

## **ROLE PROFILE OF A COMMITTEE / SUB-COMMITTEE CHAIRMAN**

**This role profile identifies responsibilities for a committee/ sub-committee chairman and are in addition to the responsibilities in the Councillor role profile**

### **Purpose**

- To chair and manage the business of the committee or sub-committee in accordance with its terms of reference.

### **Key duties and responsibilities**

1. To lead the work of the committee / sub-committee and ensure it carries out its business effectively and efficiently within its terms of reference and in line with the strategic themes set out in the Council Plan 2015-2019; value for money, a strong and resilient economy, people have the life skills and opportunities they need to thrive, people live active and healthy lifestyles, a clean, green, growing and sustainable place and strong, safe, supportive and self reliant communities.
2. To chair meetings of the committee / sub-committee impartially and in such a way as to facilitate open discussion from all members and to approve draft minutes
3. To demonstrate fair and open decision-making by, or on behalf of, the committee / sub-committee
4. To ensure that contributions by the public are facilitated and controlled in accordance with the agreed procedure, if appropriate
5. To liaise with officers on the content of the agenda
6. To act as spokesperson for the committee / sub-committee and liaise with community groups, partners, outside bodies and the public on matters that fall within the remit of the committee / sub-Committee including acting as a spokesperson to Overview and Scrutiny Commission where appropriate.
7. To encourage the highest standards of conduct and ethics.
8. To work with officers and members to ensure that committee members develop the necessary skills to contribute effectively to the work of the committee and to work with officers to provide training, if appropriate
9. To monitor the outcome of committee decisions and follow up action points
10. To raise issues with, and respond to, overview and scrutiny as appropriate

## **Key Skills**

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 / sub-committee having regard to its terms of reference

## **Knowledge**

1. In-depth knowledge of legislation regulating the work of the committee / sub-committee
2. Knowledge of ongoing local and national developments and their implications for the working of the committee / sub-committee
3. 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 or sub-committee