

Article 8 Regulatory Committees

Regulatory and other Committees

The Council will appoint the committees set out in Table 3 in Part 3 of this Constitution to discharge the functions described in column 3 of that table against each of the Committees identified.

8.1 CHAIR OF A REGULATORY COMMITTEE JOB PROFILE

1 Accountability

To Full Council

To the members of the regulatory committee

2 Role Purpose and Activity

2.1 Provide leadership and direction

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

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

Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

2.2 Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

2.3 Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

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 differences
Sustainability

8.2 MEMBER OF A REGULATORY COMMITTEE JOB PROFILE

1 Accountability

To Full Council
To the Chair of the regulatory committee

2 Role purpose and activity

.2.1 Understanding the nature of the regulatory committee and quasi-judicial decision making

To be aware of the quasi-judicial nature of regulatory committee decision making
To gain sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

2.2 Participating in meetings and making decisions

To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal and the council's constitutional and policy requirements

2.3 Internal governance, ethical standards and relationships

To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
To promote and support good governance by the Council
To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

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.

8.3 PERSON SPECIFICATION FOR THE CHAIR OF A REGULATORY COMMITTEE (Planning & Licensing Committees)

To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:

1 Providing leadership and direction

Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
Understanding of the Council's role and ability to ensure that stake holders are made aware of that role
Communication skills
Knowledge of local issues
Knowledge of law, policy and procedures for that regulatory/quasi judicial area
Ability to manage the work of the committee
Ability to support and develop necessary skills in fellow members of the committee

2 Promoting the role of the regulatory committee and quasi-judicial decision making

To have an understanding and appreciation of the regulatory framework
Ability to inspire and enthuse committee members for the work of the committee
Integrity and the ability to set aside own views and act impartially
Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

3 Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols
Knowledge of and commitment to the values of the Council

8.4 PERSON SPECIFICATION FOR A MEMBER OF A REGULATORY COMMITTEE (Planning & Licensing Committees)

To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:

1 Understanding the nature of the regulatory committee and quasi-judicial decision making

Integrity and the ability to set aside own views and act impartially
Knowledge of law, policy and procedures for that regulatory/quasi judicial area
Maintenance of knowledge
Objectivity and judgement

2 Participating in meetings and making decisions

Ability to listen and to consider and respect the views of other contributors
Good public speaking skills
Good advocacy skills

3 Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols
Knowledge of and a commitment to the values of the Council