

Vice Chair of Monitoring and Audit Committee, Orkney Islands Council

Role Description

To be read in conjunction with the role description for councillors.

1. Purpose of Role as Vice Chair of Monitoring and Audit Committee

1.1. To deputise as chair of meetings of the Monitoring and Audit Committee and any Sub-committees, Working Groups or Consultative Groups established to support the work of the Monitoring and Audit Committee, ensuring that they are undertaken in line with the Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council, the Scheme of Administration and the Scheme of Delegation.

1.2. At the request of the Chair of the Monitoring and Audit Committee, to chair any Sub-committee, Working Group or Consultative Group established to support the work of the Monitoring and Audit Committee.

1.3. To champion the responsibilities of the Monitoring and Audit Committee as defined in the Terms of Reference within the Council's Scheme of Administration.

1.4. To assist the Chair in developing and maintaining effective relationships with partner organisations and other agencies in relation to the work of the Monitoring and Audit Committee as appropriate.

2. Key Tasks/Accountabilities

To deputise for the Chair and to assist him/her in the following tasks:

2.1. To chair the Monitoring and Audit Committee and to ensure the responsibilities within the Terms of Reference are addressed with impartiality and fairness.

2.2. To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Monitoring and Audit Committee.

2.3. To develop and maintain effective working relationships with Members and officers, particularly the Chief Executive, Executive Directors, chief officers and the Committee Officers.

2.4. To act as the Council's and the Monitoring and Audit Committee's elected member representative on relevant external bodies as required.

2.5. To comply with statutory and Council regulations and procedures in relation to the work of the Monitoring and Audit Committee.

2.6. To maintain the highest standards of conduct and ensure public confidence in Council services.

2.7. To act as spokesperson within and outside the Council in relation to the remit of the Monitoring and Audit Committee.

2.8. To liaise with relevant Directors to ensure the learning and development needs of the Members of the Monitoring and Audit Committee are met through briefings, seminars etc.

2.9. To liaise closely with the Chair to ensure both are apprised of significant developments relating to matters within the remit of the Monitoring and Audit Committee, and in order for the Vice Chair to be able to effectively deputise for the Chair, if required.