

GWYNEDD COUNCIL

Role and Responsibilities of a Committee Chair

1) ACCOUNTABILITY

- To Full Council
- To the members of the committee

2) SPECIFIC FUNCTIONS

2.1 Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To ensure that applicants and/or interested parties are satisfied as to the transparency of the decision-making process.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- To ensure that meetings are held in accordance with Gwynedd Council's language policy to promote the use of the Welsh language.
- To chair meetings in accordance with Gwynedd Council's constitutional requirements. (Please refer to the Constitution, Part 4 – Rules of Procedure)

2.2 Promoting the role of the committee

- To act as an ambassador for the committee, facilitating understanding of the role.
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the committee process, and to receive and respond to professional advice.

2.3 Integral governance, ethical standards and relationship

- To develop the standing and integrity of the committee and its decision making.
- To understand the respective roles of members, officers and third parties.
- To promote and support good governance by the Council.

2.4 Effective meeting management

- To agree agendas and clear aims and objectives for all meetings
- To manage the progress of business at meetings, ensuring that the objectives of the meeting are met and that all adhere to the code of conduct, rules of procedure and other constitutional requirements.
- To ensure that the necessary preparation is done beforehand (which includes, as appropriate, preparatory or briefing meetings, clarifying roles of committee members, officers and others attending, timetabling).
- To ensure that all participants have an opportunity to make an appropriate contribution, and accept appropriate replies and responses.
- To ensure that the committee is clear on its decision and summarise any proposals and reasons for the decision where appropriate.
- To maintain the focus of the committee, and keep a tight control on the agenda.

2.5 Involvement and development of committee members

- To encourage high performance from all committee members.
- To assess collective performance within the committee and facilitate appropriate development and/or take appropriate action.

3) VALUES

3.1 To be committed to the values of the Council and the principles of members' conduct:

Council Values

- Respect
- Working as a team
- Value for money
- Serving
- Positive

Principles of Members' conduct:

- Selflessness
- Honesty
- Integrity and propriety
- Upholding the law
- Stewardship
- Objectivity in decision-making
- Equality and respect
- Openness
- Accountability
- Leadership