Development will be produced which will include information on the evaluation of events during the year.

## **9. Monitoring the delivery of the Strategy**

The Strategy will be monitored by the Member Development Working Group.

The Member Development Working Group is chaired by the Cabinet Member with responsibility for Human Resources, Training and Member Development and includes representatives of the Planning, Licensing and Scrutiny Committees.

The Group oversees the whole of the Member Development Programme, evaluation and new developments.

Progress achieved on the Action Plan attached to this Strategy will be regularly reported to the Group.

## **10. Resources**

Each year the Council will identify the budget required for member development, which will incorporate the costs of internal and external courses and other training/briefing materials. The budget allocated for member development for 2016/17 is £4,000.

The Member Development Working Group monitors the level of expenditure on the member development budget and receives monitoring reports bi-annually.

Member Development has dedicated support from the Governance Team, with the Senior Governance Officer as the lead officer. Other officers across the Council support Member Development activities by providing briefings and presentations and sharing information.

The Council also has a dedicated Members IT and Training Officer, who provides support and training for Members on their IT needs.

## **11. Action Plan**

Set out below is an Action Plan for how the objectives of the Strategy will be implemented.



## STRATEGY ACTION PLAN

| Action  | Lead Officer(s)           | Target Date | Expected Outcome   | Resources    | Progress Update | Actual Outturn |
|---|---------------------------|-------------|--|--------------|-----------------|----------------|
| <b>Objective: Identifying Members priority learning and development needs</b>   |                           |             |  |              |                 |                |
| Carry out Training Needs Survey for 2017-2019 programme   | Senior Governance Officer | March 2017  | Report identifying priority training needs for Members for 2017-2019               | Officer time |                 |                |
| Consult SAMT to identify areas of training needs to bring to members attention  | Senior Governance Officer | March 2017  | Report identifying priority training needs for Members for 2017-2019               | Officer time |                 |                |
| Identify emerging topics for ad-hoc briefings for local, regional or national issues affecting the Council or the local community | Senior Governance Officer | On-going    | Regular reports to Member Development Working Group and ad-hoc briefings organised | Officer time |                 |                |
| <b>Objective: Linking Member learning and development with the Council's corporate priorities</b>                                 |                           |             |  |              |                 |                |
| Include sessions in the Member Development Programme related to the delivery of the Corporate Plan Priorities                     | Senior Governance Officer | March 2017  | Member Development Programme for 2017-2019   | Officer time |                 |                |
| Indicate the links to the Corporate Plan priorities on the agendas and invitations for member development sessions                | Senior Governance Officer | On-going    | Agendas/meeting invitations with links to Corporate Plan priorities                | Officer time |                 |                |

| Action  | Lead Officer(s)           | Target Date             | Expected Outcome  | Resources                               | Progress Update | Actual Outturn |
|---|---------------------------|-------------------------|---|---|-----------------|----------------|
| <b>Objective: Delivering learning and development in innovative ways to make the best use of resources available to the Council</b> |                           |                         |   |   |                 |                |
| Implement the Member Development Programme 2015-2017  | Senior Governance Officer | Completed by April 2017 | Member Development Programme of events delivered                                | Member Development Budget/ Officer time |                 |                |
| Promote the use of the LGA E-learning modules   | Senior Governance Officer | Periodically            | Members using the e-learning modules  | None                                    |                 |                |
| <b>Objective: Enabling Members to support community initiatives and act as advocates as appropriate</b>                             |                           |                         |   |   |                 |                |
| Prepare local democracy events in consultation with Member Development Working Group and SAMT                                       | Senior Governance Officer | Annually                | Events scheduled and delivered  | Member Development Budget/ Officer time |                 |                |
| Include effective ward councillor events in programme   | Senior Governance Officer | March 2017              | Events scheduled and delivered  | Officer time                            |                 |                |
| <b>Objective: Ensuring equality of access to member development opportunities, meetings and resources</b>                           |                           |                         |   |   |                 |                |
| Review timing of MI half days   | Senior Governance Officer | Annually in January     | Report to Member Development Working Group on the proposed calendar of meetings | Officer time                            |                 |                |

