

# WIRRAL COUNCIL

## COUNCIL

20 MAY 2013

<b>SUBJECT:</b>	<b><i>ROLE DESCRIPTION FOR POLICY AND PERFORMANCE COMMITTEE CHAIRS</i></b>
<b>WARD/S AFFECTED:</b>	<b><i>ALL</i></b>
<b>REPORT OF:</b>	<b><i>DIRECTOR OF PUBLIC HEALTH / HEAD OF POLICY AND PERFORMANCE</i></b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b><i>CLLR ANN MCLACHLAN</i></b>
<b>KEY DECISION?</b>	<b>NO</b>

### 1.0 EXECUTIVE SUMMARY

1.1 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. Members are requested to approve the role description which is attached to this report at Appendix 1.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 At its meeting on April 30, Council approved a series of improvements to the Council's corporate governance centred around:
- A revised scheme of delegation
  - Changes to procedures at Council meetings
  - Enhancements to neighbourhood working through the creation of four Constituency Committees
  - Enhancements to the scrutiny function through the creation of four Policy and Performance Committees
- 2.2 These changes align with the Council's Improvement Agenda and were acknowledged as progress by the recent Corporate Peer Challenge return visit. The changes have been incorporated into the Council's revised Constitution (May 2013) which can be viewed at the following link:

<http://democracy.wirral.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12881&path=0>

### 3.0 RELEVANT RISKS

3.1 Without a clear role description, there is a risk of ambiguity surrounding the responsibilities of committee Chairs. This could lead to different interpretations of the role and a lack of consistency in the way the Council discharges its scrutiny functions.

### 4.0 OTHER OPTIONS CONSIDERED

4.1 None considered.

## **5.0 CONSULTATION**

5.1 The role description was shared at the Leaders' Group meeting held on 3 May 2013.

## **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

6.1 There are no implications arising from this report.

## **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

7.1 There are no implications arising from this report.

## **8.0 LEGAL IMPLICATIONS**

8.1 There are no implications arising from this report.

## **9.0 EQUALITIES IMPLICATIONS**

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) No

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 There are no implications arising from this report.

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

11.1 There are no implications arising from this report.

## **12.0 RECOMMENDATION/S**

12.1 That approval is given to the role description set out at Appendix 1 of this report.

## **13.0 REASON/S FOR RECOMMENDATION/S**

13.1 The development of a role description follows good practice and clearly sets out the role and responsibilities of Committee Chairs.

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## **APPENDICES**

<b>Appendix 1</b>	Draft P&P Committee Chair Role.doc
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