

ROLE PROFILE OF THE PLANNING & HIGHWAYS COMMITTEE CHAIRMAN

This role profile identifies responsibilities specific to the role of the Chairman and should be read in conjunction with the role profile for Ward Councillor

Purpose

- To chair and manage the business of the committee in accordance with its terms of reference
- To assist the Executive Member for Planning & Transport in the formulation of Planning Policies

Key duties and responsibilities

1. To lead the work of the committee and ensure it carries out its business effectively and efficiently within its terms of reference.
2. To chair meetings of the committee impartially and in such a way as to facilitate open discussion and obtain valid decisions from all members.
3. To liaise and assist members and officers in the request for site meetings to view planning applications prior to committee.
4. To manage site meetings to ensure that all relevant facets of the application are considered and understood by members and that further requested information or clarification is provided in a timely manner.
5. To demonstrate fair and open decision-making by, or on behalf of, the committee.
6. To ensure that contributions by the public are facilitated and controlled in accordance with the agreed procedure, if appropriate
7. To act as the formal consultee with officers in delegated decisions as delegated by the committee or as set out in the terms of approved procedure(s).
8. To assist members and liaise with officers in the consideration of any new planning applications on receipt by the Council to ensure that both members and officers understand the process and implications of any proposed action.
9. To liaise with officers on the content of the agenda and advise officers on the appropriate content of presentations at committee to ensure that members are presented with details enabling a full and correct understanding of any item under discussion.
10. To act as spokesperson for the committee and liaise with community groups, partners, outside bodies and the public on matters that fall within the remit of the committee.
11. To encourage the highest standards of behaviour and probity.
12. To work with officers and members to ensure that committee members develop the necessary skills and knowledge to contribute effectively to the work of the committee and to work with officers to provide training where appropriate on changing procedures and legislation.

13. To monitor any planning legislative changes and ensure that members are advised immediately of such changes and are aware of the implications to current and future planning applications.
14. To assist officers in the use of IT in committee presentations to provide the most appropriate display of applications under consideration.

Key Skills and Knowledge

1. Good leadership skills.
2. Advanced chairing skills, including the ability to manage conflict and promote consensus.
3. Advanced listening and questioning skills.
4. Good presentation and public speaking skills.
5. Good media skills.
6. Ability to build effective relationships within and outside the Council.
7. Ability to plan and prioritise the business of the committee having regard to its terms of reference.
8. In-depth knowledge of legislation regulating the work of the committee.
9. Practical experience and knowledge of plan reading, building and construction.
10. Understanding of relevant IT software and hardware.
9. Knowledge of ongoing local and national developments and their implications for the working of the committee.
10. In-depth knowledge of the Council's Constitution and the Code of Conduct for Councillors, including any protocols relating to the functions of the committee.