

# Policy and Service Committee Vice-Chair

## Role Description

### Role

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

- deputise for the Chair, when necessary.
- chair formal and informal meetings connected with the work of the committee, in the absence of the Chair.
- support the Chair in the effective conduct of the committee's business.

This role has a Special Responsibility Allowance of £7,927 [£20,608 for the Vice-Chair of Strategy and Resources Committee who is also the Deputy Leader of Council]. Therefore a Member will need to commit the time and effort required in order effectively to carry out the role.

### Responsibilities

- To deputise for the Chair and exercise the powers, duties and responsibilities of the Chair (as set out in the role description for Chair) in his/her absence.
- To chair meetings of the Policy and Service Committee and other meetings, as necessary, in the absence of the Chair, ensuring that they are conducted in accordance with the Council's constitution and with due regard for any statutory provisions.
- Together with the Chair and Spokes to provide political leadership for the Policy and Service Committee in developing and delivering Council-wide transformation.
- To develop a working knowledge of the functions, policies, services and budgets of the Policy and Service Committee.
- To support the Chair in the leadership role he/she provides for the Committee.
- To establish effective working relationships with the Spokes of the other political groups for the Policy and Service Committee.

- To work with officers, the Chair and the Spokes of the other political groups for the Policy and Service Committee to ensure effective communication of all Policy and Service Committee decisions and recommendations.
- To work with officers, the Chair on maintaining the Policy and Service Committee's agenda plan and preparing for meetings of the Policy and Service Committee.
- 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 Vice-Chair or the responsibilities of the Policy and Service Committee.
- 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.