| Action  | Lead Officer(s)           | Target Date         | Expected Outcome  | Resources    | Progress Update | Actual Outturn |
|---|---------------------------|---------------------|---|--------------|-----------------|----------------|
| Include MI half days in calendar of meetings  | Governance Manager        | Annually in January | Published calendar of meetings for 2017/18, 2018/19 and 2019/20 | Officer time |                 |                |
| Review meeting timetable  | Governance Manager        | Annually in January | Published calendar of meetings for 2017/18, 2018/19 and 2019/20 | Officer time |                 |                |
| Monitor attendance at member development events at different times  | Senior Governance Officer | Quarterly           | Reports to Member Development Working Group                     | Officer time |                 |                |
| Review the accessibility of the Member Development information on the Members' Extranet   | Senior Governance Officer | Sept 2016           | Easier to access information                                    | Officer time |                 |                |
| <b>Objective: Evaluating member development to ensure priority needs are being met, value for money is achieved and the performance of the Council is improved.</b> |                           |                     |   |              |                 |                |
| Review evaluation forms (including electronic methods)  | Senior Governance Officer | Sept 2016           | Refreshed forms agreed  | Officer time |                 |                |
| Develop follow-up evaluation form   | Senior Governance Officer | Sept 2016           | New form agreed   | Officer time |                 |                |

| Action   | Lead Officer(s)           | Target Date   | Expected Outcome  | Resources                               | Progress Update | Actual Outturn |
|--|---------------------------|---|---|---|-----------------|----------------|
| Review daily news and policy briefing email subscription with LGiU   | Senior Governance Officer | Initially by April 2016<br><br>If renewed, then review annually | Report to Member Development Working Group/ subscription cancelled or renewed | Member Development Budget/ Officer time |                 |                |
| Review subscription to East Midlands Councils Programme of Regional Policy Briefing Events for Councillors | Senior Governance Officer | Annually  | Report to Member Development Working Group/ subscription cancelled or renewed | Member Development Budget/ Officer time |                 |                |
| Produce Member Development Annual Report   | Senior Governance Officer | Annually  | Report to Member Development Working Group and Cabinet                        | Officer time                            |                 |                |



## Equality Impact Assessment

### Responsibility and Ownership

Name of policy, practice, service or function: Member Development Strategy

Responsible department: ...Governance.....

Service area: .....Governance.....

Lead Officer: .....Senior Governance Officer.....

### Other members of assessment team

| Name        | Position            | Area of expertise |
|-------------|---------------------|-------------------|
| Amar Bashir | Improvement Officer |                   |
|             |                     |                   |
|             |                     |                   |
|             |                     |                   |

**Scope of the assessment**

|   |   |  |
|---|---|--|
| 1 | <b>What are the main aims/objectives or purpose of the policy, strategy, practice, service or function?</b>     | The aim of the Strategy is to ensure that:<br>- Members are well-equipped, confident and able to carry out their roles effectively<br>- Member development activities are planned and delivered within a consistent and structured framework<br>- Equality of opportunity is achieved. |
| 2 | <b>Are there any external factors we need to consider like changes in legislation?</b>                          | Member Development needs to ensure that Members are up-to-date with legislation and the evolution with the role of Councillors   |
| 3 | <b>Who implements the policy, strategy, practice, service or function?</b>                                      | Members and Governance Team  |
| 4 | <b>Who is affected by the policy, strategy, practice, service or function?</b>                                  | Members, officers delivering the member development programme  |
| 5 | <b>What outcomes do we want to achieve, why &amp; for whom?</b>   | Members are well-equipped, confident and able to carry out their roles effectively   |
| 6 | <b>What existing evidence do you have on the impact of the policy, strategy, practice, service or function?</b> | Existing Strategy monitored by Member Development Working Group, Evaluation Reports for all development activities carried out   |
| 7 | <b>How is information about the policy, practice, service or function publicised?</b>                           | Strategy will be on Members' extranet and information about member development activities will be provided by emails and/or letters to Members and flyers in the Members' Room etc.  |

## Identifying Potential Equality Issues

Consider any impacts / barriers on each of the protected characteristics set out below and consider any that might cross over eg: between race / disability, gender / religion and belief, sexuality / age etc. Indicate where the policy, practice, service or function could have a positive or negative impact for different groups and your reasons. Specify which data sources have informed your assessment.

| Race     |  |  |
|----------|--|--|
| <b>8</b> | <b>Identify any adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race</b> |  |
|          | White  | English / Welsh / Scottish / Northern Irish / British<br>Irish<br>Gypsy or Irish Traveller<br>Any other White background   |
|          |  | No adverse impacts or barriers identified for Members of any race as access to member development is open to all.<br><br>The Strategy and Member Development materials may be translated into other languages where necessary.<br><br>The Strategy also seeks to promote engagement with the community, including all races, and encourage people to consider becoming a councillor, particularly from under-represented groups.<br><br>Equality training for Members will be included in the programme. |
|          | Asian / Asian British  | Indian<br>Pakistani<br>Bangladeshi<br>Chinese<br>Any other Asian background  |
|          |  | As above   |
|          | Black / African / Caribbean / Black British  | African<br>Caribbean<br>Any other Black / African / Caribbean / Black British background   |
|          |  | As above   |
|          | Any other ethnicity  | Arab<br>Any other ethnic group   |
|          |  | As above   |

