

Article 5 Chairing The Council

5.1 ROLE AND FUNCTION OF THE CHAIR OF THE COUNCIL

1 Accountability

Full Council

2 Role Purpose and Activity

2.1 Act as a symbol of the Council's democratic authority

As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council

The Chair exercises an ambassadorial role for all citizens of the County and as such it is crucial that the dignity of the office is upheld at all times and the protocols in place are closely followed.

To represent the Council at civic and ceremonial functions

To promote public involvement in the council's activities.

To attend such civic and ceremonial functions as the council and she/he determines appropriate.

2.2 Chair Council meetings

To preside over meetings of the Council, so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.

To ensure that the Council conducts its meetings in line with the Council's Standing Orders

To ensure that the council meeting is a forum for the debate of matters of concern to the local community and the place at which councillors are able to hold the executive board and committee chairs to account.

2.3 Uphold and promote the Council's Constitution

To uphold and promote the purposes of the Council's Constitution at meetings of the Council and, if necessary, to rule on the interpretation of the Constitution

2.4 Internal governance, ethical standards and relationships

To promote and support good governance of the Council and its affairs

To provide community leadership and promote active citizenship

To promote and support open and transparent government

To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

2.5 Work programming

To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

3 Values

To be committed to the values of the Council and the following values in public office:

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

5.2 PERSON SPECIFICATION FOR THE CHAIR OF THE COUNCIL

To fulfil his or her role as laid out in the role description, an effective member requires the following:

1 Act as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair of the Council and protocols

2 Chair Council meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution and Standing Orders

3 Uphold and promote the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

4 Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

5 Work programming

The ability and discipline to plan and manage work programmes

5.3 VICE CHAIR OF THE COUNCIL JOB PROFILE

1 Accountability

Chair of Council
Full Council

2 Role Purpose and Activity

To fulfil the duties of the Chair in his or her absence
To assist the Chair in specific duties as required⁴

5.4 PERSON SPECIFICATION FOR THE VICE CHAIR OF THE COUNCIL

To fulfil his or her role as laid out in the role description, an effective member requires the following:

1 Act as a symbol of the Council's democratic authority

Good public speaking skills
An in-depth understanding of role of Chair of the Council and protocols

2 In the absence of the Chair to chair Council meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

3 Uphold and promote the Council's Constitution

An understanding of the Council's Constitution
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

4 Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

5 Work programming

The ability and discipline to plan and manage work programmes