

EXECUTIVE MEMBER DECISION FORM

DECISION TO BE TAKEN BY: Cabinet Member – Improvement and Governance

KEY DECISION YES/NO

PORTFOLIO AREA: Improvement and Governance

PORTFOLIOS AFFECTED: Improvement and Governance

WARDS AFFECTED:

SUBJECT: Role description for the Chairs of the new Policy & Performance Committees

1. RECOMMENDATION:

- 1.1. That the Role Description which sets out the duties and responsibilities of the Chairs of the newly created Policy and Performance Committees is referred to Council for approval.

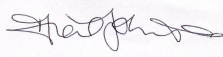
2. REASONS FOR THE DECISION

- 2.1. To support the establishment and on going development of the newly created Policy and Performance Committees, a role description has been developed for the Committee Chairs. This follows good practice in other local authorities and clarifies the purpose of the role, the responsibilities attached to it, the skills that Chairs will require and expectations in terms of conduct and behaviour. The role description will also apply to Vice Chairs when deputising in terms of chairing meetings or undertaking any other responsibilities of the Committee Chair.

3. STATEMENT OF COMPLIANCE

The recommendations are made further to legal advice from the Deputy Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

4. DECLARATION OF INTEREST

<p>Signed: </p> <p>Executive Member</p> <p>Date: 15/05/13</p>	<p>Signed: </p> <p>Chief Officer</p> <p>Date: 15/05/13</p>
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A list of background papers on this issue is held with:

Contact Officer: Mike Callon

Date: 15/05/13