

Role Profile – Chair of a Policy Sub-Committee

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

Purpose/role:

1. To Chair formal and informal meetings of the Sub-Committee.
2. To be the primary point of contact for officers with regard to the Sub-Committee.
3. To provide leadership on the Sub-Committee work programme and the Sub-Committee's policy development responsibilities.
4. To make learning and development opportunities available for all Members of the Sub-Committee.
5. To respond to public questions and petitions on behalf of the Sub-Committee and, in the case of the Chair of the Charity Trustee Sub-Committee, to be the primary spokesperson for the Sub-Committee.
6. To attend other Committees or Boards as required.
7. Where applicable, to be the political group's lead with regard to the Sub-Committee's remit.

Responsibilities:

1. Convene and Chair formal and informal meetings of the Sub-Committee ensuring that all participants have an opportunity to contribute, that Sub-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 Sub-Committee Members, formulate the Sub-Committee's work programme and support the efficient scheduling of all decisions.
3. Facilitate appropriate communications to Sub-Committee Members, in conjunction with the Deputy Chair and Group Spokespersons.
4. Inform the Deputy Chair on matters within the Sub-Committee's remit to enable them to effectively deputise for the Chair when required.
5. Ensure that appropriate public involvement and consultation has taken place on decisions being brought before the Sub-Committee.
6. 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.
7. Facilitate the receipt of, and responses to, public petitions and questions and Member questions.
8. Promote the four principles of good scrutiny ([CfGS – The Good Scrutiny Guide](#)) and encourage Sub-Committee Members to be involved in the pre- and post-scrutiny of all policies, budgets, performance and decisions relevant to

the Sub-Committee, making evidence-based improvement recommendations as required and engaging with the public as appropriate.

9. In collaboration with officers and Sub-Committee Members, oversee the terms of reference of the Sub-Committee and make references to other decision-making bodies where appropriate.
10. Attend and represent the Council at other Committees or Boards as required.
11. 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 Sub-Committee.
12. Establish effective working relationships with the Deputy Chair, Group Spokespersons and key officers.
13. Where applicable, act as liaison between the Sub-Committee and the political group and lead on the development of approaches to policy and operational issues on behalf of the group.
14. Lead by example by promoting the standards in the Councillor Code of Conduct, the Council's equality policies and the Council's values.
15. In the case of the Chair of the Charity Trustee Sub-Committee, be the primary spokesperson within and outside the Council in relation to the remit of the Sub-Committee.
16. In the case of the Chair of the Charity Trustee Sub-Committee, to encourage the Sub-Committee to have regard for the best interests of the charity and consider the Charitable Objects when making decisions.

Skills:

The skills listed below will support a Policy Sub-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
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