

## Role Profile – Deputy Chair of a Policy Committee

Each individual will approach the role of Policy Committee Deputy Chair differently; therefore, this profile is intended to provide an overview of the purpose, role and responsibilities of a Policy Committee Deputy Chair rather than act as a definitive guide.

### Purpose/role:

1. To deputise for the Chair at formal and informal meetings of the Committee when the Chair is unable to be present.
2. To support the Chair in managing the ongoing business of the Committee.
3. To assist the Chair in making learning and development opportunities available for all Members of the Committee.
4. In the absence of the Chair, to act as spokesperson for the Committee.
5. To be consulted on Urgent Decisions where it is not possible to convene an Urgency Sub-Committee and, in the absence of the Chair, to be consulted on the arrangements for Urgent Decision Making.
6. To encourage the Committee's scrutiny role.
7. To be an effective critical friend.
8. Where applicable, to be the political group's lead with regard to the Committee's remit.

### Responsibilities:

1. In the absence of the Chair, to Chair formal and informal meetings of the Committee (except where the Chair is delegated to another Committee Member) ensuring that all participants have an opportunity to contribute, that Committee agendas are managed effectively and that meetings are conducted fairly and efficiently, following the meeting procedures set out in the Council's Constitution.
2. Attend regular pre-agenda and pre-meetings to:
  - a. provide input on the scheduling of agenda items and the Committee work programme;
  - b. contribute questions and opinions on agenda items;
  - c. encourage the Committee Chair and Group Spokespersons to consider different approaches; and
  - d. raise considerations and potential difficulties on proposals ahead of the formal Committee Meeting.
3. Provide support to the Chair including:
  - a. developing the work programme;
  - b. attending informal meetings with officers;
  - c. keeping Committee Members informed of the work programme;
  - d. feeding in contributions from Committee Members; and
  - e. managing the Committee's agendas and work effectively.
4. Undertake such training as may be appropriate for the role of Deputy Chair and support the Chair and Group Spokespersons in ensuring that learning and

development opportunities, relevant to the remit of the Committee, are available for all Members of the Committee.

5. Establish effective working relationships with the Chair, Group Spokespersons and key officers.
6. Where applicable, act as liaison between the Committee and the political group and lead on the development of approaches to policy and operational issues on behalf of the group.
7. Promote the standards in the Council Code of Conduct, the Council's equality policies and the Council's values.

#### Deputy Co-Chairs/Job-Share Deputy Chairs:

1. Where there is a single Chair, the role of Deputy Chair may be job shared. The arrangements for Deputy Co-Chairing are set out in Part 5h of the Council's Constitution. The Deputy Co-Chairs would, between them, fulfil the roles and responsibilities outlined above; however, it is down to the Deputy Co-Chairs to decide between themselves how these duties are divided up and communicate this to the members of the Committee and key officers.

#### Skills:

The following skills will support a Policy Committee Deputy Chair to fulfil the above responsibilities:

<b>Core skills description</b>	<b>Skills required</b>
Actively encourage the involvement of others and work collaboratively to achieve consensus	Active Listening, Diplomacy and Tact, Negotiation, Emotional Intelligence, Conflict Resolution, Objectivity, Questioning
Be open to new ideas and ways of doing things.	Team Working, Active Listening, Empathy, Adaptability
Work closely with others to develop, promote and achieve objectives.	Team Working, Active Listening, Negotiation, Diplomacy and Tact, Empathy, Adaptability
Effective leadership and chairing skills.	Leadership, Assertiveness, Communication, Diplomacy and Tact, Facilitation, Adaptability, Empathy
<b>Supporting skills description</b>	
Effective communication.	Communication, Media, Presentation, Interpersonal
Ability to influence and work constructively with Members, officers, the public and outside organisations.	Leadership, Assertiveness, Empathy, Negotiation, Diplomacy and Tact
Effective time management around meetings.	Time Management, Organisational, Preparation, Project Management, Resource Management