

## **ROLE SPECIFICATION 2011/2012**

### **CHAIR OF PLANNING CONTROL COMMITTEE**

#### **Main Role**

To undertake the role and responsibility of a councillor and functions as Chair of the Planning Control Committee, in accordance with its Terms of Reference;

To take responsibility for and to lead on the Planning and Development Management function of the Council and to Chair the Planning Control Committee. To develop a clear understanding of the Terms of Reference of the Committee, the scope and range of the Planning and Development Management 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 Planning Control Committee.
- 2 To Chair the Planning Control Committee including:
  - a. working with Officers to determine a programme of work, of performance reviews and/or of reporting to the Council where necessary; and
  - b. Representing the Planning Control 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 provide strong, fair leadership and clear political guidance to Members and Officers.
- 4 To ensure the delivery of best value, continuous improvement and implementation of best practice.
- 5 To attend all Planning Control Committee meetings.
- 6 To be responsible for liaison with Chief Officers responsible for services that fall under the Committee's Terms of Reference.
- 7 To ensure the efficient carrying out of the processes for which the Committee has responsibility.

- 8 To demonstrate fair and open decision making by all on behalf of the Committee.
- 9 To ensure Members' information needs are met so they can contribute fully to the decision making within the committee process.
- 10 Ensure Committee Members obtain the necessary skills to contribute to the work of the Committee.