

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Area Plans Sub-Committee and District Development Control Committee and other non executive Panels and Working Groups.

Responsible to: The Council

Contact with: Residents, Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Principal Accountabilities:

- (a) To chair meetings in accordance with their terms of reference.
- (b) To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure and normal courtesy.
- (c) To ensure that the decisions required at meetings are properly summarised before votes are taken.
- (d) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the body concerned.

Leadership Skills

- Ability to explain the role of Committees etc to the community.

Team Working & Relationship Building

- Relationship building particularly with senior officers involved in the Planning function.

Organisational Skills

- Ability to plan and prioritise the business of the Plans Sub-Committee, having regard to its terms of reference and key challenges facing the Planning function.

Communication Skills

- Advanced chairing in relation to members of the council and in particular where there is involvement by the public in meetings.
- Communication skills - particularly with Councillors, officers and the public
- Developed public speaking ability.

Chairing Skills

- Developed chairing skills, including the ability to manage conflict and contributions by the public to meetings.
- Impartiality and objectivity.

Knowledge

- In-depth understanding of council policies and procedures relevant to the body concerned including planning processes, the Planning Protocol and how planning decisions are to be reached.
- Understanding of the role of ward councillors and how to handle conflicts of interest.

Understanding of the role of officers including the roles of professional planning staff at Area plans Sub and District Development Control Committee meetings.

Knowledge of the Council's procedures for dealing with permitted contributions by members of the public at meetings of the body concerned.

Date:

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.