

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Panel

Responsible to: The Council

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

Principal Accountabilities:

- (a) To chair meetings of the Panel in accordance with the relevant terms of reference.
- (b) To foster and maintain a disciplined approach by the members of the Panel, having regard to high standards of behaviour and ethics.
- (c) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Panel.
- (d) To respond to consultation on matters, which are the subject of the Panel between meetings to provide a speedy resolution to urgent matters.
- (e) To discuss with officers matters which are being researched and developed to ensure that appropriate recommendations are achieved.
- (f) To maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
- (g) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

<p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> Relationship building particularly with senior officers supporting/advising on the processes of the Council and Panel members. <p>Chairing Skills</p> <ul style="list-style-type: none"> Advanced chairing skills. Impartiality and objectivity. <p>Organisational Skills and Personal Effectiveness</p> <ul style="list-style-type: none"> Ability to plan and prioritise the business of the Panel having regard to its terms of reference. 	<p>Communication Skills</p> <ul style="list-style-type: none"> Advanced listening and questioning skills. Communication skills - particularly with councillors and officers involved with the Panel. Intermediate presentations skills. Intermediate public speaking. <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> Ability to obtain and weigh up evidence to reach conclusions and make recommendations based on that evidence.
<p style="text-align: right;">Date: October 2009</p>	

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.