

Role Profile – Chair of a Local Area Committee

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

Purpose/role:

1. To encourage and support the active participation of all Ward Councillors on the Committee, local residents and key partners in the work of the Local Area Committee.
2. To Chair formal and informal meetings of the Committee.
3. To champion the Local Area Committee Plan on behalf of the Committee.
4. To be the primary point of contact for officers with regard to 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 support the role of Ward Councillors within the LAC.

Responsibilities:

1. Encourage and support the active participation of all Ward Councillors on the Committee, local residents and key partners in:
 - a. the establishment and future development of the Local Area Committee;
 - b. the preparation, agreement, implementation, and monitoring of the Local Area Committee Plan;
 - c. community involvement; and
 - d. influencing service delivery and devolved decision making.
2. Champion the Local Area Committee Plan on behalf of the Committee including to:
 - a. ensure the Local Area Committee operates in a manner that effectively represents the interests of the wider local community;
 - b. oversee the preparation, agreement, implementation and checking of the Local Area Committee Plan;
 - c. liaise with the Local Area Committee Manager and Lead Director to plan and co-ordinate the Committee work programme and forward plan of the Local Area Committee;
 - d. proactively liaise with Council Officers and partners/agencies to achieve the objectives of the Local Area Committee Plan and ensure that the outcomes are delivered and funding decisions are consistent with any statutory, funding or other requirements, including the Council's Constitution, Financial Framework, Standing Orders and Commissioning and Procurement Guidelines;
 - e. ensure that the Local Area Committee works effectively with service providers to ensure the provision of services that meet local needs. This will include influencing how local services should be delivered to achieve improvements and setting of agreed programme, project and service budgets at a local level within delegated powers;

- f. ensure that the Local Area Committee operates in line with Citywide priorities and other statutory strategies e.g. Community Safety, Health & Wellbeing; and
 - g. present a report from the Local Area Committee to Full Council on its Local Area Committee Plan.
3. Represent the Council in all dealings with the public, media and other bodies in respect of the work of the Local Area Committee, including:
- a. take the lead role and champion the work of the Local Area Committee in partnership with the local community, voluntary and community sector, public and private sector and other interested parties;
 - b. represent the views of the Local Area Committee based on decisions made and views expressed at Committee meetings and forums;
 - c. ensure the work of the Local Area Committee is communicated and well publicised by informing, involving, consulting and feeding back to the local community using a wide variety of mechanisms;
 - d. represent the interests of the local community through two-way communication with the Council and other key decision makers. This includes exercising rights:
 - o to put Committee views and recommendations to Policy Committees on issues of strategy and policy;
 - o to draw matters to the attention of the Chief Executive or relevant Strategic Director;
 - e. represent the Local Area Committee at events across the area as appropriate, cross Committee co-ordinating arrangements, city-wide events, and meetings with neighbouring Local Area Committees.
4. Chair Local Area Committee Meetings in accordance with its terms of reference including:
- a. Chair the Local Area Committee Briefing meetings and monitor the work programme of the Local Area Committee to ensure that tasks are completed;
 - b. ensure all Members, partners and residents have the opportunity to comment on and ask questions about items at the meetings;
 - c. ensure there is a clear understanding of the decisions that are made and subsequent actions;
 - d. ensure the meeting is run and decisions are made in accordance with protocols and guidance;
 - e. oversee and foster a disciplined approach by the Members involved having regard to high standards of behaviour and ethics and the Members' Code of Conduct;
 - f. where a matter under consideration impacts on another Area Committee's area, ensure that the Area Committee shall not take a decision without first consulting with the other Area Committee and Chair;
 - g. agree and check delivery of the annual Local Area Committee Plan including assessing quantitative and qualitative information;
 - h. influence how local services should be delivered to achieve the required outcomes / improvements;

- i. oversee the prioritisation and setting of service budgets where those have been delegated to the Committee;
 - j. consider and express views on what services and partners are delivering in the local area;
 - k. explore and inform major council and partner activity such as new developments, regeneration schemes or service redesign;
 - l. consider issues arising from communities that require direction and action;
 - m. oversee decision making on all functions and roles that are delegated to the Committee; and
 - n. advise officers on the content of the agenda for Local Area Committee meetings.
5. 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.
6. Lead by example by promoting the standards in the Councillor Code of Conduct, the Council's equality policies and the Council's values.

Skills:

The skills listed below will support a Local Area Committee Chair 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
Provide vision and leadership for the Local Area Committee.	Leadership, Assertiveness, Diplomacy and Tact, Communication, Political Awareness
Understand the aims and objectives of Local Area Committees and the relationship between the role of the Council and its Local Area Committees.	Political Awareness, Performance Management, Questioning, Team Working
Actively encourage the involvement of others and work collaboratively to achieve consensus.	Active Listening, Diplomacy and Tact, Negotiation, Emotional Intelligence, Conflict Resolution, Objectivity, Questioning
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