ROLES OF COMMITTEE CHAIRMEN

1. The roles to be undertaken by Chairmen of Committees shall be in accordance with:-

Audit Committee	Annex 1
Planning Committee	Annex 2
General Purposes and Licensing Committee	Annex 3
HR Committee	Annex 4
Appeals Committee	Annex 5

2. Where the Chairman of a Committee is unavailable for any reason, the Vice-Chairman, if appointed, shall undertake the role of Chairman.

Annex 1

CHAIRMAN OF AUDIT COMMITTEE

1. MAIN ROLE

(a) Lead the Council's activities in relation to those functions covered by the Terms of Reference of the Audit Committee.

(b) Ensure that the Committee deals with its functions in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto, including the rules of natural justice.

2. DUTIES AND RESPONSIBILITIES

(a) Chair meetings of the Committee.

(b) Ensure that appropriate processes are adopted to enable the Committee to undertake its functions in a fair and even-handed manner within the Council's approved policies.

(c) Ensure that all Members of, and Officers servicing, the Committee take full and proper account of the legislative framework in setting policies, rules, regulations, processes and in the determination of any matter.

(d) Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Committee.

(e) Ensure Members of, and Officers servicing, the Committee comply with the rules relating to declaration of interests.

(f) Ensure that appropriate Member training programmes and seminars are arranged to enhance Members' knowledge and ability to carry out the Committee's functions in accordance with legislation, the Council's policies and other codes and rules affecting such functions.

Annex 2

CHAIRMAN OF PLANNING COMMITTEE

1. MAIN ROLE

(a) Lead the Council's activities in relation to those functions covered by the Terms of Reference of the Planning Committee.

(b) Ensure that the Committee deals with its functions in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto.

2. DUTIES AND RESPONSIBILITIES

(a) Chair meetings of the Committee.

(b) Ensure, in relation to each function of the Committee, that appropriate policies, rules, regulations and processes are adopted to enable the Committee to undertake its functions in a fair and even-handed manner within the Council's approved policies.

(c) Liaise closely with the Executive and in particular the relevant Portfolio Holder in the preparation, alteration and adoption of Development Plans.

(d) Ensure that all Members of, and Officers servicing, the Committee take full and proper account of the legislative framework in setting any relevant policies, rules, regulations and processes and in the determination of any applications.

(e) Work closely with the Executive and in particular the relevant Portfolio Holder in determining any applications that may have an effect on the economic health of the District or any part of it.

(f) Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Committee.

(g) Ensure Members of, and Officers servicing, the Committee comply with the rules relating to declaration of interests.

(h) Take the lead in setting the Committee's budgets, fees and charges and put effective budget monitoring procedures in place.

(i) Ensure that appropriate Member training programmes and seminars are arranged to enhance Members' knowledge and ability to carry out the Committee's functions in accordance with legislation, the Council's policies and other codes and rules affecting such functions.

Annex 3

CHAIRMAN OF GENERAL PURPOSES AND LICENSING COMMITTEE

1. MAIN ROLE

(a) Lead the Council's activities in relation to those functions covered by the Terms of Reference of the Committee.

(b) Ensure that the Committee deals with its functions in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto, including the rules of natural justice.

2. DUTIES AND RESPONSIBILITIES

(a) Chair meetings of the Committee.

(b) Ensure, in relation to each function of the Committee, that appropriate policies, rules, regulations and processes are adopted to enable the Committee to undertake its functions in a fair and even-handed manner within the Council's approved policies.

(c) Ensure that all Members of, and Officers servicing, the Committee take full and proper account of the legislative framework in setting policies, rules, regulations, processes in relation to its functions.

(d) Make all necessary arrangements to ensure legislative provisions, and in particular the rules of natural justice are followed in determining applications.

(e) Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Committee.

(f) Ensure Members of, and Officers servicing the Committee, comply with the rules relating to declaration of interests.

(g) Take the lead in setting the Committee's budgets, fees and charges and put effective budget monitoring procedures in place.

(h) Ensure that appropriate Member training programmes and seminars are arranged to enhance Members' knowledge and ability to carry out the Committee's functions in accordance with legislation, the Council's policies and other codes and rules affecting such functions.

Annex 4

CHAIRMAN OF HR COMMITTEE

1. MAIN ROLE

(a) Lead the Council's activities in relation to those advisory functions covered by the Terms of Reference of the HR Committee.

(b) Ensure that the Committee's advisory and negotiating functions are undertaken in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto, including the rules of natural justice.

2. DUTIES AND RESPONSIBILITIES

(a) Chair meetings of the Committee.

(b) Ensure, in relation to each function of the Committee, that appropriate processes are adopted to enable the Committee to undertake its functions in a fair and even-handed manner within the Council's approved policies.

(c) Ensure that all Members of, and Officers servicing the Committee, take full and proper account of the legislative framework in setting policies, rules, regulations and processes and in the determination of any matter.

(d) Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Committee.

(e) Ensure Members of, and Officers servicing the Committee, comply with the rules relating to declaration of interests.

(f) Ensure that appropriate Member training programmes and seminars are arranged to enhance Members' knowledge and ability to carry out the Committee's functions in accordance with legislation, the Council's policies and other codes and rules affecting such functions.

Annex 5

CHAIRMAN OF APPEALS COMMITTEE

1. MAIN ROLE

(a) Lead the Council's activities in relation to those functions covered by the Terms of Reference of the Appeals Committee.

(b) Ensure that the Committee deals with its functions in a fair and proper manner having regard to the Council's policies and statutory provisions relating thereto, including the rules of natural justice.

2. DUTIES AND RESPONSIBILITIES

(a) Chair meetings of the Committee.

(b) Ensure, in relation to each function of the Committee, that appropriate policies, rules, regulations and processes are adopted to enable the Committee to undertake its functions in a fair and even-handed manner.

(c) Ensure that all Members of, and Officers servicing, the Committee take full and proper account of the legislative framework in setting policies, rules, regulations, processes and in the determination of any appeals.

(d) Liaise closely with the Council's Chief Executive, Monitoring Officer and Chief Finance Officer in connection with the adoption, implementation and review of all arrangements for dealing with appeals and other matters considered by the Committee or a Panel of the Committee.

(e) Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Committee.

(f) Ensure Members of, and Officers servicing, the Committee comply with the rules relating to declaration of interests.

(g) Take the lead in setting the Committee's budgets, fees and charges and put effective budget monitoring procedures in place.

(h) Ensure that appropriate Member training programmes and seminars are arranged to enhance Members' knowledge and ability to carry out the Committee's functions in accordance with legislation, the Council's policies and other codes and rules affecting such functions.