

Chairman of the Civic Affairs Committee

The Council may establish a Civic Affairs Committee.

The committee will elect one councillor to chair the committee.

ROLE DESCRIPTION

Main Purpose of Role

- To oversee the Council's civic affairs, including taking a leading role in promoting and maintaining high standards of conduct by the Council, its members and co-opted members, overseeing the amending and updating of the Council's Constitution and discharging the Council's responsibilities in respect of electoral arrangements.

Duties and Responsibilities

- To chair and manage the business of the committee in an efficient manner, ensuring effective engagement by all members.
- To provide leadership and direction for the committee.
- To determine priorities in the light of the volume of work presented to the committee.
- To ensure that the committee conducts any necessary inquiries, hearings and investigations having regard to the nature of the issue, the rules of natural justice and those local and national procedures adopted by the District Council.
- To ensure that the committee monitors the Council's Constitution on a regular basis to ensure it is up to date
- To promote actively, and on a regular basis, the Members' Code of Conduct and Protocols in place
- To ensure that the committee monitors on a regular basis the operation of the Members' Code of Conduct and Protocols currently in place.
- To review the Council's working arrangements for probity and high standards of conduct in public life.
- To command the respect and confidence of the Council in relation to matters of standards and probity.
- To maintain effective working relationships and links with the Vice-Chairman and members of the committee, the Chairman of the Council and other relevant members, the Monitoring Officer and any other relevant officers.
- To maintain an overview of best practice both nationally and locally.
- To bring forward suggestions for member training and development in relation to ethical issues, constitutional issues and electoral issues.
- To represent, by virtue of his / her position, the Council and committee on relevant external bodies and events as required.

Accountability

- The tasks and duties outlined in this role description relate to the political or member level activities of the District Council. Accountability for members' performance is ultimately through the political and electoral process but will also be subject to any member personal development arrangements agreed by the Council.

Vice-Chairman of the Civic Affairs Committee

The committee may appoint one person as Vice-Chairman of the committee.

ROLE DESCRIPTION

Main Purpose of Role

In addition to undertaking those duties and responsibilities expected of all members as appropriate, to undertake, in the absence of the Chairman, those duties expected of the Chairman and encompassed in the role description for that position.

Duties and Responsibilities

- To deputise as necessary for the Chairman of the committee.
- To undertake specific tasks and responsibilities as requested by the Chairman.
- To share and support in general, the full workload of the Chairman.
- To work actively with the Chairman to manage the work of the committee.

Accountability

- The tasks and duties outlined in this role description relate to the political or member level activities of the District Council. Accountability for the members' performance is ultimately through the political and electoral processes but will also be subject to any member personal development arrangements agreed by the Council.