

Role Profile – Chair of a Policy Committee

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

Purpose/role:

1. To Chair formal and informal meetings of the Committee.
2. To be the primary point of contact for officers with regard to the Committee.
3. To provide leadership on the Committee work programme and the Committee's policy development responsibilities.
4. To make learning and development opportunities available for all Members of the Committee.
5. To be the primary spokesperson for the Committee and respond to public questions and petitions on behalf of the Committee.
6. To be consulted on the arrangements for Urgent Decision Making.
7. To encourage the Committee's scrutiny role.
8. To be a member of the Strategy and Resources Policy Committee, subject to the rules for Co-Chairing.
9. To attend other Committees or Boards as required.
10. Where applicable, to be the political group's lead with regard to the Committee's remit.

Responsibilities:

1. Convene and 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. In collaboration with officers and Committee Members, formulate the Committee's work programme and support the efficient scheduling of all decisions and policy development opportunities within the Committee's remit.
3. Facilitate appropriate communications to Committee Members, in conjunction with the Deputy Chair and Group Spokespersons.
4. In accordance with the media protocol, be the primary spokesperson within and outside the Council in relation to the remit of the Committee.
5. Inform the Deputy Chair on matters within the Committee's remit to enable them to effectively deputise for the Chair when required.
6. Ensure that appropriate public involvement and consultation has taken place on decisions being brought before the Committee.
7. Oversee the preparations ahead of meetings, in collaboration with officers, including identifying and inviting additional attendees, ensuring that documents are published and circulated promptly, and discussing and agreeing changes to the meeting format, location or room set up.

8. Facilitate the receipt of, and responses to, public petitions and questions and Member questions.
9. Promote the four principles of good scrutiny ([CfGS – The Good Scrutiny Guide](#)) and encourage Committee Members to be involved in the pre- and post-scrutiny of all policies, budgets, performance and decisions relevant to the Committee, making evidence-based improvement recommendations as required and engaging with the public as appropriate.
10. In collaboration with officers and Committee Members, oversee the terms of reference of the Committee and make references to other decision-making bodies where appropriate.
11. Attend and represent the Council at other Committees or Boards as required.
12. In the case of the Chair of the Education, Children and Families Policy Committee, be the Statutory Lead Member for Children’s Services; and, in the case of the Chair of the Adult Health and Social Care Policy Committee, be the Co-Chair of the Statutory Sheffield Health and Wellbeing Board.
13. Undertake such training as may be appropriate for the role of Chair and, with support from officers, make learning and development opportunities available for all Members of the Committee.
14. Establish effective working relationships with the Deputy Chair, Group Spokespersons and key officers.
15. 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.
16. Lead by example by promoting the standards in the Councillor Code of Conduct, the Council’s equality policies and the Council’s values.

Co-Chairs/Job-Share Chairs:

1. The arrangements for Co-Chairing are set out in Part 5h of the Council’s Constitution. The Co-Chairs would, between them, fulfil the roles and responsibilities outlined above; however, it is down to the 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 skills listed below will support a City Councillor to fulfil the above responsibilities and are used to inform the Member Development priorities and programme. Learning opportunities can be provided to support Councillors who wish to develop these skills.

Core skills description	Skills required
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.	Facilitation, Leadership, Team Working, Active Listening, Negotiation, Diplomacy and Tact, Empathy, Adaptability
Effective leadership and chairing skills.	Leadership, Assertiveness, Communication, Diplomacy and Tact, Facilitation, Adaptability, Empathy
Supporting skills description	
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