|                     |
|---------------------|
| <b>Sex / gender</b> |
|---------------------|

|          |   |  |
|----------|---|--|
| <b>9</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender</b> |  |
|          | Female  | No adverse impacts or barriers identified for Members on the basis of sex/gender as access to member development is open to all. |
|          | Male  | As above   |
|          | Transgender   | As above   |

|            |
|------------|
| <b>Age</b> |
|------------|

|           |  |  |
|-----------|--|--|
| <b>10</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age</b> |  |
|           | 0-9 years  | Member Development activities are primarily for Councillors and the minimum age for eligibility is 18 years old.   |
|           | 10-15 years  | Some Member Development activities are targeted for promoting community engagement and events may take place promoting local democracy with young people in schools and elsewhere.   |
|           | 16-18 years  | As above   |
|           | 19-24 years  | No adverse impacts or barriers identified for Members on the basis of age as access to member development is open to all, however there is a possibility that there could be an indirect adverse impact on younger adults who may be more likely to work as most member development activities take place on week days between 9am-5pm. The timing of sessions is always kept under review based on views from Members on the Council. |
|           | 25-34 years  | As above   |
|           | 35-44 years  | As above   |
|           | 45-54 years  | As above   |
|           | 55-59 years  | As above   |
|           | 60-64 years  | As above   |
|           | 65 years and over  | As above   |



| <b>Disability</b> |   |  |
|-------------------|---|--|
| <b>11</b>         | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability or long term ill health</b> |  |
|                   | Physical mobility impairments or  | No adverse impacts or barriers identified.<br>Member Development sessions take place at the District Council Offices which have adaptations for accessibility for Members with physical or mobility impairments  |
|                   | Sensory (hearing, visual, speech)   | No adverse impacts or barriers identified.<br>The Strategy and other written Member Development can be provided in alternative formats, such as large print or Braille.<br>Meeting rooms at the District Council Offices have microphones and speakers with the loop system. |
|                   | Mental health   | No adverse impacts or barriers identified.   |
|                   | Learning disabilities   | No adverse impacts or barriers identified.<br>Member Development is delivered through a range of methods to take account of different learning styles.<br>Tailored or individual sessions can be designed where appropriate or training materials can be adapted.            |
|                   | Non-visible conditions such as epilepsy or diabetes   | No adverse impacts or barriers identified.<br>Tailored or individual sessions can be designed where appropriate or training materials can be adapted.  |

| <b>Religion or belief</b> |
|---------------------------|
|---------------------------|

|           |   |   |
|-----------|---|---|
| <b>12</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief, including non belief</b> |   |
|           | No religion   | No adverse impacts or barriers identified.  |
|           | Christian   | No adverse impacts or barriers identified.<br>Member Development sessions are scheduled to avoid religious holidays, the annual meeting schedule is consulted on with officers and Members before being approved by Members. Where ad hoc meetings are arranged, or where there may be a clash with a religious holiday or festival, alternations to the days or times can be made. |
|           | Buddhist  | As above  |
|           | Hindu   | As above  |

|           |   |          |
|-----------|---|----------|
| <b>12</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief, including non belief</b> |          |
|           | Jewish  | As above |
|           | Muslim  | As above |
|           | Sikh  | As above |
|           | Any other religion  | As above |
|           | Any other philosophical belief  | As above |

|                           |
|---------------------------|
| <b>Sexual orientation</b> |
|---------------------------|

|           |   |  |
|-----------|---|--|
| <b>13</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexual orientation</b> |  |
|           | Heterosexual  | No adverse impacts or barriers identified. |
|           | Lesbian   | As above                                   |
|           | Gay   | As above                                   |
|           | Bisexual  | As above                                   |
|           | Prefer not to say   | As above                                   |

|                         |
|-------------------------|
| <b>Other categories</b> |
|-------------------------|

|           |  |  |
|-----------|--|--|
| <b>13</b> | <b>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of other factors</b> |  |
|           | Rural / urban  | Member Development events tend to take place at the District Council Offices, however Members can access resources electronically from home. Members can also claim travel expenses for attending Member Development events. |
|           | Carers   | Members can claim dependents' carers' allowance for attending committees or sub committees and other approved duties, such as member development events included in the timetable of meetings.                               |
|           | Child poverty  | No adverse impacts or barriers identified.   |
|           | Social value   | No adverse impacts or barriers identified.   |
|           | Any other  |  |

**Analysing the information and setting equality objectives and targets**

| Service or function | Policy or practice | Findings | Which groups are affected and how | Whose needs are not being met and how? |
|---------------------|--------------------|----------|-----------------------------------|--|
|                     |                    |          |                                   |  |
|                     |                    |          |                                   |  |
|                     |                    |          |                                   |  |
|                     |                    |          |                                   |  |

