



Report of the Head of Democratic Services

Council – 17 March 2022

Review of Councillors Handbook – Role Descriptions & Person Specifications

Purpose:	To approve the reviewed Section D of the Councillors Handbook – Role Descriptions & Person Specifications as recommended by the Democratic Services Committee.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The Welsh Local Government Association's (WLGA) "Framework Member Role Descriptions and Person Specifications - June 2021" and the Swansea Council specific Role Descriptions as set out in Appendices A & B respectfully be adopted as Section D of the Councillors Handbook. 2) The Head of Democratic Services be delegated authority to update Section D of the Councillor Handbook to ensure its constant alignment with the WLGA's future publications.
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Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Councillors Handbook provides information to Councillors / Co-opted Members. Sections A-C of the Councillors Handbook was reviewed by the Democratic Services Committee on 10 January 2022. Section D "Role Descriptions & Person Specifications" was reviewed by the Committee on 14 February 2022.

1.2 The review aimed to ensure that the information was correct and reflected any new working arrangements.

1.3 The entire Councillors Handbook may be viewed at www.swansea.gov.uk/cllrshandbook

2. Section D - Role Descriptions & Person Specifications

2.1 Section D is currently mainly in line with the WLGA's Framework of Member Role Descriptions and Person Specifications – June 2021. However, there are a number of Swansea Council specific entries:

- i) Councillor Job Roles
- ii) Scrutiny Convener Role Description
- iii) Equality Member Champion - Role Description
- iv) Chair of Policy Development Committee

2.2 It is proposed that the current Section D be replaced in its entirety with the WLGA's Framework of Member Role Descriptions and Person Specifications as set out in **Appendix A** of the report.

2.3 The Swansea Council specific entries as set out in **Appendix B** of the report be added to those in **Appendix A** to form the new Section D of the Councillors Handbook.

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

4.1 There are no specific legal implications associated with this report.

5. Integrated Assessment Implications

5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.

- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 5.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 5.4 An IIA screening has been undertaken and no adverse implications have been noted.
- 5.5 The review seeks to align Section D of the Councillors Handbook to match that of the WLGA Framework.

Background Papers: None

Appendices:

- Appendix A WLGA Framework Member Role Descriptions and Person Specifications - June 2021.
- Appendix B Swansea Council Specific Role Descriptions.