



Wells City Council

Document 17

Committee and Chairman Responsibilities

Purpose

The purpose of the Committee Chairman is to chair and manage the business of the committee or sub-committee in line with its terms of reference.

Key duties and responsibilities

The key duties and responsibilities of the Committee Chairman are to:

1. Lead the work of the committee/sub-committee and make sure it carries out its business effectively and efficiently within its terms of reference.
2. Chair meetings of the committee/sub-committee impartially and in such a way as to facilitate open discussion from all members and to approve draft minutes
3. Demonstrate fair and open decision-making by, or on behalf of, the committee/sub-committee
4. Make sure that contributions by the public are facilitated and controlled in line with the agreed procedure, if appropriate
5. Liaise with officers on the content of the agenda
6. Act as spokesperson for the committee/sub-committee and liaise with community groups, partners, outside bodies and the public on matters that fall within the remit of the committee/sub-committee.
7. Encourage the highest standards of conduct and ethics
8. Work with officers and members to make sure that committee members develop the necessary skills to contribute effectively to the work of the committee and to work with officers to provide training, if appropriate
9. Monitor the outcome of committee decisions and follow up action points
10. Present the minutes to Full Council and answer member questions.
11. Represent the committee on the budget setting finance subcommittee.
12. The finance chairman acts as the Town Clerk's line manager and attends weekly meetings with the Mayor and Town Clerk

Key skills and Knowledge

The key skills required of the Committee Chairman are:

1. Good leadership, presentation and public speaking skills
2. Chairing skills, including the ability to manage conflict and promote consensus
3. The ability to build effective relationships within and outside the Council
4. The ability to plan and prioritise the business of the committee/sub-committee having regard to its terms of reference
5. Knowledge of legislation regulating the work of the committee/sub-committee or a demonstrated willingness to gain knowledge.
6. Knowledge of the Code of Conduct and its implications for the working of the committee/sub-committee