**Document the evidence of analysis**

| Data or information                          | When and how was it collected?  | Where is it from?                                    | What does it tell you?   | Gaps in information  |
|--|---|--|--|--|
| Customer feedback and complaints             | Member Development Evaluation Forms and Reports   | Members completing feedback forms after events       | Member's satisfaction with Member Development activities, how accessible they were etc | Feedback on accessibility is not provided from Members who haven't attended events |
| Consultation and community involvement       | Members are consulted on the Strategy and the Member Development Programme through the Member Development Working Group<br>SAMT and officers are also consulted in devising the programme | Member Development Working Group reports and Minutes | Members views on how Member Development should be delivered                            |  |
| Performance information including Best Value | N/A   |  |  |  |
| Take up and usage data                       | Attendance is monitored for Member Development events   | Attendance sheets from events                        | Which Members have attended, broken down by times etc                                  | Access to electronic training materials is not monitored                           |

| Data or information  | When and how was it collected?                        | Where is it from?  | What does it tell you?                | Gaps in information |
|--|---|--|---------------------------------------|---------------------|
| Comparative information or data where no local information available       | Best practice information shared at regional meetings | East Midlands Councils Councillor Development Network meetings | Establishing best practice            |                     |
| Census, regional or national statistics                                    | N/A   |  |                                       |                     |
| Access audits or other disability assessments                              | N/A   |  |                                       |                     |
| Workforce profile  | N/A   |  |                                       |                     |
| Where service delivered under procurement arrangements – workforce profile | N/A   |  |                                       |                     |
| Monitoring and scrutiny arrangements                                       | Member Development Working Group                      | Member Development Working Group reports and Minutes           | How the strategy is being implemented |                     |

## Recommendations and Decisions

### Take immediate action by:

|   |      |
|---|------|
| Amending the policy, strategy, practice, service or function              | None |
| Use an alternative policy, strategy, practice, service or function        |      |
| Develop equality objectives and targets for inclusion in the service plan |      |
| Initiate further research   |      |
| Any other method (please state)   |      |

All actions must be listed in the following Equality Impact Assessment Improvement Plan Summary

**Equality Impact Assessment Improvement Plan Summary**

Name of policy, practice, strategy, service or function .....

Department .....

Date of assessment .....

Please list all actions, recommendations and/or decisions you plan to take as a result of the equality impact assessment.

| Recommendation/Decision | Action Required | Responsible Officer | Target Date | Resources | Progress | Actual Outcome |
|-------------------------|-----------------|---------------------|-------------|-----------|----------|----------------|
|                         |                 |                     |             |           |          |                |
|                         |                 |                     |             |           |          |                |
|                         |                 |                     |             |           |          |                |

Please state where the departmental electronic assessment will be kept:

.....

## EIA Assessment Group

|                                     |            |  |
|-------------------------------------|------------|--|
| Date of assessment                  | 15/12/2015 |  |
| Sub group approval                  | Yes        |  |
| Subject to minor amendments         | No         |  |
| Date published on corporate website |            |  |
|                                     |            |  |

Copies of all EIAs are stored on PERFORM.

The Council publishes its Equality Impact Assessments as evidence of the analysis that it undertook to establish whether its policies, strategies, practices, services and functions would further or would have furthered the 3 aims of the general equality duty, details of the information that it considered and details of engagement undertaken when doing the analysis.

The general duty requires the council to:

- Eliminate discrimination, harassment & victimisation
- Advance equality
- Foster good relations between different groups

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

**ROLE PROFILE**

**MEMBER OF THE COUNCIL**

**Key Responsibilities**

- To act collectively as a Member of Council in policy making and carrying out a number of strategic and corporate management functions.
- To represent your communities and bring your views to the Council's decision making process, acting as an advocate of and for their communities.
- To work to balance different interests within your Ward and represent the Ward as a whole fairly and honestly.
- To deal with individual casework and act to forward the issues raised to the relevant Council Directorate ensuring that the matter is progressed.
- To contribute to the good governance of the District and encourage community and public involvement in the Council's decision making process.
- To be involved in the Council's decision making process.
- To maintain the highest standards of conduct and ethics.
- To attend and take part in the business of the meetings of any Council Committees or Working groups appointed to.
- To represent the Council on any outside bodies appointed to.
- To be responsible for personal development as a Councillor.

**Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Member of the Council, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIR & VICE CHAIR OF THE COUNCIL**

##### **Role purpose:**

##### **Chair:**

- To meet the responsibilities of a Member as a community representative.
- To Chair Council meetings.
- To lead the Council on civic and ceremonial matters.
- To carry out civic and ceremonial responsibilities.

