

# ROLE PROFILE

## Regulatory Committee Chairman

*This is a Special Responsibility role profile.*

### 1. Who is a Regulatory Committee Chairman accountable to?

- South Holland District Council; and
- To members of the specific Regulatory Committee.

### 2. Role, Purpose and Activity

- **Regulatory Committees**
  - Committee of the Licensing Authority;
  - Full Council;
  - Planning Committee;
  - Standards Panel; and
  - Licensing Committee.
- **Chairing Regulatory Committee meetings**
  - To lead committee meetings in line with the Council's meeting procedures.
- **Providing leadership and direction**
  - To provide confident and effective management of meetings to ensure involvement and clear decision-making;
  - To ensure that applicants and other interested parties are satisfied as to the openness and transparency of the meeting;
  - To demonstrate true and independent decision-making in accordance with meeting requirements; and
  - To delegate actions to sub committees as required.
- **Effective meeting management**
  - To set agendas containing clear objectives and outcomes for the meeting;
  - To manage the meeting in order to ensure that meeting objectives are met, in line with meeting procedures;
  - To ensure that any necessary preparation is done beforehand; and
  - To ensure that all participants have an opportunity to make an appropriate contribution.

- **Promoting the role of the regulatory committee and quasi-judicial decision making**
  - To act as a representatives for the regulatory committee and provide an understanding of the role;
  - To act within Council requirements to oversee the role of the committee fairly and correctly; and
  - To ensure attention to detail and impartiality within the committee by receiving and responding to professional advice during meetings and in relation to individual cases/applications beforehand.
  
- **Internal governance, ethical standards and relationships**
  - To develop the reputation and reliability of the committee and its decision-making;
  - To understand the roles of councillors, officers and external parties operating on behalf of the regulatory committee; and
  - To promote and support good governance of the Council.

### **3. Values**

- To be committed to the Councils values and corporate priorities.

#### **Vice-Chairman**

- To act as Chairman in their absence; and
- To assist the Chairman as required.

# PERSON SPECIFICATION

## Regulatory Committee Chairman

To fulfil the role as set out in the role profile, an effective Regulatory committee Chairman requires:

### **Chairing Regulatory Committee meetings**

- Chairing skills to ensure that Regulatory Committee meetings are carried out in line with meeting procedures;
- Leadership skills to ensure that all those attending the meeting participate in an appropriate manner; and
- An understanding of the Council's meeting procedures.

### **Providing leadership and direction**

- The ability to conduct meetings to ensure that applicants/complainants feel that they have been dealt with fairly;
- An understanding of the Council's role and ability to ensuring that external partners are aware of that role;
- A knowledge of local issues; and
- The ability to manage the work of the committee.

### **Effective meeting management**

- A knowledge of meeting protocols;
- The ability to act as an effective Chairman, managing the agenda and progressing business;
- The ability to manage effective discussions; and
- The ability to listen and question effectively.

### **Promoting the role of the Regulatory committee and quasi-judicial decision making**

- An understanding and appreciation of the regulatory committee structure;
- The ability to motivate committee members;
- The ability to convince others and act with integrity; and
- A knowledge of the relevant meeting procedures.

### **Internal governance, ethical standards and relationships**

- A knowledge of the relevant regulatory meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol.