

ARTICLE 2 – COUNCILLORS AND ROLE DESCRIPTIONS

(8) Chairman of Policy and Project Advisory Board

The key roles and responsibilities of the Chairman of the Policy and Project Advisory Board are to:

- lead the work of the Policy and Project Advisory Board
- chair meetings of the Policy and Project Advisory Board
- Advise the Cabinet and Overview and Scrutiny Committee on the work of the Policy and Project Advisory Board as required
- in conjunction with the Lead Officer, lead the delivery of the Board's work programme, and the co-ordination of the Board's Project Working Groups. Ensure progress is monitored and that tasks are progressing satisfactorily.
- ensure that clear terms of reference and timescales are set for each Working Group appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects
- ensure that proposals for new or revised priorities or policies are well informed and that Council policies are widely understood and promoted positively
- present Board reports and recommendations to the Cabinet, Overview and Scrutiny Committee and Council
- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to the work covered by the Board; and
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community.

(9) Vice-Chairmen of Policy and Project Advisory Board

The key roles and responsibilities of the Vice-Chairmen of the Policy and Advisory Board are to:

- assist the Chairman in leading the work of the Policy and Project Advisory Board
- deputise for the Chairman in his/her absence
- chair working groups appointed by the Board
- ensure working groups appointed by the Board have clear terms of reference and timescales
- lead on projects which are part of the Board's programme of work
- present reports to the Board on behalf of working groups or projects he/she is leading
- assist the Chairman in leading the development, management and monitoring of the Board's work programme and the co-ordination of Task and Finish Groups appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects
- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of working groups or special projects
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community