##### **Vice Chair:**

- The Vice Chair will support and assist the Chair and will undertake the duties of Chair of the Council in the absence of the Chair and carry out their civic and ceremonial duties at the direction of the Chair.

##### **Key Responsibilities**

##### ***In addition to carrying out the functions set out in the role profile for a Member:***

- To chair meetings of the Council with fairness and equality having regard to the Council's Constitution and rules of debate.
- To preside over civic functions, including hosting the annual civic service and the reception following the annual meeting.
- To act as an ambassador for the Council in promoting North East Derbyshire and the Council's aims.
- To represent the Council at events.
- To encourage public participation and community engagement with the Council through chairing Council meetings in an open and accessible way.
- To observe civic protocols when undertaking the civic and ceremonial role.
- To participate in any relevant training/development activities required to support them in their role as Chair/Vice Chair of the Council.

##### **Relevant Core Skills**



There are six core skill areas for all Councillors. All six are relevant to the role of Chair and Vice Chair of the Council, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **LEADER AND DEPUTY LEADER**

##### **Role Purpose:**

##### **Leader:**

- To meet the responsibilities of a Member as a community representative.
- To provide political leadership in building support for Council strategies and policies.
- To provide clear leadership in the co-ordination of policies, strategies and service delivery.
- To work in partnership with others to deliver the Council's vision for the communities which the Council represents and serves.

##### **Deputy Leader:**

- The Deputy Leader will support and assist the Leader of the Council and carry out their role in the absence of the Leader.

##### **Key Responsibilities**

##### ***In addition to carrying out the functions set out in the role profile for a Member:***

- To appoint Members to the Cabinet and define their portfolio roles.
- To chair meetings of the Cabinet – in accordance with the requirements of the Council's Constitution.
- To fulfil the role of a Portfolio Holder by providing effective leadership within the portfolio.
- To manage and lead the work of the Cabinet by ensuring its work meets the Council's policy objectives and is in accordance with any relevant legal requirements as set out in statute/common law or the Council's Constitution.
- To support individual and collective performance within the Cabinet and facilitate future development of colleagues by appropriate Member Development and by advising and mentoring colleagues.
- To encourage Member involvement in training and development and also to provide support and mentoring to individual Members of their group.
- To work closely with other Cabinet Members by providing leadership and support to ensure the continuing development of effective Council policies that deliver high quality services to local people.

- To support and provide continuing commitment to high standards of behaviour and governance in accordance with the requirements of the Members Code of Conduct.
- To work with the Chief Executive and the Council's Strategic Alliance Management Team in relation to the strategic vision of the Council, and the achievement of the Council's Strategic Objectives.
- To show due care and respect in all working relationships as required by the Members Code of Conduct and the Officer/Member Protocol.
- To provide leadership when working with the Council's partners and when liaising with various community groups in the District.
- To act as a leader for the local community by showing integrity, honesty and desire to provide solutions for the general benefit of the public the Council serves.
- To represent the Council both locally within the District, regionally and nationally as appropriate.

### **Relevant Core Skills**

There are six core skill areas for all Councillors. Five are relevant to the role of Leader and Deputy Leader of the Council, together with the three additional ones listed:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring;
- Providing Vision;
- Managing Performance;
- Excellence in Leadership.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **LEADER OF THE LARGEST OPPOSITION GROUP**

##### **Role purpose:**

- To provide effective leadership and strategic direction for the Main Opposition Group.
- To ensure constructive challenge of the Council's strategies and policies.
- To provide leadership in building a political consensus for the communities which the Council represents and serves.

##### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To provide leadership for the Opposition Group and be the principal political spokesperson for the Group.
- To appoint Members to the Shadow Cabinet and define their roles, as well as prepare for Shadow Cabinet meetings and chair them.
- To ensure effective communication between Opposition Group Members, including preparation of agendas and associated paper work for Opposition Group meetings, in addition to chairing Opposition Group meetings.
- To ensure effective communication between the Opposition Group, other political groups, officers of the Council and, whererelevant, other people from the community, partners and organisations.
- To have a strategic awareness of issues facing the Council and co-ordinate Opposition Group Members in order to provide appropriate challenge and constructive proposals.
- To act as a representative of their political group, e.g. at County Leaders Forum and as an Opposition Group Leader at East Midlands Councils.
- To encourage Member Involvement in training and development and also to provide support and mentoring to individual Members of their Group.

## **Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Leader of the Main Opposition Group, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CABINET MEMBER**

#### **Role Purpose:**

- To meet the requirements of a Member as a community representative.
- To undertake duties and responsibilities allocated to Cabinet Members.

#### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To work as a member of the Cabinet team in accordance with the principle of collective responsibility for Cabinet decisions.
- To work closely with the relevant Director to ensure that the work within the Portfolio supports the achievement of the Council's Corporate Objectives.
- To give political direction to and work with officers within the Portfolio(s) for which they have responsibility.
- To provide leadership within the Portfolio(s) for which they have responsibility.
- To work closely with the relevant Director to ensure close liaison and a clear understanding of each other's roles.
- To work with officers to formulate policy documents both strategic and statutory.
- To work with stakeholders and support the work of their Portfolio in discussion with stakeholders.
- To report to the Leader, Cabinet, Council and appropriate Scrutiny Committee(s), providing information and details as appropriate regarding the work of the Portfolio(s).
- To recognise and contribute to work which cuts across portfolios, or which involves matters of collective responsibility.
- To act as a representative of the Cabinet, explaining the work of their Portfolio by liaising closely with the local community, attending meetings and working with partners to pursue common aims and objectives.

## **Relevant Core Skills**

There are six core skill areas for all Councillors, together with two more for Cabinet Members (Providing Vision and Managing Performance). The core skill areas relevant for a Cabinet Member are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring;
- Providing Vision;
- Managing Performance.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIR AND VICE CHAIR OF SCRUTINY COMMITTEE**

##### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- Responsibility for effective Scrutiny in North East Derbyshire.
- Leading and promoting the Scrutiny function.
- Managing and co-ordinating scrutiny work in conjunction with the Overview and Scrutiny Manager
- Supporting the continuing development of Scrutiny.

##### **Key Responsibilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

##### **Leading and promoting scrutiny:-**

- To develop a constructive working relationship with all Cabinet Portfolio Holders.
- To develop and maintain a constructive working relationship with the Directors/Assistant Directors in the areas that the Committee scrutinises.
- To represent the Scrutiny Committee on relevant boards and panels of the Council.
- To ensure that Scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- To represent North East Derbyshire District Council when required at regional and national Scrutiny events.

##### **Managing and co-ordinating overview and scrutiny:-**

- To chair meetings of the Scrutiny Committee.
- To ensure that Scrutiny procedure rules and the Council's Code of Conduct are adhered to.
- To ensure that all members of the Scrutiny Committee are engaged and have the opportunity to contribute to the Scrutiny process.

##### **Supporting the continuing development of scrutiny:-**

- To maintain an overview of Scrutiny in North East Derbyshire District Council and learn from best practice elsewhere.



- To ensure the continuing development of Scrutiny in North East Derbyshire District Council through improving both how it is organised as well as the practice.
- To develop an awareness and understanding of the cross-cutting themes and priorities which may arise in the work of the Scrutiny Committees.
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in Scrutiny matters.
- To participate in relevant training/development activities required to support roles of Chair/Vice Chair.
- To support and encourage all Members in their Scrutiny work and to ensure that it is focused on supporting the achievement of the Council's Corporate Priorities.
- In conjunction with the Portfolio Member for Member Development, to encourage and support colleagues to participate in Member Development/Training activities relevant to the work of Scrutiny.

### **Relevant Core Skills**

There are six core skill areas for all Councillors. Five are relevant for the role of Chair and Vice Chair of a Scrutiny Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIR AND VICE CHAIR OF A REGULATORY COMMITTEE (LICENSING AND PLANNING COMMITTEES)**

##### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- To lead the work of the Regulatory Committees/Sub-Committees.

##### **Key Responsibilities:**

##### ***In addition to carrying out the functions set out in the role profile for a Member:-:***

- To Chair the Committee/Sub-Committee, including:-
  - (a) Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
  - (b) Ensuring that applicants or other interested parties are satisfied as to the transparency of the regulatory process.
  - (c) Demonstrating integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
  - (d) Delegating (through the Committee) actions to sub-committees as appropriate.
- To act as an ambassador for the regulatory committee, facilitating understanding of the role and responsibilities.
- To follow the technical, legal and procedural requirements and to oversee the functions of the Committee(s) correctly and fairly.
- To ensure thoroughness and objectivity by the Committee(s), receiving and responding to professional advice in the conduct of meetings and in individual cases/applications at committee/sub-committee meetings.
- To develop and maintain the integrity of the Committee(s) and the decision making process.
- 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.
- To undertake any relevant training/development activities required as part of the role as Chair/Vice Chair of a Regulatory Committee(s).

The Vice Chair will work with and support the Chair and will undertake the duties and responsibilities of the Chair in the absence of the Chair.

### **Relevant Core Skills**

There are six core skill areas for all Members. Five are relevant for the role of Chair and Vice Chair of a Regulatory Committee (Licensing and Planning Committees), these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **CHAIR AND VICE CHAIR OF STANDARDS COMMITTEE**

##### **Role Purpose:**

- To meet the responsibilities of a Member as a community representative.
- To lead the work of the Standards Committee and Chair its meetings.

