

Appendix 1

Policy and Performance Committee Chair – Proposed Role Description

Role

The role of a Policy and Performance Committee Chair is to:

1. Provide leadership and direction to the Committee and act as Champion for the functions falling within its remit.
2. Chair formal and informal meetings connected with the work of the Committee and ensure that such meetings are conducted fairly, efficiently and follow the Council's Constitution and the law.
3. Identify and help meet the development and training needs of the Committee collectively and its individual members.

Responsibilities

In order to perform the role, a Policy and Performance Committee Chair will need to:

1. Actively promote the work of the Committee and generally act as a 'Champion' for its activities.
2. Ensure that Committee members lead on developing an effective and prioritised work programme. Ensure the work programme includes service scrutiny/performance management.
3. Encourage the Committee to challenge and scrutinise Cabinet decisions.
4. Encourage the committee to horizon scan and seek opportunities to undertake pre-decision scrutiny in advance of Cabinet decisions.
5. Encourage the Committee to scrutinise the performance of non-Council bodies, for example partnership delivery plans, and the effectiveness of partnership working, to ensure this is adding value.
6. Endeavour to engage all members of the Committee within the scrutiny process.
7. Co-ordinate work with other Policy and Performance Committees and their Chairs and share learning.
8. Ensure that adequate resources i.e. financial and officer support are identified and sought from the Council.

9. Develop a constructive relationship with the Cabinet, especially the relevant portfolio holders, and with the Chief Executive, Strategic Directors and Heads of Service in the areas that the Committee scrutinises.
10. Chair formal and informal meetings connected with the work of the Committee in a fair and open manner following the terms of reference of the Committee, the Council's Constitution and the law.
11. Ensure that meetings are conducted in a suitable manner that encourages contributions from all members, co-opted representatives and witnesses.
12. Help achieve more community and partner involvement in the scrutiny process by using alternative venues, co-option and innovative meeting styles.
13. Ensure that scrutiny reviews are more efficient through the application of effective project management.
14. Ensure that 'in depth' scrutiny takes place by using expert witnesses and working with officers to help improve members' knowledge base.
15. Maintain awareness of national and local issues related to the Committee and its work.
16. Keep under review, advise on and agree the training and development requirements of the Committee and its individual members.
17. To be responsible for continuous personal development. Take advantage of learning opportunities to build understanding and knowledge, and to develop relevant skills.
18. To promote and participate in Member training, and attend relevant training events each calendar year.

Skills Required

In order to fulfil the above responsibilities a Policy and Performance Committee Chair will need to ensure that they develop and maintain the following core skills:

- Actively encourages involvement of others and works collaboratively to analyse information and promote understanding.
- Is open to new ideas and ways of doing things.
- Works closely with others to develop, promote and achieve objectives.
- Leadership and excellent chairing skills

In addition to the above core skills, meeting Chairs may also require the following supporting skills:

- Good communication, including media, presentation and interpersonal skills
- Conflict resolution
- Team working
- Project and time management
- The ability to influence and work constructively with Members, officers, the public and outside organisations.

Behaviours

To act in accordance with the values and principles required of those operating in public life

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference