

COMMITTEE CHAIRMAN'S PROTOCOL

Summary of Role

- To chair one of the Committees appointed by the Council (other than a Scrutiny Committee);
- To ensure he/she is sufficiently and effectively briefed on the issues within the Committee's terms of reference;
- To ensure and co-ordinate effective conduct of the Committee's business;
- To undertake, in addition, all the duties specified in the Councillor's Role Description.

Key Responsibilities

- To ensure the Committee operates effectively and has regard to the advice of the relevant officers in respect of the Committee's powers and remit;
- To ensure that when fulfilling any of its quasi-judicial responsibilities the Committee follows approved procedures adhering to the rules of natural justice, the provisions of the European Convention on Human Rights and all other legal requirements having regard to the advice of the relevant officers;
- To lead on recommendations to the Council, the executive or relevant officers in respect of the Committee's business and operation;
- To lead in ensuring that appropriate information, training and guidance is available to Members in respect of the Committee's responsibilities;
- To ensure the effective and orderly operation of the particular committee;
- To meet regularly with relevant officers to ensure the receipt of appropriate advice to inform effective functioning of the committee;
- To liaise with Members of the Council not on the Committee about the Committee's operation and effectively represent the work of the Committee to the community and take account of the views of community representatives and other local stakeholders with regard to the Committee's operation.