

DAPTC DISCUSSION PAPER

Date & Time:	22 July 2022
Meeting:	Executive Committee
Topic:	DAPTC Roles Profiles
Presenter:	Neil Wedge
Sensitivity:	Open / Controlled / Confidential

Agenda Item: Role Profiles

Objective: Review and feedback on the work done by members of the DAPTC Strategy Working Group towards updating what the roles are about and what they can do.

Each short description sets out the role and what is expected and where necessary any voting rights. These descriptions will be used to set out what is required for those new to role. Some of the changes with regard to the President and Vice President specifically relate to their role and participation in voting at Executive Committees and AGMs.

New drafts for comment:

ROLE DESCRIPTION			
Title:	PRESIDENT		
Elected by:	DAPTC Membership (on recommendation of Executive)	When:	Association AGM (Nov)
Tenure:	Annual (maximum of 5 years)		
Description:	To provide support to the Chairman, Chief Executive and office staff when requested. To represent the Association if requested To attend meetings of the DAPTC Executive. Chair the DAPTC AGM Attend staff selection panels.		
Voting Rights	Voting member of County Executive Committee Can (cannot) vote at AGM		
Qualities Required:	Working knowledge of local government (ESSENTIAL) HR experience.		

ROLE DESCRIPTION			
Title:	VICE PRESIDENT		
Elected by:	DAPTC Membership (on recommendation of Executive)	When:	Association AGM (Nov)
Tenure:	Annual		
Description:	To provide support to the Chairman and Chief Executive when requested. To represent the Association if requested May attend meetings of the DAPTC Executive. Assist / Lead with training sessions when requested. Support the Chief Executive and Office Staff in their duties. Attend staff selection panels (when requested).		

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	Be prepared to preside at the AGM in the absence of the President
Voting Rights	Can (cannot) vote at County Executive Committee Cannot vote at AGM
Qualities Required:	Working knowledge of local government (ESSENTIAL) Minimum 10 years' experience as councillor Previous experience of DAPTC Area Committee. Train the Trainer Course (if applicable)

NOTES: -

If Exec. agree to propose voting rights to Vice-Presidents at the Exec., then an amendment to Para 10c of the Constitution will need to be put before the membership at the AGM.

Comments from John Parker in submitting proposed changes:

I have attached some suggested amendments to the roles of President and Vice-President. Mainly to try and clarify the voting rights, but also to match up with what's in the Constitution.

There are also a couple of paras in the Constitution that need to be looked at in relation to what is happening at the moment.

1. Para 13d - Currently states that only 'appointed members (excluding ex-officio members)' can make up a sub-committee. All others are co-opted as non-voting members. If the Strategy Group is a sub-committee then I, as ex-officio co-optee and Chair, would have no vote. I am not overly worried about that, but it might be an issue in the event of a tied vote or with other committees. Probably not an issue for amendment, but worth noting for future.
2. Para 18b - In the event of a tied vote the person presiding at a meeting shall have a second casting vote. Again, probably unlikely to arise but it would be embarrassing if there was a tied vote at the AGM as the President has no voting rights there. The easiest work around would be to amend Para 8f giving the President either full voting rights or exceptional voting rights in the event of a tied vote.

ROLE DESCRIPTION			
Title:	NALC REPRESENTATIVE The National Association of Local Councils (NALC) is the body which represents local (Town and Parish) councils in England. Each County Association in England is entitled to have one representative on the national council of NALC.		
Elected by:	DAPTC Executive Committee members Membership	When:	Executive Committee AGM (Dec)
Tenure:	Annual		
Description:	Dorset's national council member (NALC representative) will be expected to: <ul style="list-style-type: none"> • Attend meetings of the South West Conference of Local Councils (with the Chairman and Chief Executive) • Attend meetings of the NALC's national council and speak for Dorset on relevant matters. • Attend NALC's AGM (with Chairman and Chief Executive) 		

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	<ul style="list-style-type: none"> • Attend other meetings to represent Dorset as appropriate • Prior to attending meetings, read all relevant papers carefully and raise queries with the author ahead of the meeting wherever possible. • Establish and maintain, with the Chief Executive, appropriate working relationships with Dorset MPs and support NALC's Lobby Day.* • Ensure that a substitute representative is aware of inability to attend any of the above meetings as necessary to ensure, as far as possible that Dorset has one representative at meetings • Report to the Executive committee, preferably by way of brief written report, on all meetings attended on behalf of the Association. Reports to be submitted ahead of Executive committee meetings in line with a timetable agreed with the Chief Executive. <p>(* other members of the Executive committee may be requested or wish to take part in Lobby Day)</p>
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ROLE DESCRIPTION			
Title:	<p>EXECUTIVE COMMITTEE MEMBER</p> <p>The Executive committee of DAPTC sets policy and strategy for the organisation. It approves and monitors the annual budget. It also agrees and oversees arrangements for events such as the AGM and Annual conference. The committee appoints, agrees remuneration and reviews the performance of the Chief Executive and staff members. Some functions are carried out by sub-committees or working parties which report back to the main Executive Committee.</p>		
Elected by:	Area Committee Membership at Area Annual Meeting	When:	Relevant month for that Area Committee
Tenure:	Annual		
Description:	<p>Executive Committee members are expected to contribute to the work of the committee by</p> <ul style="list-style-type: none"> • Attending Executive committee meetings or ensuring that any substitute appointed by the area committee is aware of the need to deputise • Reading all meeting papers carefully in advance of the meeting and clarifying any queries with the author ahead of the meeting wherever possible • Preparing a brief written report of the area committee meeting and submitting it ahead of the Executive committee meeting in line with a timetable agreed with the Chief Executive. * • Briefly and succinctly bringing any issues raised at the area committee meetings by member councils of that area which might be relevant to other areas. • Reporting back to the area committee represented after every Executive committee meeting, preferably via a brief written report.* 		

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	<ul style="list-style-type: none"> Participating in the work of sub-committees and working parties where appropriate. <p>(* each area committee will have more than one representative and functions marked* should be carried out by one representative by agreement between the representatives)</p>
Voting Rights	Voting member of County Executive Committee
Qualities Required:	<p>Minimum of 4 years experience as a Councillor Good working knowledge of Local Government Ability to make representation on behalf of the area committee briefly, succinctly and without repeating other representations Sufficient time to prepare for and attend Executive committee meetings</p>

Items for consideration / decision by Executive Committee for:

No.	Requiring a decision and guidance from Executive Committee	Meeting Date
1	<p>President Role</p> <ul style="list-style-type: none"> I. Should the President have a vote at the DAPTC Executive Committee? II. Should the President have a vote at the AGM or a casting vote in the invite of a tied vote? III. Role profile changes in blue in addition to the outcome of the two points above? 	22 July 2022
2	<p>Vice President Role</p> <ul style="list-style-type: none"> I. Should the Vice President have a vote at the DAPTC Executive Committee II. Should the Vice President have a vote at the AGM or a casting vote in the invite of a tied vote? III. Role profile changes in blue in addition to the outcome of the two points above? 	22 July 2022
3	NALC Representative Role – are committee happy with the draft description as set out?	22 July 2022
4	Executive Committee Role – are you happy with the draft description as set out above?	22 July 2022

Actions to be agreed:

No.	Action	Date
1		
2		
3		
4		