

## **COMMITTEE CHAIR JOB-SHARE PROTOCOL**

The Council may appoint two Members jointly to share the position of Committee, but not Sub-Committee, Chair (Job-Share Chairs, or “Co-Chairs”). This Protocol sets out the arrangements and expectations where the role is shared.

### **Why have Co-Chairs?**

The potential benefits include:

- Making chairmanship (and leadership positions in general) potentially available to those Members who would not otherwise be able to make the necessary time commitment for whatever reason;
- Ensuring that Sheffield City Council does not lose out on the leadership contribution of Chairs who are also carers, parents or in full-time education or work;
- Increasing the capacity and broadening the capability of Chairs;
- Recognising the likely workload of these positions;
- Creating opportunities for a more representative sample of Members to take leadership roles, for example facilitating a gender balance.

### **What is Job-Sharing?**

- Two Members essentially fulfil one Chair position on a job-share basis.
- The posts could also be combined with the role of Deputy Chair, or where there is a single Chair the role of Deputy Chair may be job-shared, or the committee may decide that it does not need an additional Deputy Chair role.
- There is only one formal Chair of a meeting at any one time and only that Chair has the casting vote.
- The other Co-Chair attends the meeting as an ordinary committee member when their counterpart is in the Chair.
- Outside meetings, the Co-Chairs arrange between themselves how their responsibilities are shared and ensure that other Members and Officers are informed.
- Both Members receive a Special Responsibility Allowance, or a proportion of one, recognising the scale of the role they are undertaking and the associated time commitment.

### **Ways of Working**

1. Co-Chairs will agree between themselves the arrangements for chairing meetings. They may take turns at alternate meetings, or on a periodic rotation, or otherwise, providing that when the relevant Co-Chair is not available the other Co-Chair, or in their absence the Deputy Chair, will chair the meeting.

2. Pre-agenda meetings, pre-meetings, other cross-party briefings for Chairs and spokespersons, and any other Chair's briefings, may be attended by both Co-Chairs and the Deputy Chair.
3. Where there are Co-Chairs for a Policy Committee only one may be appointed to the Strategy and Resources Policy Committee by virtue of being the Chair of their committee. The other Co-Chair may not attend briefing sessions for Strategy and Resources members unless appointed to that Committee in another capacity (including as a substitute member for the specific meeting). The appointment will be made at the Annual Meeting of the Council but, as with any committee membership, Full Council may agree a change at a subsequent meeting provided that this does not affect the political proportionality of the committee.
4. Co-Chairs must arrange between themselves how their responsibilities are to be shared and ensure that other Members and Officers are informed about the arrangements. This is important for clarity and certainty.
5. The arrangements may include dividing responsibilities so that each leads on separate specific areas of the committee's remit. The Co-Chairs shall provide Officers with a breakdown of those areas indicating who is the first point of contact where guidance from the Chair is required.
6. Outside of formal committee meetings, Co-Chairs will each act as the first point of contact for their areas of the committee's business when working with council officers, residents, partners etc.
7. Email correspondence from Members and Officers should be sent to both Co-Chairs, ideally addressed to the one who is responsible for the particular area covered in the communication, with the other copied in.
8. Officers are not required to obtain agreement from both Co-Chairs when seeking guidance on a course of action. They will assume that any steer or guidance provided by one Co-Chair is on behalf of both. Co-Chairs shall be responsible for consulting each other on issues and for reaching a consensus prior to providing guidance to Officers.
9. These arrangements are the minimum expected. Co-Chairs are expected to consult with relevant Officers and supplement them with additional requirements as necessary.
10. The above arrangements are for guidance only and failure to comply with the proposed arrangements shall not affect the legal validity of any action taken by an Officer, the Chair or the Committee.

## **Remuneration**

It is a matter for the Independent Remuneration Panel to consider the workloads of Job-Share Chairs and make recommendations on their remuneration. For example, it may be that in a new system, the roles of Chairs could be designed to be more time consuming than one person could manage, meaning that each Job-Share Chair is doing more than half of a role.

It is however the responsibility of the Job-Share Chairs to make sure that their joint workload is spread proportionately so that, for example, neither is doing a full-time post for half the Special Responsibility Allowance.

## **Joint Chairs**

Two Chairs (“Joint Chairs”), each with equal full responsibility for the role, may be appointed to the Regulatory Committees in recognition of the fact that they meet more frequently than other committees.

A maximum of two Joint Chairs may be appointed to any one committee. If Joint Chairs are appointed, then a Deputy Chair shall not be appointed to that committee. The Chair role cannot be job-shared if there are Joint Chairs.

As with Co-Chairs, only one Joint Chair can chair a committee meeting and have the casting vote at any one time. The other attends the meeting as an ordinary committee member. The Chair will be identified at the start of the meeting.

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