



PROCEDURES FOR STANDING COMMITTEE CHAIRMEN

The Role of the Standing Committee Chairman

1. To be responsible for the general good conduct of meetings, presiding over them in a fair and impartial manner that encourages contributions and achieves the objectives of the meeting, including resolution of any conflict.
2. To ensure the overall probity of the decision-making process within the Committee, ensuring it operates fairly and openly.
3. To be accountable to the Council for the efficiency and effectiveness of the Committee.
4. To ensure the Committee acts within its Terms of Reference and complies with the various Standing Orders, Codes of Conduct and Protocols (including that on member/officer relations), Council policies and relevant legislation.
5. To present the Committee minutes, resolutions and recommendations to Council and to answer members' questions as appropriate.
6. To maintain awareness of national and local issues and policies relating to the particular Committee.
7. To represent the Council on business transacted at other meetings as directed by the Council or Committee or as requested by the Town Clerk.
8. To take such minor decisions that do not need to be considered by the Committee as may be referred by the Town Clerk.

The Role of the Chairman of Policy, Resources and Finance Committee

In addition to the above –

1. To be responsible for building a consensus view by working closely with other members to ensure the development of effective policies and budgets to deliver high quality services to the local community
2. To work with the other Standing Committee Chairmen to ensure that the Council's policies and services are delivered to the required standard and within budget.

3. To be responsible at member level for co-ordinating the work of Chairmen of all Committees and Sub-groups as appropriate to ensure their work contributes to achieving the implementation of the Council's policies and service delivery objectives.
4. To have a general co-ordinating and problem-solving role to ensure that the Council as a whole operates efficiently and effectively achieving its policy and service delivery objectives within agreed budgets.
5. To take such minor decisions that do not need to be considered by the Council or are necessary to maintain the efficiency and effectiveness of day to day business of the Council as may be referred by the Town Clerk.
6. To be the member's representative of the Council (or a nominated substitute) at meetings of any partnership of which the Council may be a member.
7. To be the member representative of the Council (or nominated substitute) at meetings of the Dorset Association of Parish and Town Councils and like organisations.

The role of the Town Clerk (or appropriate member of staff)

In relation to the role of Standing Committee Chairmen, the Town Clerk's role will be -

1. To consult with the Chairman on items for the agenda.
2. To keep the Chairman informed of significant issues within the purview of the Committee or affecting the work of the Committee.
3. To consult with the Chairman on minor decisions that do not need to be referred to the Council or Committee or for which there are delegated powers.
4. To consult with the Chairman as appropriate regarding the implementation of Council and Committee policies and decisions.
5. To involve the Chairman as appropriate in meetings, including those with third parties regarding issues within the purview of the Council or Committee as appropriate.