Chairman of a Committee Role Profile

Applicable Committees

This role profile applies to the Chairman of the following Council Committees:
- Pensions and Investments Committee
- Audit Committee
- Regulatory Planning Committee
- Regulatory Licensing and Appeals Committee
- Standards Committee

Accountable to:

- Full Council
- External regulatory bodies
- The public

Role Purpose and Activities

- Provide leadership and direction for the Committee;
- Chair and manage the business of the Committee, ensuring effective engagement by all Committee Members;
- Call such additional meetings of the Committee as may be considered necessary or appropriate and to determine the frequency and timing of meetings and the placing of items on the agenda as he/she thinks appropriate;
- Promote the role of the Committee both within and outside the Council;
- Represent the Council and the Committee on relevant external bodies as required;
- Guide Committee Members through the process of decision-making in relation to those functions delegated by the Council to the Committee;
- Be consulted on matters of business between Committee meetings;
- Ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness;
- Ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- Ensure that Committee decisions are properly recorded;
- Liaise and consult with relevant officers wherever appropriate;
- Consider the learning and development needs of the Committee and arrange suitable briefing and learning opportunities to take place through appropriate mechanisms;
- Developing broad knowledge of the role and functions of the Council, its Members and its structures and procedures;
- Have an awareness of national and local issues relating to the role of the Committee; and

- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.