

Role Profile – Chair of a Committee

This role profile is relevant to the Committees which do not have a Committee specific role profile for the Chair, this includes Admissions, Audit and Standards, Governance, Licensing and Planning and Highways.

Each individual will approach the role of Committee Chair differently; therefore, this profile is intended to provide an overview of the purpose, role and responsibilities of a 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 be the primary spokesperson for the Committee and respond to public questions and petitions on behalf of the Committee.
4. To make learning and development opportunities available for all Members of the Committee.

Responsibilities:

1. Convene and Chair formal and informal meetings of the Committee, 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, including facilitating the participation of members the public and ensuring that decisions are clearly explained.
2. Establish effective working relationships with the relevant Officers to liaise on items coming before the Committee and support the efficient scheduling of all reports in accordance with the Committee's remit, including statutory duties and reports where relevant.
3. 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.
4. Act as an ambassador for the Committee, facilitating understanding of the role.
5. Ensure thoroughness and objectivity in the Committee when receiving and responding to professional advice, in the conduct of meetings and, where relevant, in individual cases/applications before formal Committee meetings.
6. 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.
7. Keep up to date with current issues, developments and policies at national, regional and local level.
8. Lead by example by promoting the standards in the Councillor Code of Conduct, the Council's equality policies and the Council's values.

9. In the case of the Chair of the Licensing Committee, to Chair the meetings of the Sub-Committee.
10. In the case of the Chair of the Planning and Highways Committee, to encourage Members to attend site visits.

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.
2. Two Chairs ("Joint Chairs"), each with equal full responsibility for the role, may be appointed to a Regulatory Committee 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.

Skills:

The skills listed below will support a 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 outcomes.	Active Listening, Diplomacy and Tact, Negotiation, Emotional Intelligence, Conflict Resolution, Objectivity, Questioning
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 work constructively with Members, officers and the public.	Leadership, Assertiveness, Empathy, Negotiation, Diplomacy and Tact
Effective time management around meetings.	Time Management, Organisational, Preparation, Project Management, Resource Management