

## **CHAIRMAN OF COMMITTEE**

### Role and Responsibilities

- 1 To have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.
- 2 To lead in the development of the work of the Committee which they chair, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.
- 3 To lead in service delivery and policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.
- 4 To be the Council's lead spokesperson in respect of the Committee's activities.
- 5 To establish effective working relationships with the Group Spokespersons on the Committee and with other Committee Chairmen
- 6 To establish effective working relationships with the Managing Director, Chief Officers, and other key officers.
- 7 To represent and pursue the interests of the Committee which they chair in the community and at regional and national levels
- 8 To ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council
- 9 To promote and uphold:
  - \*equalities throughout the County - particularly the Council's equalities policies
  - \*high standards of ethical conduct by the Council's Members and officers