



Chair of Regulatory Committees * Role Description

(*Audit and Governance, Licensing and Regulatory, and Planning Committees)

1 Accountabilities

- To Full Council
- To the members of the Regulatory and Audit and Governance Committees

2 Role Purpose and Activity

- **Provide leadership and direction**
 - Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - Delegate actions to sub committees as appropriate
- **Promoting the role of the Regulatory Committee or Audit and Governance Committee**
 - Act as an ambassador for the Regulatory or Audit and Governance committee, facilitating understanding of the role
 - Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
- **Internal governance, ethical standards and relationships**
 - Develop the standing and integrity of the committee and its decision making
 - Promote and support good governance by the Council

Regulatory Committee Chairs

- Understand the principles of natural justice and the quasi-judicial decision making role of the Committee
- Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process

- Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- Ensure any applications to expend any Budgets delegated to Licensing and Regulatory Committee are approved in accordance with the Committees guidelines.

Audit and Governance Committee Chair

- Ensure that the functions which the Committee are responsible for are carried out in accordance with any policies approved by Full Council.

Act as Champion for ethical standards within the Authority liaising closely with the Council's Monitoring Office

- Ensure that any functions which the Standards Committee is responsible for are carried out in a manner consistent with the policies approved by Full Council.

3 Values

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
 - Selflessness
 - Honesty and Integrity
 - Objectivity
 - Accountability
 - Openness
 - Personal Judgement
 - Respect for others
 - Duty to uphold the law
 - Stewardship
 - Leadership