

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Area Plans Sub-Committee

Responsible to: The Council

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

Principal Accountabilities:

- (a) To chair the Plans Sub-Committee in accordance with its terms of reference.
- (b) To foster and maintain a disciplined approach by the councillors involved having regard to high standards of behaviour and ethics including the Planning Protocol.
- (c) To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure.
- (d) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Sub-Committee.
- (e) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Ability to represent the Plans Sub-Committee to the community and the media.

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 listening, questioning and negotiation skills.
- Communication skills - particularly with councillors, officers and the public involved with the Plans Sub-Committee.
- Advanced presentations skills.
- Advanced public speaking.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Plans Sub-Committee and the Council are positively represented.

Chairing Skills

- Advanced chairing skills, including the ability to manage conflict.
- Impartiality and objectivity.

Knowledge

- In-depth understanding of Planning issues and Planning Protocol.
- Understanding of the role of ward councillors in the Planning process and how to handle conflicts of interest.
- Understanding of the role of Planning Officers.

Date: October 2009

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.