

## MEMBER ROLE ACCOUNTABILITY STATEMENT

**Role Title: Chairman of Standards Committee (a role not undertaken by an elected councillor but by a person who is independent from the Council).**

**Responsible to: The Council.**

**Contact with: Members (District and Parish/Town and members of the Standards Committee), Chief Executive, Monitoring Officer, Deputy Monitoring Officer and other officers supporting the Committee, media, members of the community.**

**Principal Accountabilities:**

- (a) To chair the Standards Committee in accordance with its terms of reference.
- (b) To chair panels as appointed dealing with allegations of breach of the Council's Code of Conduct.
- (c) To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics.
- (d) To work with the Council's Monitoring Officer in promoting and supporting standards of behaviour and ethics among all Councillors on the District and parish and town councils in the area.
- (e) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- (f) To ensure that all matters referred to it are dealt with promptly and in accordance with local and national guidance and on an entirely apolitical basis.
- (g) To act as a spokesperson for the Standards Committee.
- (h) To present any reports or findings to the relevant bodies within the Council.
- (i) To establish and maintain the necessary knowledge and understanding of the Council's structures and processes to facilitate this role.

<p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to represent the Standards Committee to Members, the community and the media.</li> </ul> <p><b>Chairing Skills</b></p> <ul style="list-style-type: none"> <li>• Advanced chairing skills.</li> </ul> <p><b>Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Prioritising and managing the work of the Standards Committee including the deployment of available resources.</li> </ul> <p><b>Other Skills</b></p> <ul style="list-style-type: none"> <li>• Assimilating and analysing complex and contradictory information.</li> <li>• Obtaining and weighing up evidence and making decisions based on that evidence.</li> </ul>	<p><b>Team Working &amp; Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Relationship building - with the Council's Monitoring Officer, members of the Standards Committee, other councillors, including parish and town councillors, senior officers.</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Advances listening and questioning skills.</li> <li>• Intermediate presentation skills.</li> <li>• Intermediate public speaking.</li> <li>• Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Broad knowledge of the role and functions of the Council and its members and of its structures and procedures.</li> <li>• Broad knowledge of the role and function of town and parish councils.</li> <li>• A detailed awareness of the national and local importance and role of the Standards Committee, and the role of the Standards Board for England.</li> <li>• An understanding of the Council's Code of Conduct and the constitutional arrangements relating to the Standards Committee.</li> </ul>	
<p style="text-align: center;"><b>Date: October 2009</b></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.**