

## **MEMBERS' ROLES**

This document aims to describe the potential range of activities and skills that must be demonstrated by Members when appointed as Chairs of Planning; Licensing and Audit and Governance Committee.

**The following activities are in addition to the responsibilities set out in the Core Chair Role Descriptions**

### **CHAIR OF PLANNING COMMITTEE**

#### **Key Duties:**

To chair the Planning Committee in accordance with its terms of reference

To be aware of legislation and ongoing local and national developments on planning matters and their implications

To plan and prioritise the business of the planning committee having regard to its terms of reference and key challenges facing the planning function

To represent the council in all dealings with the public, media and other bodies in respect of the work of the Committee

### **CHAIR OF LICENSING COMMITTEE**

#### **Key Duties:**

To chair the Licensing Committee in accordance with its terms of reference

To be aware of legislation and ongoing local and national developments on licensing matters and their implications

To plan and prioritise the business of the licensing committee having regard to its terms of reference and key challenges facing the Licensing function

To represent the council in all dealings with the public, media and other bodies in respect of the work of the Committee

## CHAIR OF AUDIT & GOVERNANCE COMMITTEE

### Key Duties:

To chair the Corporate Governance and Audit Committee meetings in accordance with its terms of reference

To demonstrate a detailed understanding of the council's constitution; the Code of Conduct; budget and audit processes; key internal policies; the Councillors Allowances Scheme and of the relationship between the Council and charitable Trusts.

To ensure that the workplan of the Committee delivers the following outcomes (this is not an exhaustive list):

- Monitoring the operation of the Council's Constitution and keeping its terms under review, including all procedure rules
- Making recommendations to the Council for any change or additions to the procedure rules or Articles of the Constitution or executive arrangements
- Oversee all matters relating to the adoption and operation of the Members' Allowances Scheme including recommendation to the Council of the adoption of or amendment to any such Scheme
- Keep under review the portfolios of the Cabinet and the terms of reference and delegations of Council functions to committees and formally appointed bodies and officer
- Consider the Council's arrangement relating to accounts
- Consider the Council's arrangements relating to internal and external audit requirements
- Review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management) and including to review and approve the annual statement of Corporate Governance