

Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor role description, committee chairs shall:

- Preside over committee meetings so that the committee's business can be carried out efficiently
- Ensure the committee conducts its meetings in accordance with the Council's Standing Orders
- Uphold and promote the Council's Constitution
- Ensure the Constitution is adhered to and, if necessary, rule on the interpretation of the Constitution within meetings
- Have regard to internal governance, ethical standards and relationships
- Promote and support good governance of the Council and its affairs
- Promote and support open and transparent government
- Support and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- Facilitate the effective conduct of business at the meeting by attending pre-meetings with officers to discuss matters relating to an agenda as necessary
- Be aware of the need and potential for member development, and actively seek opportunities to develop their own knowledge and skills as well as those of committee members.

In addition to these general roles, in which vice-chairs will support the chair in their role, vice-chairs shall also deputise for the chair in his or her absence.

Regulatory Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor and committee chair role descriptions, regulatory committee chairs' roles, including within Full Council where relevant, incorporate the following responsibilities:

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

- To act as an ambassador for the regulatory committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- To promote and support good governance by the Council
- To have consideration for the position of members of the public participating in meetings.

Scrutiny Committee Chair Role Description

In addition to the duties and responsibilities detailed in the councillor and committee chair role descriptions, scrutiny committee chairs' roles incorporate the following responsibilities:

Providing leadership and direction

- To promote the role of scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
- To demonstrate an objective and evidence based approach to scrutiny
- To evaluate the impact and added value of scrutiny activity, and identify areas for improvement
- To recognise the different role of each scrutiny committee and to ensure effective cooperation between them
- To maintain the focus of the committee upon matters within its terms of reference, and to refer any other matters for the attention of the relevant committee as appropriate

Managing the work programme

- To contribute to a balanced committee work programme which includes, as appropriate, pre-decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
- To ensure the work programme takes account of relevant factors such as the work programmes of the Executive and other committees, strategic priorities and risks, and relevant community issues
- To report on progress against the work programme to Council, and others as appropriate
- To liaise with officers, other members and community representatives to resource and deliver the work programme
- To ensure that the work programme is delivered

Holding the Executive to account

- As appropriate, to evaluate the validity of executive decisions and challenge inappropriate decisions through call in

Effective meeting management

- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- To ensure that all participants have an opportunity to make an appropriate contribution

Community leadership

- To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
- To build understanding and ownership of the scrutiny function within the community
- To identify relevant community based issues for scrutiny
- To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

- To encourage high performance from all committee members in both committee, and task and finish groups
- To assess individual and collective performance within the committee and facilitate appropriate development