

ROLE SPECIFICATION 2011/2012

CHAIR OF LICENSING AND SAFETY PANEL

Main Role

To undertake the role and responsibility of a Councillor and functions as Chair of the Licensing and Safety Panel, in accordance with its Terms of Reference as specified within the Council Constitution; and to lead the work of the Licensing and Safety Panel.

To take responsibility for and to lead on the Licensing and Safety Panel function of the Council and to Chair the Licensing and Safety Panel. To develop a clear understanding of the Terms of Reference of the Committee, the scope and range of the function.

Key Accountabilities

In addition to carrying out the functions set out in the Member Role Profile for all Elected Members;

- 1 To lead the work of the Licensing and Safety Panel.
- 2 To Chair the committee, including;
 - a. working with Officers to determine a programme of work for the Panel, and/or of reporting to the Council where necessary; and
 - b. Representing the Licensing and Safety functions within and outside the Council, as necessary, to enable it to deliver its objectives within budget and in a cost effective way.
- 3 To attend all Licensing and Safety Panel meetings as necessary.
- 4 To take responsibility for and to lead on those licensing functions of the Council which fall within the remit of the legislation (to include taxi, entertainment, liquor and gambling licensing).
- 5 To provide strong, fair leadership and clear political guidance to Members and Officers.
- 6 To review, challenge and question implementation of agreed policy and service delivery and to make recommendations, where relevant, to the Council to improve policy, performance and service delivery.

- 7 To ensure the delivery of best value, continuous improvement and implementation of best practice.
- 8 To be responsible for the liaison with the Chief Officers responsible for services that fall under the committees' Terms of Reference.
- 9 To ensure the efficient carrying out of the processes for which the Committee has responsibility.
- 10 To demonstrate fair and open decision-making by or on behalf of the Committee.
- 11 To ensure Members' information needs are met so that they can contribute fully to the decision-making within the Committee process.
- 12 To ensure members obtain the necessary skills to contribute to the work of the Committee.