



North West Employers'

PROPOSAL FOR A PROJECT TO RESEARCH AND COMPILE A SET OF MEMBER ROLE DESCRIPTIONS FOR COPELAND BOROUGH COUNCIL

North West Employers has been invited to provide a proposal for the researching and compiling of a set of member role descriptions for Copeland Borough Council. The set of member role descriptions are to include:

- Elected Member (Generic)
- Mayor
- Leader
- Executive Member
- Chair of a regulatory committee
- Member of a regulatory committee
- Scrutiny Chair
- Scrutiny Member

The aim of this project is to provide the completed role descriptions so that the Council can consider adopting them by 1st March 2007. The following also incorporates the estimated timings and costings.

Phase 1: During January 2007

Information gathering/consultation with approximately 7 consultation interviews with members (and possibly including one or more officers) in key roles: for example, Leader, Chair of O & S, Chair of Planning Panel, Chair of Licensing Committee, Chair of Member Training and Development Steering Group, Experienced member (possibly ex-mayor, non-executive/non-Chair role) - three days @ £450 per day + vat

Phase 2: During January 2007

The compilation of an initial set of draft role descriptions based upon the information gathered via 1:1 interviews (as outlined above) To include research/comparison with role descriptions from various other sources/authorities. Provide Member Training and Development Steering

Group with the initial version of the member role descriptions set for their January 2007 meeting - three days @ £450 per day + vat

Phase 3: During early February 2007

Circulate the initial set of draft role descriptions electronically to all or an agreed sample group of Copeland Council members for final consultation. Re-draft role descriptions based upon feedback from this consultation exercise. Resubmit completed set of member role descriptions to the Member Training and Development Steering Group - one day @ £450 per day + vat

Outline of Costs for Project

Activity	Time	Cost
Phase 1: Information gathering/initial consultation with 7 x 1:1 interviews	3 Days	£1,950.00
Phase 2: Prepare initial version of member role descriptions for member training steering group	3 Days	£1,350.00
Phase 3: Electronically circulate the set of member role descriptions to all/sample group of members, then revise based upon the feedback and submit completed final version to the Council.	1 Day	£450.00

TOTAL £3,750.00
(+ VAT + Expenses)