

SFJA12

Implement and promote democratic and decision making processes



Overview

Local authorities have a wide range of decision making or advisory/review bodies. Many of these are internal. Others now involve external partners. It is vital that the membership of these bodies and their administrative arrangements are worked out according to legal and internal requirements. It is also important that membership and administrative arrangements are published and made available to everyone who has an interest in the workings of the local authority.

Target Group

This unit is appropriate to the work of local government staff working, for example, in Committee Services, Democratic Services, Scrutiny or other departments that have an important role in assisting the local authority to achieve the most effective and appropriate democratic and decision making structures and procedures.

SFJA12

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Performance criteria

You must be able to:

- P1 make recommendations for decision making bodies that conform to:
 - P1.1 agreed changes
 - P1.2 standing orders
 - P1.3 constitutional processes on delegation, reporting, publication of information, finance and contracting
 - P1.4 rules governing the membership of bodies
- P2 ensure that all groups with a legitimate interest have the opportunity to make nominations
- P3 ensure that representatives and key colleagues have the opportunity to provide feedback on proposed membership
- P4 ensure that the confirming body receives full information about nominations and appointments within agreed deadlines
- P5 make administrative arrangements for bodies and their meetings including:
 - P5.1 meeting the requirements of standing orders and other constitutional procedures
 - P5.2 ensure they are feasible and make the best use of time and resources
 - P5.3 ensure they are agreed with representatives and key colleagues
- P6 maintain a clear record of membership, dates for reappointment and administrative arrangements
- P7 make required information about decision making structures and systems available to the public and all key stakeholders in an accessible format
- P8 provide support that enables decision making structures and systems to run in accordance with agreed arrangements

SFJA12

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Knowledge and understanding

You need to know and understand:

- K1 the procedures for inviting nominations for bodies
- K2 bodies for which proportionality is required
- K3 how to determine proportionality
- K4 why it is important to consult with representatives, officers and partners on the membership of bodies and how to do so
- K5 how to determine arrangements for the meeting of bodies
- K6 the importance of consulting with representatives and colleagues and how to do so
- K7 how to identify the needs and expectations of representatives in regard to the administrative arrangements for meetings and with due regard to equalities issues
- K8 the importance of being able to work to tight timescales and how to organise own work accordingly
- K9 legislative and local requirements for the publication of membership and administrative arrangements for decision making bodies
- K10 different methods of publishing such information and the strengths and weaknesses of each
- K11 the application of information technology to publishing information
- K12 how to assess the most effective method of publishing information
- K13 the most common queries that are likely to arise regarding the membership and administrative arrangements and how to deal with these accurately, and efficiently and sensitively
- K14 how to liaise appropriately with the press and other media
- K15 the importance of continuously trying to improve the publication of information and communications in particular

SFJA12

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Additional Information

This unit covers the following types of decision making bodies:

**Scope/range
related to
performance
criteria**

- 1 overview and scrutiny committees
- 2 partnership bodies
- 3 NHS or community safety scrutiny committees
- 4 decision making committees
- 5 consultative or advisory bodies

SFJA12

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Behaviours

- 1 you recognise changes in circumstances promptly and adjust plans and activities accordingly
- 2 you constantly seek to improve performance
- 3 you generate and recognise imaginative and innovative solutions
- 4 you identify people's preferred communication media and styles and adopt media and styles appropriate to different people and situations
- 5 you balance the diverse needs of different customers
- 6 you encourage and welcome feedback from others and use this feedback constructively
- 7 you show integrity, fairness and consistency in decision making
- 8 you prioritise objectives and plan work to make the best use of time and resources
- 9 you monitor the quality of work and progress against plans and take appropriate corrective action, where necessary
- 10 you show sensitivity to internal and external politics that impact on your area of work
- 11 you recognise when there are conflicts, acknowledge the views and feelings of all parties and redirect people's energy towards a common goal
- 12 you display a good understanding of how different factors in the work context relate to each other
- 13 you produce and test a variety of solutions before taking a decision

Links to other NOS

- 1 A51 Take effective decisions
- 2 C11 Manage your own resources and professional development
- 3 C22 Maintain and develop effective working relationships in local government
- 4 C32 Facilitate the implementation of local government legislation regulations and procedures

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Developed by	Skills for Justice
Version number	2
Date approved	January 2012
Indicative review date	December 2016
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJA12
Relevant occupations	Administration; Government and Related Organisations
Suite	Democratic Services
Key words	Membership; advisory-body; review-body; local government