

Appendix D

Council Chairman – Role Description

1: Accountability

- Full Council
- The Public
- External Regulatory Bodies

2: Role Purpose and Activity

Chairing 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
- an understanding of 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 members who are not on the District Executive are able to hold the Executive to account.
- to promote public involvement in Council's activities

Upholding and promoting the Council's Constitution

- to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary
- an understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

- an understanding of the roles of officers, members and different agencies
- respect for and a desire to work with different groups and individuals
- knowledge and understanding of the Code of Conduct and Officer/Member Protocol
- to remain above party politics and to be available to be approached by any councillor, member of staff or member of the public who wishes to speak in confidence on matter that affects them.
- A knowledge and commitment to the values of the Council

Work programming

- to attend briefings and other meetings pertaining to the business of the council with officers as required
- The ability and discipline to plan and manage work programmes

Civic duties

- to represent the Council and attend such civic and ceremonial functions as the Council and he/she determines appropriate.
- To make presentations of grant cheques and other awards to community organisations and to present long -service and retirement awards to employees.

3: Values

- Openness and Transparency
- Honesty and Integrity
- Tolerance and Respect
- Equality and Fairness
- Appreciation of cultural difference
- Sustainability

Skills

Chairing

Advanced Chairing Skills

Team Working

Ensuring the maximum contribution from each member of Full Council
Tact and diplomacy and the ability to mediate across the political groups

Communication

Advanced Listening and questioning skills

Organisational Skills

Ability to prioritise the business of the Council at its meetings having regard to the terms of reference and key challenges facing the council

Leadership

Leadership within and outside the Council
Ambassadorial skills through representation and championing

Knowledge