



Ryedale District Council

REPORT TO: Policy & Resources Committee

DATE: 2 August 2007

REPORTING OFFICER: Director of Policy
Marie-Ann Jackson

SUBJECT: **MEMBER ROLES – JOB DESCRIPTIONS**

WARDS AFFECTED: All

1.0 PURPOSE OF REPORT

1.1 To seek member approval for a set of Member Role - Job Descriptions.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- a. Members adopt the job descriptions.

3.0 REPORT

3.1 It was agreed at the meeting of Annual Council that job descriptions be prepared for the both the role of Leader of Council and Chairman of Council. In developing the draft job descriptions officers have also prepared ones for Committee Chairmen and Member Champions – ***the set has been previously circulated for comment to Members and Members are requested to bring these to the meeting.***

3.2 At the time of writing, no additional comments have been received by officers.

3.3 Members agreed a generic Councillor profile, developed by the North Yorkshire Improvement Partnership, in October 2006 (Annex A). Members may wish to refine this profile further in order that it fits with the new suite of Job Descriptions as presented in this report.

3.4 Once the job descriptions are agreed and adopted by the Council any additional skills training or Member development activities can be programmed to ensure that all Members are equipped to fulfil their various roles adequately.

OFFICER CONTACT: Please contact Marie-Ann Jackson (Director of Policy) if you require any further information on the contents of this report. The officer can be contacted at Ryedale District Council, Ryedale House, Malton, YO17 7HH. Tel: 01653 600666, ext 345 or e-mail marie-ann.jackson@ryedale.gov.uk