##### **Key Responsibilities:**

##### ***In addition to carrying out the functions set out in the role profile for a Member:-:***

- To Chair the Committee, including:-
  - (a) Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
  - (b) Ensuring that interested parties are satisfied as to the transparency of the regulatory process.
  - (c) Demonstrate integrity and impartiality in decision making which accords with legal and constitutional requirements.
  - (d) Delegating (through the Committee) actions to sub-committees as appropriate.
  - (e) Promote high standards of Member and Co-opted Member Conduct across the Council and amongst Town and Parish Councils in the District.
- To act as an ambassador for the Standards Committee, facilitating understanding of its role and responsibilities.
- To follow the technical, legal and procedural requirements and to oversee the functions of the Committee correctly and fairly.
- To ensure thoroughness and objectivity by the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases at committee/sub-committee meetings.
- To develop and maintain the integrity of the Committee and the decision making process.
- To understand the respective roles of Members, officers and external parties operating within the Committee's area of responsibility.

- Working in conjunction with the Chair of the Member Development Working Group to promote participation in any training/development activities relevant to the Committees role.

The Vice Chair will work with and support the Chair and will undertake the duties and responsibilities of the Chair in the absence of the Chair.

### **Relevant Core Skills**

There are six core skill areas for all Members. Six are relevant to the role of Chair and Vice Chair of the Standards Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

**Member Role Profiles Recommended To Be Removed**

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

**ROLE PROFILE**

**LEADER OF THE MINORITY OPPOSITION GROUP**

**Role purpose:**

- To provide effective leadership and strategic direction for the Minority Opposition Group.
- To ensure constructive consideration of the Council's strategies and policies.
- To provide guidance and support to colleagues within the Minority Opposition Group.

**Key Accountabilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To coordinate consideration of the Council's strategies and policies and determine whether support/criticism is appropriate on a case by case basis.
- To ensure effective communication between Minority Opposition Members, including preparation of agendas and associated paper work for Minority Opposition Group meetings; in addition to Chairing Minority Opposition Group meetings.
- To ensure effective communication between the Minority Opposition Group, other political groups, officers of the Council and relevant others from the community, partners and organisations.
- To encourage Member involvement in training and also to provide support and mentoring to individual Members of their Group.

**Relevant Core Skills**

There are six core skill areas for all Councillors. All six are relevant to the role of Leader of the Minority Opposition Group, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **SCRUTINY COMMITTEE MEMBER**

##### **Role Purpose:**

- To meet the basic requirements of a Member as a community representative.
- To undertake duties and responsibilities allocated to Scrutiny Committee Members.

##### **Key Accountabilities:**

***In addition to carrying out the functions set out in the role profile for a Member, responsibility for the following:-***

- To work with Member colleagues and officers to maintain an overview of Scrutiny in North East Derbyshire District Council and to learn from best practice elsewhere.
- To participate in all Scrutiny work undertaken by the themed Committee(s) of which you are a member.
- Work to develop a good working knowledge of the Council service areas which are the subject of Scrutiny work.
- Develop a constructive working relationship with Cabinet colleagues and work to ensure that scrutiny supports Cabinet in the achievement of the Council's strategic objectives.
- Work with Member colleagues to ensure that all Members of Scrutiny are engaged and have the opportunity to contribute to the Scrutiny process.
- Ensure the continuing development of Scrutiny in North East Derbyshire by working to publicise and communicate its role, work and contribution to the Council's Strategic Objectives.
- Work with Member colleagues and Officers to encourage the involvement of all interested parties, stakeholders, voluntary and community groups in Scrutiny matters.
- Participate in relevant learning and development activities relating to the work of Scrutiny.
- Ensure that the requirements of the Council's Constitution in respect of the Scrutiny Procedure Rules and Councillor Call for Action are adhered to.

## **Relevant Core Skills**

There are six core skills areas for all Councillors. Five are relevant for the role of a Scrutiny Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge.



## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **MEMBER OF A REGULATORY COMMITTEE (LICENSING AND PLANNING COMMITTEES)**

##### **Role Purpose:**

- To meet the basic responsibilities of a Member as a community representative.
- To work as a Member of the Regulatory Committees/Sub-Committees.

##### **Key Accountabilities:**

##### ***In addition to carrying out the functions set out in the role profile for a Member:-:***

- To act as an ambassador for the Regulatory Committee, facilitating understanding of the role and responsibilities.
- To follow the technical, legal and procedural requirements and to oversee the functions of the Committee(s) correctly and fairly.
- To ensure thoroughness and objectivity by the Committee(s), receiving and responding to professional advice in the conduct of meetings and in individual cases/applications at committee/sub-committee meetings.
- To develop and maintain the integrity of the Committee(s) and the decision making process.
- 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.
- To undertake any relevant training/development activities required as part of the role as a Member of a Regulatory Committee(s).

