

## **MEMBER TRAINING AND DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 23 NOVEMBER 2006**

**Present:** Councillors Mrs M Barnes (Chairman); J Hewitson (Deputy Chairman); B Dixon; K Hitchen; F McPhillips; N Williams

An Apology for absence was received from Councillor P Watson.

**Officers:** T Capper, Democratic Services Manager; L Taylor, Member Services Technical Support Officer

#### **Minutes**

The minutes of the meeting held on 10 November 2006 were signed by the Chairman as a correct record.

#### **MTP 56 Member Role Descriptions**

The Panel considered a proposal from Kevin Scallon of North West Employers to assist the Council in preparing a set of role descriptions for members. Examples of role descriptions from three other authorities were noted. Consideration was given to which roles should be included in the project. Members stressed that the role descriptions would need to be flexible, due to the possible reorganisation of the authority, should include skills/aptitudes as well as duties and responsibilities, and for the generic role, the role of the Councillor in community leadership.

It was agreed that the project should include role descriptions for the following:-

- Elected Member (Generic Role, which would also cover OSC Membership)
- Leader
- Opposition Leader
- Executive Member
- OSC Chair
- Regulatory Committee Chair
- Committee Chair

Members discussed the initial phase of the project, which would take place in January 2007, and would include one to one interviews with Member and Officers. The panel agreed that the interviews should take place with a cross section of Members from different areas,

different parties, and should include Members with differing lengths of service.

It was agreed that the consultation interviews would include the Leader, Opposition Leader, Executive Members, Scrutiny Chairs, Regulatory Chairs and Committee Chairs, and at least two relevant officers.

The Panel were informed that the first draft version of the member role descriptions would be available for consideration by the end of January.

The Meeting closed at 3.40pm

Chairman