

Strategy and Resources Committee Chair

Role Description

Role

The role of the Chair of the Strategy and Resources Committee is to:

- hold the office of Leader of the Council.
- be responsible for the effective conduct of the Strategy and Resources Committee.

This role has a Special Responsibility Allowance of £31,704. Therefore a Member will need to commit the time and effort required in order effectively to carry out the role.

Responsibilities

Leader of the Council

- To provide a focal point for political leadership and strategic direction for the Council.
- To represent the interests of the Council in circumstances where that is necessary.
- To ensure effective Corporate Governance, including working with the Deputy Leader and all political Group Leaders to seek to achieve, where possible, cross party co-operation.
- To be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and internally for the Council's Strategic Management Team (SMT) or Corporate Leadership Team (CLT).
- To be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations, and positively promote the Council as a whole to the media.
- To promote the long-term financial, business and economic stability of the Council.

Leadership of the Strategy and Resources (S&RC)

- To lead and chair the S&RC and to take responsibility for its performance and effectiveness.
- To ensure the work of the S&RC 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 S&RC impartially and in such a way as to facilitate open discussion from all members.
- To demonstrate fair and open decision-making by, or on behalf of, the S&RC.
- To ensure effective governance arrangements are in place for the S&RC.
- Together with the Vice-Chair and other Group Leaders to provide political leadership for the S&RC 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 S&RC, 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 S&RC (after consultation with Group Leaders and the Chief Executive as appropriate) to ensure effective communication of all S&RC decisions and recommendations.
- To work with officers on maintaining the S&RC's agenda plan and preparing for meetings of the S&RC.
- 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 S&RC. [Note – The Chair has no individual decision making powers].
- To attend training and development sessions provided which are relevant to the role of S&RC Chair.
- To work with officers and members to ensure that S&RC 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 approve the draft minutes of S&RC meetings and monitor the outcome of committee decisions and follow up action points.

- 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.