##### **Relevant Core Skills**

There are six core skill areas for all Members. Five are relevant for the role of a Member of a Regulatory Committee (Licensing and Planning Committees), these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **MEMBER OF STANDARDS COMMITTEE**

##### **Role Purpose:**

- To meet the basic responsibilities of a Member as a community representative.
- To work with Member colleagues on the Standards Committee.

##### **Key Accountabilities:**

##### ***In addition to carrying out the functions set out in the role profile for a Member:-***

- Promote high standards of Member and Co-opted Member conduct across the Council and amongst Town and Parish Councils in the District.
- Have knowledge and practical understanding of the requirements of the Localism Act 2011 regarding the Members Code of Conduct, other legislative changes and relevant case law regarding Members and Co-opted Members conduct.
- Demonstrate integrity and impartiality in decision making which accords with the legal and constitutional requirements.
- Work with the Chair of the Standards Committee and the Portfolio Member for Member Development to champion Standards training across the Council.
- Sit as a Member of a Sub-Committee to hear allegations that a Member/Co-opted Member or Parish/Town Councillor or Co-opted Member has breached the Members Code of Conduct.
- Consideration of reports relating to the Council's responsibilities in respect of the Regulation of Investigatory Powers Act 2000 and the associated regulations.
- Understanding of the respective roles of Members, Officers and external parties operating within the Committees area of responsibility.
- Work to promote and support good governance by the Council.
- To undertake any relevant training/development activities necessary to support their role as a Member of the Standards Committee.

## **Relevant Core Skills**

There are six core skill areas for all Members. Six are relevant to the role of a Member on Standards Committee, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Scrutiny and Challenge;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **MEMBER OF MEMBER DEVELOPMENT WORKING GROUP**

##### **Role Purpose:**

- To meet the basic responsibilities of a Member as a community representative.
- To oversee, monitor and advise Cabinet/Council on all aspects of Member Development arrangements.
- To promote Member Development, learning and training activities for all Councillors so that they have the skills, knowledge and confidence to fulfil their diverse roles as elected Members.
- To ensure that Member Development, learning and training activities are available to all Members on a basis of equality of access.

##### **Key Accountabilities:**

- To develop a process which supports Member learning and development and agree and support a strategy which is appropriate to all the Political Groups on the Council.
- Monitor development/learning events and activities for relevance, appropriateness and ensuring that they are cost effective.
- Advise on development programmes, e.g. induction, Committee specific training.
- To consider and recommend as appropriate the following:-
  - Member Development Strategy
  - Member Development and Training Policy
  - Member Development Evaluation Strategy
  - Training/Development Programmes for each municipal year
- Consider new initiatives for learning and development.
- Recommend ways for assisting Councillors to develop their skills, knowledge and confidence so that they are well equipped to fulfil their roles and responsibilities.
- To assess and prioritise Member Development and learning requirements.
- To ensure that there is an equality of provision so that there is a fair and cost effective allocation of resources and opportunities for Member participation in development and learning events.
- To ensure the development events, including Member Involvement Half Days and Committee specific training are appropriate to Members needs, well structured and

publicised and have clear learning objectives so as to encourage good attendance and participation.

- To undertake evaluation on an ongoing basis to ascertain Members views on development opportunities so that future events are focused clearly on Members requirements and met the stated learning objectives.

### **Relevant Core Skills**

There are six core skill areas for all Members. Five are relevant to the role of Member on the Member Development Working Group, these are:-

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring.

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **ROLE PROFILE**

#### **MEMBER OF THE STRATEGIC ALLIANCE JOINT COMMITTEE**

##### **Role Purpose**

To be a Member of the Strategic Alliance Joint Committee of Bolsover District and North East Derbyshire District Councils.

##### **Key Accountabilities**

To act as a Member of the Joint Strategic Alliance Committee in the following matters:-

- To develop a Strategic Transformation Programme for consideration and approval by both Councils.
- To monitor and advise both Councils on the implementation of the Strategic Transformation Programme.
- To develop an Action Plan for the implementation of the Strategic Transformation Programme for consideration and approval by both Councils.
- To submit reports and recommendations in respect of the Strategic Alliance to both Councils Cabinet/Executive or Council as appropriate for consideration and approval.

##### **Relevant Core Skills**

There are six core skill for all Councillors. The core skills relevant for a Member of the Strategic Alliance are:

- Local Leadership;
- Partnership Working;
- Communication Skills;
- Political Understanding;
- Regulating and Monitoring.