

Appendix 9

Role description Chair and Vice Chairperson

Note: strikethrough indicates text removed. Underline indicates new text.

Section	Part 5 Section 9 'Role of Members' at Appendix 1 (member role profiles)
Proposed Changes	<p data-bbox="292 398 608 427">Committee chairperson:</p> <ul data-bbox="292 432 1214 629" style="list-style-type: none"> • Understand the role of the committee • Understand the role of the chairperson • Provide leadership and direction • Provide effective meeting management • Spend time with relevant officers to agree agendas and minutes • Ensure all attendees have an opportunity to contribute to the meeting <p data-bbox="292 667 604 696"><u>Committee Chairperson</u></p> <p data-bbox="292 732 1369 797"><u>The key duties and responsibilities of the Chairperson of a committee or body ('the committee) of the Council are:</u></p> <ul data-bbox="339 831 1465 1951" style="list-style-type: none"> • <u>To lead the work in respect to the purpose and proceedings of the relevant committee in accordance with its terms of reference.</u> • <u>To demonstrate leadership skills including impartial chairing meetings and setting standards for the effective operation of the committee in such a way to facilitate open discussion and valid decisions.</u> • <u>facilitate fair and open decision-making by, or on behalf of, the committee</u> • <u>Develop engagement with individuals and representatives for which the committee has responsibility.</u> • <u>To ensure the work of the committee or body is transparent and open to public scrutiny and debate.</u> • <u>To ensure that all attendees have an opportunity to contribute to the meeting</u> • <u>To attend committee meetings and other stakeholder meetings with senior officials</u> • <u>Ensuring a value for money approach to the financial and resource management of committee resources.</u> • <u>To challenge constructively both within the committee or body and with internal and external with stakeholders</u> • <u>To consider the outcome of the research, analyse the results and communicate how that evidence supports the committee or body decisions.</u>

- To champion understanding and commitment to equality issues and challenging discriminatory practices.
- To act as spokesperson for the committee and liaise with community groups, partners, outside bodies and the public on matters that fall within the remit of the committee
- To encourage the highest standards of behaviour and probity
- To work with officers and members to make sure that committee members develop the necessary skills and knowledge to contribute effectively to the work of the committee and to work with officers to provide training where appropriate on changing procedures and legislation

Vice Chairperson

- To assist/take on part of the above duties on behalf of the Chairperson on request of the Chairperson for the better discharge of the duties of the committee.
- To assist/take on the above duties on behalf of the Chairperson if he/she is unable to do so.