

Policy and Service Committee Chair

Role Description

Role

The role of a Chair of a Policy and Service Committee is to:

- be responsible for the effective conduct of their committee.

This role has a Special Responsibility Allowance of £18,372. Therefore a Member will need to commit the time and effort required in order effectively to carry out the role.

Responsibilities

- To lead and chair the Policy and Service Committee and to take responsibility for its performance and effectiveness.
- To ensure the work of the Policy and Service Committee is conducted in accordance with the Council's constitution and with due regard for any statutory provisions set out in legislation.
- To chair meetings of the Policy and Service Committee impartially and in such a way as to facilitate open discussion from all members.
- To attend briefing meetings for the Chair and Vice-Chair of the Policy and Service Committee on procedural or other issues relevant to the conduct of the committee meeting.
- To demonstrate fair and open decision-making by, or on behalf of, the Policy and Service Committee.
- To ensure effective governance arrangements are in place for the Policy and Service Committee.
- Together with the Vice-Chair and Spokes to provide political leadership for the Policy and Service Committee in developing and delivering Council-wide transformation.

- To ensure that contributions by the public are facilitated and controlled in accordance with the agreed procedure, if appropriate.
- To bring to the Policy and Service Committee, where appropriate, matters that require a collective decision at Member level and ensure that approved policies and strategies are implemented and delivered effectively.
- To speak on behalf of the Policy and Service Committee (bearing in mind the principals and protocols for proactive communications with media and social media outlets) to ensure effective communication of all Policy and Service Committee decisions and recommendations.
- To work with officers on maintaining the Policy and Service Committee's agenda plan and preparing for meetings of the Policy and Service Committee.
- To approve the draft minutes of Policy and Service Committee meetings and monitor the outcome of committee decisions and follow up action points.
- To work with officers and members to ensure that committee members develop the necessary skills to contribute effectively to the work of the committee and to work with the Member Development Panel and officers to provide training, if appropriate.
- To attend training and development sessions provided which are relevant to the role of Chair or the responsibilities of the Policy and Service Committee.
- To act as a consultee on decisions taken by officers under delegated powers contained in the Scheme of Delegation to Officers where the power requires consultation with the Chair or under a specific authorisation approved by the Policy and Service Committee. [Note - The Chair has no individual decision making powers]
- To encourage the highest standards of behaviour and probity.
- To comply with the Members' Code of Conduct Guidance on Confidentiality in Part 5.1(a) of the Constitution in dealing with confidential or exempt information and, in areas of uncertainty, to seek the advice of the Monitoring Officer on the disclosure of confidential or exempt information in advance of the information being disclosed.

In addition, the Chair of the following committees will assume additional responsibilities:

Adults and Health

- To act as the Lead Councillor for Adult Services in accordance with the 'Best Practice Guidance on the Role of the Director of Adult Social Services' (Department of Health 2006).

Children and Young People

- To act as the Lead Councillor for Children and Young People's Services in accordance with Section 19 of the Children Act 2004.