

**PUBLIC**

**AGENDA ITEM No. 4**

**DERBYSHIRE COUNTY COUNCIL**

**COUNCIL MEETING**

**15 May 2019**

**MEMBER ROLE PROFILES**

**Report of the Director of Legal and Democratic Services and  
Monitoring Officer**

**Purpose of the Report**

To approve the revisions to the Member Role Profile for the Chairman of the County Council; and

To approve the new Member Role Profiles for the posts of Civic Chairman of Derbyshire County Council and Vice Civic Chairman of Derbyshire County Council.

Subject to approval of the above, the posts will become effective at the Council's Annual General Meeting on 15 May 2019, and the Member Role Profiles will be incorporated into the Council's revised Constitution.

**Information and Analysis**

At its meeting on 12 April 2019, the Standards Committee considered the revised Member Role Profile for the Chairman of the County Council and the newly created Member Role Profiles for the Civic Chairman of Derbyshire County Council and the Vice Civic Chairman of Derbyshire County Council.

These Member Role Profiles are appended to this report.

Subject to the approval by full Council, these Member Role Profiles will be fully incorporated into the Council's revised Constitution which is the subject of a separate report for Full Council.

Full Council is advised that in the event of the Chairman of the County Council being unable to preside over a meeting of Full Council, the Civic Chairman of Derbyshire County Council will act formally as the Vice Chairman.

The Independent Remuneration Panel has considered these Member Role profiles as part of its assessment of Members Allowances for the forthcoming Municipal Year. These details are the subject of a separate report for Full Council.

### **Considerations**

In preparing this report the relevance of the following factors has been considered: financial, legal, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property and transport considerations.

### **Background Papers**

Derbyshire County Council's Constitution.

### **OFFICER'S RECOMMENDATION**

To approve the revisions to the Member Role Profile for the Chairman of the County Council; and

To approve the new Member Role Profiles for the posts of Civic Chairman of Derbyshire County Council and Vice Civic Chairman of Derbyshire County Council.

To note that these Member Role Profiles will become effective at the Council's Annual General Meeting on 15 May 2019, and the Member Role Profiles will be incorporated into the Council's revised Constitution.

**Janie Berry**  
**Director of Legal and Democratic Services and Monitoring Officer**

## **Appendices**

### **Chairman of the County Council**

#### **Accountable to:**

- Full Council
- The Leader of the Council
- The Public

#### **Role Purpose and Activities**

- Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Elected Members and the interests of the community;
- Uphold and promote the Council's Constitution, and to interpret the Council Procedure Rules when necessary;
- Have the discretion to exercise a casting vote in the case of an equality of votes at the Council meeting;
- Ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Elected members who are not on the Cabinet can hold the Leader and Cabinet Members to account;
- Promote public involvement in the Council's activities and to be the conscience of the Council;
- Be consulted on any matter in relation to which consultation with the Chairman of the Council is required under the Constitution;
- Request such additional meetings of the Council as may be considered necessary or appropriate;
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken; and
- In the absence of the Civic Chairman of Derbyshire County Council this postholder may be invited to attend a civic or ceremonial event on behalf of the County Council if the need is required/deemed appropriate.

## **Civic Chairman of Derbyshire County Council**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The Public

### **Role Purpose and Activities**

- To be a visible, positive ambassador for Derbyshire County Council and be entitled to wear the formal Civic Chain of Office at all civic and ceremonial events;
- Provide strong, fair and visible civic and ceremonial leadership of Derbyshire County Council in relation to all duties with members of the public, stakeholders, partners and other civic and ceremonial dignitaries;
- Attend all civic and ceremonial functions to which Derbyshire County Council has been invited to or hosts or otherwise is required or requested to attend including citizenship ceremonies;
- To promote inclusiveness and equality
- Act as a link between the Council and the various community bodies and organisations;
- Promote public involvement in the Council's activities;
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken; and
- In the absence of the Chairman of the County Council this postholder will be invited to preside over a meeting of the County Council.

## **Vice Civic Chairman of Derbyshire County Council**

### **Accountable to:**

- Full Council
- The Leader of the Council
- The Civic Chairman of the County Council
- The Public

### **Role Purpose and Activities**

- The deputise for the Civic Chairman of the County Council in respect of the following and be entitled to wear a Chain of Office at all civic and ceremonial events:
  - To be a visible, positive ambassador for Derbyshire County Council;
  - Provide strong, fair and visible civic and ceremonial leadership of Derbyshire County Council in relation to all duties with members of the public, stakeholders, partners and other civic and ceremonial dignitaries;
  - Attend all civic and ceremonial functions to which Derbyshire County Council has been invited to or hosts or otherwise is required or requested to attend including citizenship ceremonies;
  - To promote inclusiveness and equality
  - Act as a link between the Council and the various community bodies and organisations;
  - Promote public involvement in the Council's activities; and
  - Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.