

## **Chair of a Regulatory Committee, Area Committee and Standards Committee Role Description**

### **1 Accountabilities**

- To Full Council
- To the members of the Regulatory, Area or Standards committee

### **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, area or standards committee**
  - Act as an ambassador for the regulatory, area or standards 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 national 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

### **Area Committee Chairs**

- Ensure that any functions which the Area Committee is responsible for are carried out in a manner consistent with the policies approved by Full Council.
- Ensure any applications to expend any Budgets delegated to Area Committee are approved in accordance with the Committees guidelines.

### **Standards Committee Chair**

- Act as champion for ethical standards within the Authority liaising closely with the Council's Monitoring Officer.

(NB. Any local determination hearings will be chaired by an independent member of the Committee)

## **3 Values**

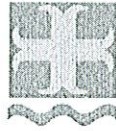
- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship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



## **Chair of Regulatory Committee, Area Committee or Standards Committee Person Specification**

**To fulfil his or her role as set out in the role description, an effective committee chair requires:**

- **Providing leadership and direction**
  - Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
  - Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
  - Communication skills
  - Knowledge of local issues
  - Ability to manage the work of the committee
  - Ability to support and develop necessary skills in fellow members of the committee
- **Promoting the role of the regulatory committee and quasi-judicial decision making**
  - Understanding and appreciation of the regulatory framework
  - Ability to inspire and enthuse committee members for the work of the committee
  - Integrity and the ability to set aside own views and act impartially
  - Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them
- **Promoting the role of the Area/Standards Committee**
  - Good knowledge of local issues
  - An understanding of the importance of consultation and local views
  - Knowledge and understand of the Ethical Standards agenda and the ability to promote and champion high ethical standards
- **Internal governance, ethical standards and relationships**
  - Knowledge and understanding of the Code of Conduct and protocols
  - Knowledge of and commitment to the Council's vision and strategic aims and objectives



## **Scrutiny and Review Chair Role Description**

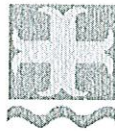
### **1. Accountabilities**

- Full Council
- The Public
- External Regulatory Bodies

### **2. Role purpose & activity**

- **Provide leadership and direction**
  - Provide confident and effective management of the member team
  - Promote the role of Scrutiny and Review within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
  - Develop a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
  - Ensure the programme takes account of relevant factors such as: the work programmes of the cabinet and other committees, strategic priorities and risks, and relevant community issues
  - Demonstrate an objective and evidence based approach to scrutiny
  - Evaluate the impact and added value of scrutiny activity and identify areas for improvement
- **Manage the work programme**
  - Ensure that the work programme is delivered
  - Report on progress against the work programme to Council, and others as appropriate
  - Liaise with officers, other members and community representatives to resource and deliver the work programme
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in

- **Effective meeting management**
  - Set agendas containing clear objectives and outcomes for the meeting
  - Manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
  - Ensure that the necessary preparation is done beforehand
  - Ensure that all participants have an opportunity to make an appropriate contribution
  
- **Community leadership**
  - Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
  - Build understanding and ownership of the scrutiny function within the community
  - Identify relevant community based issues for scrutiny
  - Involve fully external stakeholders for example, service users expert witnesses and partners in scrutiny activity
  
- **Involvement and development of committee members**
  - Encourage high performance from all committee members in both committee and task and finish groups
  - Assess individual and collective performance within the committee and facilitate appropriate development
  - Ensure members adhere to and promote the Scrutiny and Review Committees agreed values
  
- **Scrutiny & Review Values**
  - Adopt an informal, friendly and non-confrontational approach
  - Be open, transparent and fair to all involved in the Scrutiny process
  - Share information and seek consensus
  - Allow preparation and thinking time to all witnesses
  - Allow witnesses to submit their evidence in a form they feel comfortable with (Oral/Written)
  - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
  - Provide feedback, written or verbal, to all witnesses involved in the process.
  - Look for continuous improvement through a positive process
  - Value diversity and ensure equality is built into all our processes



## **Scrutiny and Review Chair Person Specification**

**To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires:**

### **Provide leadership and direction**

- Understanding of council role and functions
- Understanding of role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements
- Understanding of member support functions
- Understanding of council priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive

### **Manage the work programme**

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

### **Holding the Executive to account**

- Understanding of arrangements for call in

### **Effective meeting management**

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

## **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

## **Involvement and development of committee members**

- Understanding of role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and procuring appropriate learning and development